

Administrative Specialist

The UCLA Blum Center Administrative Specialist will provide direct support to the UCLA Blum Center Director and Coordinator and serve as a vital member of the program team in order to manage, support, and develop the intellectual framework of the Center. The UCLA Blum Center Administrative Specialist will work under the supervision of both the Director and the Coordinator to support day-to-day administrative and operational procedures, Center communications, events, and other programs and operational elements important to the success of the UCLA Blum Center Programs. The Center of Expertise on Migration and Health, a program of the UCLA Blum Center, will be managed directly by the Administrative Specialist. The Administrative Specialist will also provide support to the Director in other realms and projects, including but not limited to: schedule management, drafting correspondence, and preparing presentations.

Reports to the UCLA Blum Center and the Blum Center Coordinator; must have the ability to work independently to prioritize work, projects, and tasks as outlined within established departmental guidelines.

Job Duties

Administrative

- Provide administrative support for day-to-day operations;
- Coordinate program and leadership planning meetings, management and project calendars;
- Compose, edit, format and type professional correspondence, memoranda, reports, etc;
- Develop and maintain record keeping and reporting systems;
- Maintain supplies inventory;
- Help coordinate logistics for conferences, travel, meetings and other programming;
- Support planning and execution of Center's events;
- Conduct research and provide other assistance and support for Center Director and Coordinator;
- Coordinate Center activities and schedules;
- Handle general office administration;
- Coordinate communications among program partners and stakeholders;
- Process all Blum Center/Center of Expertise on Migration and Health Purchase Orders via Bruin Buy;
- Process all Blum Center/Center of Expertise on Migration and Health Travel Arrangements and Expense Reports;
- Process all Blum Center/Center of Expertise on Migration and Health non-payroll expense transfers via on-line NPEAR System.

Financial

- Work with vendors, Accounts Payable, Purchasing, fund managers, and other organizations to manage purchasing orders, track expenditures, and handle reimbursements;
- Provide support for monitoring and managing the Center's budget;

Communications and Marketing

- Assist in the development of print and web materials, including newsletter, website content, reports, brochures and event materials;
- Support the communications of the Center, such as email newsletter, quarterly reports, social media management, and website content and management;

Job Qualifications

Minimum Bachelor's degree or equivalent combination of experience and education	Required
Excellent interpersonal skills to interact effectively, diplomatically and cooperatively with administrators, faculty, staff members, students and international partners	Preferred
Experience with the development of organizational management systems, ability to multitask, and work independently with extreme attention to detail and accuracy	Required
Demonstrated writing skills necessary to prepare materials for academic programs, public presentations, formal administrative reports, and other communications	Required
Ability to maintain a high level of confidentiality and discretion	Required
Ability to reconcile program expenditures, including purchasing of supplies, travel, accommodations and educational fees	Required
Understanding of social media and basic marketing communications: Facebook, Twitter, and management of Center email list	Required
Experience with website management and maintenance	Preferred
Strong skills in using Windows software including but not limited to: Outlook, Word, Excel, and Powerpoint	Required
Demonstrated skill in performing one's job under frequent interruptions, multiple demands, shifting priorities, and substantive workloads while maintaining thorough attention to detail. Ability to manage varying competing tasks appropriately.	Required
Knowledge of UCLA travel policies and procedures.	Can be trained
Demonstrated skill using various multimedia delivery systems: audio/visual, conference calling, slide shows, scanning, and photography	Required
Working knowledge of University on-line system such as PAC, and Bruin Buy	Can be trained
Spanish language proficiency (reading, writing, spoken)	Preferred

To apply for this position, visit the UCLA Career Opportunities site (Requisition Number: 21848):
<http://tinyurl.com/UCLABlumAdminSpecialist>.

Salary, Benefits and Additional Information:

- Salary: \$45,000+, based upon experience and qualifications
- Position Type: Full Time, M – F, 40 hours per week
- Benefits: Medical, dental and vision insurance plans, vacation/sick/holiday pay.
- Location: The UCLA Blum Center on Poverty and Health in Latin America,
10880 Wilshire Blvd, Suite 1800, Los Angeles, CA 90024-4142