

Department of Biomedical Engineering
Academic Administrator I
Job Code: 1886

JOB DESCRIPTION: This position is an Academic Administrator I position in the Department of Biomedical Engineering (BME). With minimal direction and considerable latitude for independent judgment, performs routine and non-routine duties related to support of students and programs in the BME department. Responsible for considerable departmental administrative duties requiring extensive experience with university policies, procedures and practices. Directly supports the undergraduate student programs' administrative staff.

Supervision and Direction Received: Receives minimal direction from the undergraduate and graduate program coordinators, as well as the BME Lead Administrator.

ESSENTIAL DUTIES:

UNDERGRADUATE STUDENT EMPLOYEE PAYROLL: (30%)

- Responsible for all aspects of undergraduate student employment in the BME department, including job postings, online hiring, pay rate increases, reallocations, extra compensation, terminations and troubleshooting issues.
- Updates and maintains the SEO database and is the liaison between SEO and student employees with regard to policies and procedures.
- Responsible for approximately 140 student employees yearly, maintaining and managing confidential information for each student.

UNDERGRADUATE PROGRAM: (35%)

- Maintains and monitors budget tracking of a sizable Senior Design budget. Provides assistance to students for Senior Design purchasing and assists with reimbursement for items purchased. Computes, compiles, and furnishes a Senior Design Financial Report to faculty for weekly budget tracking purposes. Provides administrative support for Senior Design including scheduling, student/customer meetings, presentation times, and events.
- Provides administrative assistance to the Undergraduate Student Program Coordinator. Assists with tracking of student progress in BME academic programs using UR Student and department databases. Understands the undergraduate program requirements and can answer student questions.
- Assists with recruiting for the undergraduate program. Interacts with the Admissions office and Hajim School on recruiting events. Arranges meetings of prospective students with faculty and provides information on tours. Collaborates with the BME Marketing, Communications, and Outreach Manager to develop appropriate recruiting materials.
- Assists with room scheduling for classes and meetings using the university VEMS system.
- Primary liaison for the student organization, BMES. Meets with student officers to assist them in planning and coordinating events (reserving rooms/renting outside locations, catering, copying, fundraising deposits, conference registrations, email reminders). These events include: BME Annual Welcome Picnic, BMES Conference Registrations, BMES Annual Banquet, BMES Outreach and Social Events.
- Assists students in preparing Travel & Conference student expense forms at the request of the Department Administrator and other staff). Ability to use appropriate aspects of Workday Accounting System.
- Coordinates and assists with all regularly scheduled undergraduate events: Pre-registration workshops, Curriculum Review Meetings, first-year orientation.
- Disseminates information to undergraduate students.

DEPARTMENT FUNCTIONS: (35%)

- Event Manager: Responsible for coordinating major BME events, including Meliora Weekend Open House, Commencement departmental events, annual BME 101 Poster Session, and the BMES Senior Banquet. This includes room reservations, renting outside locations, catering arrangements and coordination, IT and AV equipment requests and copying. Creates reports required for events accounting.
- Serves as the department receptionist/point person for BME administrative suite. Initial contact for all visitors, faculty, staff and students, greeting and directing people and answering a wide range of questions.
- Manages the BME Colloquium Series for Fall and Spring Semesters.
- Accepts deliveries and notifies recipients of arrival, logging packages and tracking signatures.
- Maintains inventory of office supplies, places orders as necessary.
- Manages schedule for BME conference rooms (ensures recurring meetings are listed correctly by verifying at the start of each semester); request room reservations through MC Office of Educational Resources or RC Registrar's Office as needed.
- Interviews, hires, trains, and supervises departmental student office assistants for office support within the BME Administrative Suite. Acts as liaison between student office assistants and faculty and staff. Prioritizes needs of the faculty and staff and arranges the students' work schedules accordingly.
- Prepare 506 forms for first year graduate students.
- Coordinate department seminar series and faculty candidate's schedules, including travel arrangements, lodging and meals
- Assists with request of the Undergraduate and Graduate Student Coordinators.

Qualifications:

- Requires Bachelor's Degree and 1 year of relevant experience required.
- Or equivalent combination of education and experience.
- Strong proficiency with Windows, Microsoft Office, Excel spreadsheet analysis, Adobe, and Zoom are highly desirable. Proficiency in filemaker pro is advantageous.
- Strong interpersonal, organizational, and communication skills, both verbal and written are required for this position.
- Ability to work productively and interact with a wide range of colleagues across the university related to students and academic programs.
- Passion for interacting with students and faculty is required.
- Participation in on-going training to stay abreast of policies and procedures related to undergraduate students and programs.
- Expertise in the following systems required to perform the above duties.
 - UR Student
 - UR Financials
 - Procure to Pay (P2P) Purchasing system
 - HRMS
 - VEMS virtual room scheduling system

Pay Range

Pay Range: \$20.92 - \$29.29 Hourly

The referenced pay range represents the minimum and maximum compensation for this job. Individual annual salaries/hourly rates will be set within the job's compensation range, and will be determined by considering factors including, but not limited to, market data, education, experience, qualifications, expertise of the individual, and internal equity considerations.