

**ADMINISTRATIVE PROGRAM SUPPORT 2  
DEPARTMENT OF MATERIALS SCIENCE AND ENGINEERING  
SCHOOL OF ENGINEERING  
UNIVERSITY OF CONNECTICUT**

**JOB SUMMARY**

Under the direction of the Department Head in the Department of Materials Science and Engineering (MSE) in the School of Engineering, this position will provide assistance and support for academic and business functions.

**DUTIES AND RESPONSIBILITIES**

- Provides program support to Department Head, Undergraduate and Graduate Studies Programs' Directors, including recruitment, admissions, registration and records.
- Coordinates the workflow and processing of administrative paperwork of the MSE Office, including purchasing, accounts payable, travel, inventory control, payroll, searches, faculty promotion, tenure and reappointment.
- Prepares narrative and informational reports which requires researching, compiling and organizing information related to admissions, accreditation, annual reports and surveys.
- Coordinates Departmental course schedules, teaching assignments, final exams, student registration and evaluations.
- Coordinates events such as departmental faculty meetings, seminars, advisory board meetings, orientations and prospective student visits.
- Transmits authoritative information and serves as a resource while providing exemplary customer service to a varied audience, including departments, faculty, staff, students and vendors, resolving a variety of new, unusual or difficult problems requiring independent judgment and initiative.
- Responds to requests for information and provides assistance in solving problems and issues related to the MSE Undergraduate and Graduate Programs and responds as needed with the appropriate offices for resolution.
- Assists in training, supervising and coordinating the work assignments of student support staff.
- Manages special projects such as assisting with the new building planning, providing website content/maintenance.
- Performs other related duties as required and program needs evolve.

**MINIMUM QUALIFICATIONS**

1. Bachelor's degree and two years of related experience; or equivalent combination of training and experience
2. Demonstrated ability to independently provide significant program support
3. Excellent organizational, interpersonal and communication skills
4. Demonstrated proficiency in Microsoft Office

## PREFERRED QUALIFICATIONS

1. Demonstrated proficiency with PeopleSoft Student Administration System
2. Professional experience in an institution of higher education
3. Proven ability to plan and coordinate academic programs and administrative events

## APPOINTMENT TERMS

This is a full-time permanent position in which the University offers a full range of health/retirement benefits. Salary will be commensurate with experience.

## TO APPLY

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #495265 to upload a **resume, cover letter**, and contact information for **three (3) professional references**.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on May 26, 2021.

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>.

*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.*