AcademicKeys
UNLOCKING ACADEMIC CAREERS

Program Assistant, Engineering Graduate Programs
University of Connecticut

Direct Link: https://www.AcademicKeys.com/r?job=229897
Downloaded On: May. 8, 2024 10:56am
Posted Feb. 1, 2024, set to expire Jun. 3, 2024

Job Title	Program Assistant, Engineering Graduate Programs
Department	Professional Education Program, Engineering Dean's office
Institution	University of Connecticut Storrs, Connecticut
Date Posted	Feb. 1, 2024
Application Deadline	Feb. 9, 2024
Position Start Date	when filled
Job Categories	Professional Staff
Academic Field(s)	Engineering - Other
Job Website	http://jobs.uconn.edu
Apply Online Here	https://hr.uconn.edu/jobs
Apply By Email	
Job Description	

Program Assistant, Engineering Graduate Programs

APPLY NOW**Search #:** 498164
Work type: Full-time
Location: Storrs Campus
Categories: Academic Programs and Services

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JOB SUMMARY

The University of Connecticut's College of Engineering (CoE) seeks a dynamic and team-oriented individual to support the graduate education mission of the College, including the newly-created Ph.D. in Engineering Education. Working under the direction of the Associate Dean for Research and Graduate Education, the Program Assistant (Educational Program Support 2) will provide administrative and programmatic support to coordinate integral components of graduate education programs and provide support to the Director of Graduate Studies, the Director of Engineering Education Initiatives, and the Director of the UConn CoE Entrepreneurship Hub (eHub). As a crucial member of the Dean's Office administrative team, the ideal candidate will demonstrate attention to detail, organizational skills, and self-motivation contributing to the delivery of high-quality activities and educational events for graduate students in the College.

DUTIES AND RESPONSIBILITIES

- Provides administrative and program support to the Associate Dean for Research and Graduate Programs and the Director of Graduate Studies for the College of Engineering.
- Manages the Associate Dean's calendar and schedules meetings; arranges travel and supports reporting of expenses in the Concur system.
- Coordinates Associate Dean's signatory commitments.
- Schedules meetings with faculty, staff, and external partners in support of the Associate Dean for Research and Graduate Education's research development and faculty development activities.
- Schedules meetings of the CoE Graduate Council, preparing and distributing materials and taking minutes; maintains official records of actions related to CoE graduate programs; conducts online and in-person votes for course and curricula actions; approves CAR and GPAR actions at the direction of the Director of Graduate Studies.
- Supports the required student learning/outcomes assessments of graduate programs in the CoE.
- Assist graduate students with matters related to student services, referring to other resources as appropriate, including supporting graduate student organizations with purchasing, travel, and events; organizing events for CoE graduate students including prospective student visitation, new student orientation, and the annual poster competition; preparing offer letters for internal graduate student fellowship opportunities.
- Manage hourly student workers including preparing job descriptions, interviewing candidates, providing routine instructions and supportive feedback, and approving hourly worker time cards.
- Provides regular updates to the Associate Dean and Director on various projects and meetings.
- Coordinates preparation of informational and promotional materials (web and printed) for graduate student recruitment and graduate student support.

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- Coordinates the graduate programs' social media and marketing efforts.
- Coordinates a variety of data processing and reporting functions central to the graduate program such as reporting data for graduate program rankings and preparation of the CoE annual report.
- Maintains records and prepares necessary reports, including tracking financial transactions related to programs supported; supporting education grants as required.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

- Bachelor’s degree and two years of related experience.
- Strong computer literacy and demonstrated ability in office software applications including the Office Suite (Excel, Word, Outlook, etc.).
- Demonstrated ability to manage multiple high-priority tasks and projects with competing deadlines in a fast-paced environment.
- Ability to work independently with minimal supervision, collaboratively, and in a team environment to solve problems efficiently and effectively.
- Excellent communication, written, verbal, and interpersonal skills.
- Demonstrated attention to detail and organizational skills.

PREFERRED QUALIFICATIONS

- Master’s degree.
- Experience in a higher education setting.
- Experience with social media promotion on a variety of platforms (Facebook, Twitter, LinkedIn).
- Experience with enterprise software including Microsoft Teams, Concur travel expensing system, Peoplesoft student administration system, Blackboard (HuskyCT), Courseleaf, Huskybuy,

APPOINTMENT TERMS

This is a full-time, permanent position located on the Storrs campus. The University offers a competitive salary, outstanding benefits, including employee and dependent tuition waivers at UConn, and a highly desirable work environment. Salary will be commensurate with the candidate’s background and experience. Other rights, terms, and conditions of employment are contained in the collective bargaining agreement between the University of Connecticut and the University of Connecticut Professional Employees Association (UCPEA)

TERMS AND CONDITIONS OF EMPLOYMENT

Employment of the successful candidate is contingent upon the successful completion of a pre-

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employment criminal background check.

TO APPLY

Please apply online at https://hr.uconn.edu/jobs, Staff Positions, Search #498164 to upload a **resume, cover letter,** and contact information for **three (3) professional references.**

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on February 9, 2024.

All employees are subject to adherence to the State Code of Ethics which may be found at http://www.ct.gov/ethics/site/default.asp.

All members of the University of Connecticut are expected to exhibit appreciation of, and contribute to, an inclusive, respectful, and diverse environment for the University community.

The University of Connecticut aspires to create a community built on collaboration and belonging and has actively sought to create an inclusive culture within the workforce. The success of the University is dependent on the willingness of our diverse employee and student populations to share their rich perspectives and backgrounds in a respectful manner. This makes it essential for each member of our community to feel secure and welcomed and to thoroughly understand and believe that their ideas are respected by all. We strongly respect each individual employee's unique experiences and perspectives and encourage all members of the community to do the same. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

EEO/AA Policy

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The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact University of Connecticut
Human Resources Dept
University of Connecticut
Not Applicable
Storrs, CT 06269

Phone Number 860-486-3034
Fax Number 860-486-0378
Contact E-mail not applicable