Administrative Assistant III
Administrative Assistant to the Chair of the UCLA Department of World Arts and Cultures
To be posted on the UCLA Campus Human Resources website at www.chr.ucla.edu
August 9, 2006

Job Summary:
The assistant will provide a broad range of administrative support for the chair, and grants management support for the department.

70% ADMINISTRATIVE SUPPORT

1. Act as the chair's liaison with faculty, staff, students, and the general public. Interface with the dean's office of the school of the arts and architecture, and collaborative units on campus.
2. Provide general support for the chair, including opening and screening incoming correspondence and calls to the chair. Determine if response by the chair or other members of the staff is appropriate and, when necessary, research information and compose draft response for the signature of the chair.
3. Identify issues requiring immediate attention, determine actions, interact with other department staff as necessary, and facilitate resolution on behalf of the chair. Work as part of a team-oriented staff to translate the vision of the chair into viable workplans, tasks and timelines.
4. Establish and supervise maintenance of a systematic filing system with a heavy volume of correspondence, directives, documents, reports, and publications. Develop systems for tracking documents, ensuring appropriate confidentiality, providing for their retrieval, retention or eventual disposal.
5. Assemble and organize background materials for chair's meetings with groups and individuals. Coordinate and distribute agendas and ensure follow-up action. Take and circulate minutes as needed.
6. Attend curriculum design meetings as assigned; prepare, proofread and assemble related documents for campus review, and circulate to appropriate members of the school and department, including dean, faculty and staff.
7. Maintain and update records of appointments of faculty committees, donors and staff of the department, monitor the information for accuracy and completeness.
8. Make travel arrangements for chair and invited guests: formulate itineraries with meeting dates and times, prepare documentation required for visas for foreign guests, order air tickets, reserve lodging and ground transportation, and prepare accounting document for pre-payment or reimbursement. Direct and facilitate guest access to campus services as needed.
9. Train and supervise part-time student employees who assist with activities in the office and special tasks in the department.
10. In close coordination with the department staff, manage the day-to-day operation of the office of the chair during normal business hours. Respond to telephone inquiries about programs and activities.
11. Interact with department administrative office on matters concerning accounting, computer technology, database, facilities and equipment and other related support services.
12. Perform special assignments made by the chair and MSO as a member of an organizational team at the department, to achieve goals that will benefit the organization.
13. Provide backup support for the front office as needed. In coordination with department office staff receptionist, greet visitors and callers and direct them to others.
14. Support the publicity and planning of department-wide instructional events, including the researching and providing appropriate descriptions and images for upcoming events, and following up with publicity
staff on special invitation and contact lists.
15. Provide support for the chair on department's grant proposals to meet programmatic goals of the department.
16. Organize special career-oriented events for current students with alumni of the department.
17. Assist chair and school development staff with donor and prospective donor meetings as needed. Meet and greet donors and development staff for periodic briefings with donors and provide occasional tours of the facility.

30% Grant Management

1. Manage and administer a portion of the department's grant funds, as assigned. View and analyze QDB online reports to monitor balances and ledgers for these funds.
2. Meet with MSO and PIs to monitor monthly expenditures, develop cost projections, identify problem areas, and recommend action on specific issues such as reevaluation of fiscal plans.
3. Utilizing campus systems (OASIS, BruinBuy and Travel Express), initiate and prepare online low value orders, invoice payments, travel and entertainment expenses, and other payments. Verify that all transactions have proper authorization and are in compliance with guidelines and procedures of the University and funding agencies.
4. Generate periodic spreadsheet reports, reflecting costs to date and projected expenditures through end of grant cycle.
5. Provide account and budget details for department's personnel staff to prepare any grant-funded staff or academic apprentice appointments.

SKILLS, KNOWLEDGE AND ABILITIES:

• Demonstrated organizational skills to prioritize multiple assignments to complete work in a timely manner when there are competing deadlines and a heavy workload.
• Interpersonal skills and cultural sensitivity to interact diplomatically and effectively with individuals of various ranks, nationality, and cultural backgrounds.
• Oral communication skill in speaking clearly and distinctly, using appropriate grammar, to obtain or convey information to individuals at various organizational levels.
• Demonstrated experience in designing and implementing workshops, seminars, conferences, public lectures and similar programs
• Skills with computer programs dealing with word processing, spreadsheet, database software to include but not limited to Microsoft Word for Windows and Excel.
• Experience with UCLA OASIS (PAC and Bruinbuy) and Travel Express.
• Ability to write and edit routine business correspondence and other documents, using appropriate grammar, syntax, spelling and punctuation.
• Working knowledge of University resources and administrative policies and procedures.
• Basic accounting and bookkeeping skills to monitor accounts and to prepare financial reports.
• Working knowledge of spreadsheet principles.