

PHASE 5
UCSD General Admin
Family Function and Job Function Summary

Job Family	Job Function	Job Summary
General Admin	Administrative Operations	Involves managing or performing the administrative services or managing the full general operations of an academic or non-academic organization(s). Administrative services include activities in finance and human resources and may also include IT, facilities, or student services. General management activities include long and short range strategic planning in determining the mission and directing all activities of multi-disciplinary departments through subordinate management staff.
General Admin	Contract Administration	Involves structuring, and / or administrating contractual documents that establish business relationships with contractors, customers and / or partners. Collaborates with internal partners as well as legal staff to structure contracts. Professional contracting services are provided in compliance with all policies and procedures. Analyzes contracts to ensure compliance with all applicable laws, rules, regulations and policies. Advises management of contractual rights and obligations and provides interpretation of terms and conditions.
General Admin	Executive Advising	Involves providing strategic guidance, advising and decision making on behalf of an executive (generally defined as Chancellor, Vice Chancellor, or Vice Provost), relative to strategic academic and resource planning, short and long-range policy development, communications and high level analyses of new program development. In addition to executive advising, may also manage an independent program and / or professional staff engaged in a range of administrative functions.

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General Admin	Executive Assistance	Involves providing administrative oversight for an executive, including the coordination of communications and pertinent data among a group of the executive's subordinate management staff. Performs and / or oversees special projects or assignments that are highly sensitive or complex in nature, requiring a high level of independence and initiative in execution and implementation. Handles details and oversees work of a highly confidential and critical nature to support the executive on matters of significance.
General Admin	Institutional Research	Involves activities associated with supporting strategic planning and decision making through the analysis, presentation, and distribution of institutional related research data. Includes planning and analytical studies, assessment, and reporting on data related to students, academic and non-academic employees, financial, and facilities. May be involved with compliance with informational requests from external agencies.
General Admin	Ombuds	Involves providing impartial, informal, independent and confidential conflict resolution services to all constituencies, which may include faculty, staff and / or students.
General Admin	Organizational Consulting	Involves assessing organizational and strategic issues and providing guidance through organizational development solutions such as facilitating assessments, strategic planning, and culture-change and process-oriented approaches to enhance institutional performance. Consults with leaders, departments, and committees to address root causes of organizational effectiveness issues using a systematic approach. Analyzes current organizational purpose, structure, relationships, policies, systems, and data. Recommends and facilitates improvements ensuring alignment with organizational strategy.

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General Admin	Product Development	Responsible for identifying and investigating new product opportunities within a defined range of responsibility. Develops project plans and manages the design, development, testing, and documentation of select products, services or enhancements. Formulates and executes business plans for product development and launch. Develops and participates in public outreach activities and informational campaigns to promote awareness of products or services. Maintains knowledge of new trends and products in the appropriate markets.
General Admin	Project and Policy Analysis	Involves analytical studies on a variety of policies, projects, programs and issues in support of a function, program and / or organizational unit, or in research of new or changing systems and programs. Assists in policy and program planning, development and administration; interprets, monitors and analyzes information regarding policies and procedures and provides consultative services regarding general management to department administrators.
General Admin	Records Management	Involves developing and managing procedures that promote sound, efficient, and economical records management, which includes creation, organization of, and access to records; maintenance, retention and disposition of administrative records; and security and privacy of records. Supports the management of recorded information, consults with users to develop compliant, secured and trustworthy record keeping systems that are efficiently maintained, establishes processes and guidelines to dispose of records when their administrative, legal, audit, regulatory and historical value have ceased. Ensures compliance to standards, applicable laws and internal policies, and operating procedures for consistent creation, maintenance and use, and disposition of University records. May include classifying, storing, securing, and destroying (or in some cases, archival preservation) records or consulting others on how to apply best practices to such activities.

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General Admin	Vendor Relations Management	Involves administration and operational oversight of vendors for outsourced activities, projects and programs in collaboration with key stakeholders. Evaluates vendor logistical and performance capabilities, establishes vendor monitoring and tracking processes, and assesses vendor performance using a variety of vendor management strategies (e.g., service level agreements, operational audits, surveys, etc.) to ensure continuous improvement. Monitors participant satisfaction with vendor services. Provides liaison to stakeholders / users of vendor services and handles escalated problems and program appeals.