UNIVERSITY OF CALIFORNIA, OFFICE OF THE PRESIDENT
GRADUATE STUDIES COORDINATOR
Job #: 20090093
Close Date: 04/23/2009

Reporting to the Vice President for Research and Graduate Studies, provide leadership, coordination and support for graduate studies efforts across the University of California and the Office of the President. Assist the Vice President in the unit's efforts to promote graduate education in the UC system to enhance California's competitive position in the global economy. Create a process for coordinating Office of the President and campus efforts to support campus priorities for graduate education.

The purpose of the Office of Research and Graduate Studies (ORGS) is to enhance campus-based research and graduate education by providing UC-wide strategic coordination, resources and accountability to advance UC's teaching, research and public service mission.

JOB REQUIREMENTS

• Bachelor's degree, and at least five years experience working with graduate education in a large, complex university, or an equivalent combination of education and experience. Ph.D. strongly preferred.

• Demonstrated working knowledge of current issues in graduate education, including, but not restricted to, academic program planning, enrollment planning, strategic planning, assessment, workforce issues, trends in graduate education, admissions, personnel policy, data and modeling, student affairs, research, campus climate, student life, graduate support and financial aid, international issues and diversity.

• Strong analytical and research skills to develop, assess and synthesize information and recommendations from a wide variety of sources on a broad range of issues to formulate program, policy and service recommendations. Ability to identify findings, evaluate alternatives, and draw conclusions relating to policy or practice. Ability to produce reports in a variety of formats for easy interpretation and use, and to design and prepare graphs, tables and other visuals.

• Experience working in a collaborative team environment, building consensus and promoting the exchange of information among project team members, project management staff, and administrative units. Demonstrated critical and creative thinking skills to assess current program design strengths and weaknesses and formulate original policy and programmatic designs.

• Project management and organizational skills to plan and independently execute projects/tasks within specific and sudden deadlines, and successfully assess, balance and prioritize numerous competing concerns.

• Strong written and verbal communication skills to articulate ideas, thoughts and information in a logical manner and sequence, and summarize complex issues clearly and succinctly. Experience presenting complex material to diverse audiences.

• Negotiation skills as demonstrated by the ability to articulate a specific position and persuade as necessary, presenting ideas and proposals in a convincing manner to influence the direction of a meeting, plan or idea. Ability to apply judgment and political acumen in problem solving.

• Interpersonal and leadership skills to establish and maintain effective working relationships with all levels of staff across UCOP and campuses. Experience
teaching, motivating and influencing others to accomplish a goal. Experience functioning in a complex institutional environment.

University of California (UC), one of the largest and most acclaimed institutions of higher learning in the world, is dedicated to excellence in teaching, research and public service. The UC Office of the President is the corporate headquarters to the ten campuses, five medical centers and two Department of Energy National Labs and enrolls premier students from California, the nation, and the world. University benefits include medical, dental and vision insurance effective on the first day of employment, a generous sick, vacation and paid holiday program, an excellent retirement savings and investment plan, and more.

HOW TO APPLY: For a complete job description or to apply for this position, please visit:  http://jobs.ucop.edu/applicants/Central?quickFind=52950

To review a complete list of all of UCOP’s open positions please visit the University of California Office of the President Employment Website:  http://jobs.ucop.edu

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