UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
CAPITAL PROGRAMS ADMINISTRATIVE SPECIALIST
(6 Month Limited Appt. with Possibility of Career Conversion)

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California, the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities — air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #4 ranking among the nation for most diverse universities (US News and World Report 2011). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life. UCR is ranked 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

About Capital Programs:
The Capital Programs Division provides high quality services in the areas of Capital Resource Management, Capital Finance, Real Estate, Architecture, Engineering, and Sustainability. The Capital Programs Division is responsible for the development of the Capital Improvement Program, physical planning for the campus, and campus-wide space management and inventory; lease and license administration (office, cell sites, ATM’s, etc.); public/private joint ventures (third-party development); acquisition and disposition of real property; the Faculty Housing Program; the Mortgage Origination Program; and providing the Riverside campus with a physical environment that supports the teaching, research and public service goals of the university.

Essential Functions:
Under the general direction of the Capital Programs Executive Administrative Specialist, the Capital Programs Administrative Specialist provides general administrative support to the office of the Associate Vice Chancellor – Capital Programs and direct support to the management and professional staff within the Capital Programs Division. The Administrative Specialist also provides analysis and coordination on a wide range of issues, projects and other highly sensitive and/or confidential matters; coordinates activities in support of the general operations of the Capital Programs Division; and provides direct support to the Associate Vice Chancellor – Capital Programs, in the absence of the Executive Administrative Specialist.

Key Responsibilities include:
• Provide administrative support to Capital Programs Management by:
  o Maintaining and updating complex calendars using an automated calendaring system
  o Coordinating the calendar closely with the Executive Administrative Specialist to organize weekly meetings

• Coordinate and schedule meetings, conferences and special events for Capital Programs leadership and their constituents by:
  o Arranging for presenters, facilities, AV, and meeting materials
  o Making travel arrangements and preparing travel vouchers within the on-line travel program
  o Providing relevant background and briefing materials in advance of the meeting
  o Summarizing meeting highlights and track action items/responsible party
  o Maintaining a list of issues/actions for future agendas
  o Distributing handouts to those unable to attend

• Research and compile data, upon request, by:
  o Seeking information from a variety of sources
  o Maintaining records and creating reports pertaining to engagements for Capital Programs Management
  o Responding to urgent demands and managing multiple tasks
  o Utilizing a basic knowledge of architectural concepts and principles to identify and track compliance commitments

• Support the Office of the Associate Vice Chancellor – Capital Programs by:
  o Providing direct support to the Associate Vice Chancellor – Capital Programs, in the absence of the Executive Administrative Specialist
  o Consulting with the Executive Administrative Specialist on all matters of administrative support for interrelated Capital Programs needs
  o Serving as the initial point of contact to bring solutions and closures to issues
**Key Responsibilities continued:**

- Prepare and coordinate correspondence, business agreements, reports, presentations, spreadsheets and other documents, as assigned, by ensuring that all items comply with related policies and procedures, and are handled in an expeditious and accurate manner.

- Support construction projects and schedules by tracking compliance issues required to respond to matters regulated by local, state, and federal mandates.

- Develop office procedure manuals and assist with the development of reports, correspondence, sponsored events, or procedures in support of the Campus Sustainability Coordinator.

- Supports the day-to-day operating functions of the Capital Programs Division by:
  - Processing purchase requests using campus on-line systems, on-line orders for supplies, printing, communications, physical plant, and transportation for the Executive Director – Capital Resource Management, as needed.
  - Arranging for the maintenance of office equipment.
  - Maintaining the Capital Programs physical and virtual filing systems.
  - Establishing and maintaining a professional and cooperative working environment.
  - Updating approved changes to divisional policies and procedures.

**Minimum Requirements:**

**Education and Experience:** Associate’s degree in a related field, and two (2) years recent experience performing administrative functions, or an equivalent combination of education and experience.

**Experience** providing administrative support to management and professional staff; maintaining online calendars; scheduling complex meeting logistics and travel arrangements with attendees from multiple offices/locations; and interpreting and applying policies, procedures and legal requirements.

**Skill** in utilizing a personal computer and office software applications such as Microsoft Word, Excel, Outlook, and PowerPoint; drafting a wide variety of correspondence, business agreements, reports, presentations, and spreadsheets; and maintaining accurate records with strict attention to detail.

**Ability** to provide exceptional customer service; communicate effectively both orally and in writing; prioritize and manage a rapidly changing schedule; work independently within the framework of established responsibilities; establish professional relationships; interact effectively with diverse constituencies; and maintain confidentiality at all times.

**Preferred Qualifications:**

Knowledge of University structure, organization, and key administrative staff; and knowledge of University policies and procedures.

**Conditions of Employment:**

This is a **full-time, 6 month limited** position with the possibility of career conversion. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. Incumbents must possess a valid California driver’s license. Overtime and travel may be required. The budgeted annual starting salary range for this position is **$36,500 - $55,661**. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

**Benefits of Belonging:**

We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, visit: **http://atyourservice.ucop.edu/employees/new_employee/orientation.html**

**Application Instructions:**

To apply for this position, please click the HR JOBS link at the bottom of this page, if you are viewing this flier on the UCR Finance and Business Operations website. You may also apply for this position by visiting our website **http://jobs.ucr.edu** and selecting the browse jobs link. The Capital Programs Administrative Specialist position number is **201211035635**.

**Filing Date:** Open until filled.