



Job Description for **Communications and Office Manager.**

Job Description:

Job Essential Function 1

Percent of Time: 35%

PROGRAM SUPPORT

Assist in the production of the biannual UCI Climate Action Plan, biannual UCI Water Action Plan, and other plans and documents required under UC Sustainability Policy. This work includes collection and analysis of campus use and performance data, development of infographics, text development, and desktop publishing.

Compile, analyze, and report UCI sustainability and environmental performance data for public reporting and rating including AASHE STARS, Sierra, Climate Leadership network, UC Annual Sustainability Report, and reporting to campus leadership.

Manage campus wide sustainability initiatives and programs as assigned (e.g. UC Cool Campus Challenge, Green Labs).

Develop and manage interpretive signage for campus wide environmental programs and sustainability initiatives (e.g. native landscaping initiative, water quality program, PSHB management).

Prepares complex packages of materials using specialized software (including some desktop publishing and graphics) which utilizes knowledge of equipment application and format design. Examples include CEQA and other environmental legal documents requiring specific formats, land planning studies, and associated graphics.

Schedules, attends, and coordinates agendas for 1) UCI Sustainability Committee, 2) UCI Sustainable Operations + Academics Working Group, and 3) UCI Green Labs Working Group. Coordinates agenda items and audio-visual needs for other meetings as needed. Assists in the development of computer-generated presentation graphics for community meetings and other planning presentations.

Participate in UC system wide sustainability working groups.

Prepare planning documents, scans, etc. and assures proper storage, retention and archival treatment if needed.

Other special projects as assigned.

Job Essential Function 2

Percent of Time: 30%

COMMUNICATIONS

Manage UCI Sustainability and EPS websites consistent with UCI's branding initiative and in response to priorities established by the AVC. Author and/or edit materials as required to communicate with campus customers in a clear and timely manner. Create content that can be deployed in a variety of media including web sites, newsletters, email messages, and other communication vehicles as appropriate. Evaluate and choose the appropriate communication vehicles to maximize customer understanding and accessibility.

Develop website content for search engine optimization, ease of navigation, usability, and relationship to other campus websites. Identify and eliminate outdated web content. Develop and maintain timely content.

Plan and facilitate the deployment of communication materials to ensure appropriate timing and coordination with stakeholders and partners.

Support management requirements to provide notices and email messages to the campus.

Develop and maintain an organized inventory of communications materials, as well as archiving them and facilitating ease of retrieval by others, as needed.

Job Essential Function 3

Percent of Time: 20%

ADMINISTRATIVE SUPPORT

Determine priority of incoming communications from the campus, public agencies, and off-campus community. Conducts initial assessment of callers' needs, provides answers and support, and triages calls to the appropriate campus staff as needed.

Maintains Office's complex meeting calendar which includes multiple ongoing meetings with campus committees and workgroups involving campus wide and off-campus stakeholders.

Maintains AVC s complex calendar which requires multiple meetings/events with non UCI affiliates. Determines the need and priority of proposed appointments, schedules appointments and reserves space and equipment, taking in consideration adjustments to accommodate shifting priorities. Compiles materials for campus and community meetings, workshops, and hearings, ensuring all relevant information is available. Coordinates entertainment (food/beverage) needs of meetings/events for recurring and ad hoc meetings.

Coordinates travel and lodging arrangements. Processes necessary paperwork for advances, payments and reimbursements.

Reviews and edits correspondence to evaluate urgency, and redirects to appropriate personnel if needed. Responds to correspondence or prepares responses. Using independent judgment, determines required actions and/or responses and their deadlines. Compiles corresponding data and materials, and brings relevant information to the attention of the Director.

Maintains and updates all pertinent correspondence and materials to be included in central files, some of which are archival. Coordinates the submission and reception of legal environmental documents.

Develops, indexes, and maintains organization of working and central files (correspondence, project, subject, etc.) as well as a database for campus projects.

Review operational procedures and adjust as needed to increase efficiency.

Provides general administrative support to the planning staff.

Job Essential Function 4

Percent of Time: 15%

PURCHASING & FINANCIAL SUPPORT

Responsible for the purchase of supplies, materials and office equipment. Issue purchase orders and agreements as needed. Assure equipment maintenance agreements are in order to minimize downtime. (Since EPS shares some space/equipment/services with other units, some workload will overlap and require coordination with others UCI employees).

Ensures appropriate financial transactions (invoices, travel paperwork, etc.) are processed and in compliance to policy.

Oversee monthly recharge processes. Collects and allocates workload hours to correct projects. Develops billing statement and coordinates with Budget Office UCIMC, and other units to process the recharges. Assures that billing is posted and funds are collected.

Reconciles general ledgers.

Oversees equipment inventory and maintain current insurance policies.

Responsible for maintenance and archiving (as needed) of planning drawings, blueprints and other documents.

Processes personnel and timekeeping actions, requiring interface with Human Resources and Payroll.

Serves as coordinator for timesheets; collecting timesheet information, track of project direct expenses, and recharging staff time to relevant projects.

Processes professional development registration and associated paperwork.

SKILLS, KNOWLEDGE AND ABILITIES:

Required:

Technical Skills:

Ability using Microsoft Outlook, Word, Excel, and Power Point, and the ability to learn new computer software and systems.

Proficient in graphic design using Adobe Creative Suite including Photoshop, Illustrator and InDesign.

Skills and experience using web content management systems (CMS).

Personal Skills:

Strong organizational skills to manage a diverse workload, prioritize projects, and establish strategies and action plans to achieve targeted objectives.

Proven ability to work independently with minimal supervision.

Strong analytical skills to understand problems and offer viable solutions.

Skill to balance and prioritize multiple projects simultaneously.

Proven ability to work as a member of a team and collaborate effectively with colleagues.

Skill in writing concise, logical, grammatically correct reports, memos and correspondence.

Skill to communicate orally and in writing to a broad cross section of the population, including students, professional staff, faculty and the general public.

Desired:

Experience working in higher education environment.

Knowledge of sustainability-related issues.

Knowledge of online financial systems (such as Quali Financial System) as it pertains to low-value purchasing.

Ability to create HTML web and email content.

Below are general guidelines on the position's physical, mental, and environmental working conditions.

In accordance with applicable state and federal law, UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-5210.

Bend: Occasionally

Squat: Occasionally

Crawl: Occasionally

Climb: Occasionally

Kneel: Occasionally

Handle Objects: Constantly

Push/Pull: Occasionally

Reach Above Shoulder Level: Occasionally

Sit: Constantly

Stand: Constantly

Walk: Constantly

Use Fine Finger Movements: Constantly

Carry/Lift Loads up to 25 Pounds: Occasionally

Carry/Lift loads between 25-50 lbs: Not Applicable

Carry/Lift Loads over 50 Pounds: Not Applicable

Read/Comprehend: Constantly

Write: Constantly

Perform Calculations: Constantly

Communicate Orally: Constantly

Reason and Analyze: Constantly

Chemical/Biological Agent: Not Applicable

Construction Activities: Not Applicable

Contact with Water/Liquids: Not Applicable

Drive Motorized Equipment: Not Applicable
Confined Spaces: Occasionally
Elevated Work Location: Not Applicable
Radioactive Materials: Not Applicable
Temperature Variations: Occasionally
Gas System: Not Applicable

Close



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UC Irvine Diversity Statement

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).

Clery Notice

The 2016 UCI and UC Irvine Health Medical Center Annual Security Report (ASR) and the 2016 UCI Annual Fire Safety Report (ASFR) are available at:

www.police.uci.edu/Jeanne_Clery_Act_Annual_Security_Report.pdf

www.ehs.uci.edu/programs/fire/UCI_HEOA_Report.pdf

The ASR includes information regarding campus security and personal safety and crime statistics for the three previous calendar years (2015, 2014, 2013). The ASFR includes information on fire safety policies and fire safety systems as well as fire statistics for the three previous calendar years (2015, 2014, 2013). Paper copies of these reports are available upon request by calling the UCI Police Department at (949) 824-1885 or by visiting the UCI Police Department located at 100 Public Services Building.