

Job Title: Administrative Specialist

Working Title: Administrative Coordinator

Annual Salary Range: \$20.31 -\$40.13 hourly

Job Type: Career

Hours: Monday – Friday 8:00am – 5:00pm

Summary Statement:

The Administrative Coordinator serves as the first point of contact and supports the programs and general operations of the Tarjan Center at UCLA. Tarjan Center is a federally designated University Center of Excellence in Developmental Disabilities with primary activities in the areas of training, technical assistance, research and community education. In coordination with the Fund Manager at the Office of Extramural Support, the Administrative Coordinator will work closely to monitor the management of the Center's fiscal resources such as: making solid projections, preparing budgets for proposals, reconciling ledgers, and managing pre and post-award contract and grant funds and expenditures. The Administrative Coordinator will advise the Director on issues and concerns related to contracts, grants and financial matters, and make recommendations and assist with resolutions as directed. The Administrative Coordinator will work closely with other departmental units to ensure appropriate paperwork has been submitted and facilitate timely payments of subcontractors, consultants and reimbursements. The Administrative Coordinator will work closely with the Center Coordinator with pre-award contract and grant submissions, and in the planning of meetings and conferences for the Center. In addition the Administrative Coordinator provides logistical coordination of events, timely processing of invoices, reimbursements, and liaising with campus extramural organizations. Works with minimal supervision from the Director and in collaboration with the faculty and staff to provide logistical and administrative support.

Job Duties and Tasks:

Administrative Coordination and Support (45%)

- Serve as the main point of contact for the Tarjan Center's staff, faculty, community agencies and programs.
- Perform various administrative functions as needed including answering telephones and taking and distributing messages, word processing, copying documents, and managing a calendar of meetings and upcoming events.
- Arrange travel, book plane tickets, transportation and hotel for the Director and other staff as needed.
- Schedule faculty and staff meetings, prepare meeting materials, meeting packets, book rooms, order food, and other logistics as needed.
- Provide logistical coordination of conferences, webinars, and events for the Tarjan Center as needed in collaboration with Tarjan Program Director, and the Center Coordinator.
- Order office supplies and monitor supplies as needed.
- Complete PARs for all staff as needed.
- Special projects as assigned.

Pre-Award Contract and Grant Preparation (15%):

- Support the Director and Fund Manager in the preparation of contract and grant budgets including correct salary and benefits, supplies, consultants, travel and other proposal expenses.
- Work in collaboration with the Center Coordinator and the pre award reviewer to ensure the grant application package adheres to the correct guidelines from the Request for Proposals. Makes all corrections and additions as needed.
- Assist the Director as needed with budget preparation, grant forms, and review for various contract and grant submissions.
- Prepare all internal UCLA forms such as EPASS, 740U and RAS as required by each contract and grant.
- Track proposal status from pre award to OCGA to the Sponsor.

Post Award Administration (40%):

- Works closely with departmental units; prepare purchasing documents, expenditure invoices and other chargers and facilitate timely payments of subcontractors, consultants and reimbursements.
- Meet monthly with the Director (or as needed) to review funded activities and projections.
- Review financial reports prepared by the assigned Fund Manager to ensure that expenditures/projections are appropriate/approved and resolve any discrepancies in a timely manner.
- Prepare the processing of BruinBuy, Purchase Order Requests, Recharge Order Requests, Travel Expense Reports, Reimbursements and other University requisition forms.
- Review ERS (Effort Reporting System) reports.
- Reconcile expenditures and appropriations for each grant and contract including detecting and preventing fund overdrafts, inapplicable expenses and other budgetary problems, closeout, expired contracts and grants, and disposition of balances.
- Alert Director of potential overdrafts and excessive balances.
- Initiate no cost extensions and request approval to spend funds.
- Monitor expired funding sources and provides recommendations to PI in regards to fund balances in a timely manner in advance of end dates.
- Prepare closeout reports for the Fund Manager and resolve discrepancies.
- Assist the PI with payroll and provide consultation on budget projections by reviewing spending patterns from previous years.

Minimum Requirements:

- Education/and or experience equivalent to a Bachelor's degree in a related field.
- Three years administrative/related experience.
- Demonstrated proficient computer use especially in MS Office Applications.
- Strong communication and interpersonal skills to develop and maintain cooperative working relationship with ORA colleagues, staff, faculty, vendors and other campus departments.
- Effective oral and written communication skills necessary to make inquiries and convey information on behalf of the Tarjan Center.
- Ability to supervise work-study students or assistants.

- Ability to work independently.
- Ability in prioritizing assignments to complete work in a timely and accurate manner, keep track of ongoing project deadlines.
- Ability to work with detail and review a large volume of work rapidly and accurately in an environment of changing priorities, with frequent interruptions.
- Perform purchasing duties and reconciliation of monthly expenditures/ledgers according to prescribed procedures and/or defined instructions consistent with the University Campus policies: Travel Express, PAC, BruinBuy, procurement policies and procedures, on-line financial ledgers and accounting systems.
- Ability to maintain records to ensure accurate spending within budget categories on existing contracts and grants.
- Ability to accept ambiguous circumstances and take action where answers to a problem are not readily apparent.
- Ability to work flexible hours as indicated by immediacy of task or needs of the program.
- Ability to interpret, analyze and evaluate financial information.
- Demonstrate strong skills in using Excel to create financial reports and maintain worksheets, and prepare reports for PI.

Preferred Qualifications:

- Bilingual – Spanish.
- Experience with UCLA's financial and purchasing systems, policies and procedures.
- Supervisory experience.

Send Resume and Cover Letter Attention to:

Beth Stoffmacher, Center Coordinator

Email: bstoffmacher@mednet.ucla.edu

For more information about the Tarjan Center see www.semel.ucla.edu/tarjan

The University of California is an Equal Opportunity Employer/Affirmative Action employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for covered veterans.