

# TRACY LIU

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## EXPERIENCE

### ***Academic Personnel Analyst - UCSD Economics Department***

Aug 2019 - Present

- Independently manages the full range of academic personnel functions for the department including recruitments, new appointments, reviews, faculty benefits, visas, separations, summer session, payroll entries (UCPath), etc. Populations overseen include Ladder-Rank faculty, Lecturers with Potential Security of Employment (L(P)SOEs), Unit 18 lecturers, Postdoctoral Scholars, Visiting Academics and Scholars.
- Selected as 1 of 6 representatives to be on the Division of Social Sciences Academic Personnel (AP) steering committee tasked with developing efficiencies and resources for divisional wide AP staff such as process maps and standard operating procedures (SOPs). Duties include facilitating meetings to understand different department's internal practices and set best practices across the whole division. Selected to be responsible for ultimately uploading deliverables to the division website.
- Other relevant tools, systems, and applications proficiencies: UCPath, AP Data, Interfolio, APOL Recruit, OATS, RSAS, Google Drive, Gmail, CMS.

### ***Assistant Administrative Analyst - UCSD Academic Resource Center (ARC)***

Jan 2018 - Aug 2019

- Developed recruitment strategies and policy consultation with 14 School of Medicine department chairs and faculty committees for all faculty and academic appointments. Manage ~50 full recruitments lifecycle including: place job ads, collect interview notes, and submit compliance reports.
- Spearheaded and implemented candidate tracking enhancement to the applicant management system. Responsible for project scoping, proposal drafting, testing, collecting user feedback and ongoing maintenance. Resulted in 86% time savings, status accuracy, and reporting capabilities.
- Lead trainer in a new monthly "Virtual Office Hours" initiative to provide recruitment policy updates, tips and guidance in interactive Q&A style Zoom sessions. Duties include drafting event email, correspondences, booking meeting rooms, sending calendar invites and presenting planned topics.
- Communicate daily with Business Officers, Chairs, Search Committee members in high-volume, deadline driven environments to accomplish goals and troubleshoot complex, sensitive issues that are confidential in relation to meeting UC, State and Federal compliance requirements.

### ***Assistant Projects Analyst - UCSD Academic Resource Center (ARC)***

Aug 2016 - Jan 2018

- Drafted project plans on process change initiatives including timeline, scope, resource allocation, and risk mitigation plans. Monitored ~10 project deliverables, preparing status reports to keep stakeholders informed through weekly spreadsheets to track tasks, costs, and relevant notes.
- Successfully streamlined ~45 functions including: Faculty Recruitment, New Appointment Files, Academic Review, Scholar Appointments, Timekeeping and more. Learned and memorialized processes through SOPs, Process Maps, and Handbooks leading to overall increase in operational efficiency and future training tools. Tools used included MS Visio, Publisher, Powerpoint, Word, Excel.
- Managed calendaring for 7 bi-weekly Zoom meetings with Dept. leadership and Business Offices. Lead weekly discussions with stakeholders taking detailed notes to disseminate. Responsible for following up on tasks to ensure completion in accordance to timeline.
- Developed a variety of documents including posters, charts, proposals, presentations for quarterly departmental trainings and meetings utilizing MS Visio, Publisher, Powerpoint, Word, and Excel.
- Recipient of Lean Six Sigma Green Belt scholarship with final project yielding UCSD \$42,000 in demonstrated cost savings.

### ***Administrative Coordinator - UCSD Academic Resource Center (ARC)***

Aug 2014 - Aug 2016

- *Onboarding & Benefits Orientation:* Scheduled and pre-keyed ~40 incoming new employees in payroll system (PPS) monthly for onboarding to complete hiring paperwork. Populations include faculty, academics, scholars, staff physicians, and housestaff.
- *Timekeeping:* Transacted ~800 employee timesheets monthly by entering usage by deadlines into the timekeeping system (MyTime).
- *Office Management:* Oversaw department mainline screening and transferring 10-30 calls daily providing status updates, resolving client concerns. Triaged incoming request on department's role account (ARCRequest@ucsd.edu) in Service Now to appropriate point of contact. Tasked with photocopying, faxing, preparing documents and distributing office mailings.

## EDUCATION & CERTIFICATION

**Michigan State University** - M.A. Education: P-12 Schools and Postsecondary Leadership

Apr 2018 - Aug 2021 (expected)

**University of California, San Diego** - B.A. Sociology; 3.4/4.0 GPA

Sept 2010 - Jun 2014

**Human Resource Management Certificate** (Workforce Planning & Employment) - through UCSD Extension

June 2014

**Lean Six Sigma Green Belt Certificate** - through UCSD Extension

April 2018