JOB OPPORTUNITY #1

ANALYST III - Fellowship Coordinator
Division of Hematology/Medical Oncology
Department of Medicine
Requisition 38822BR

The Fellowship Coordinator orchestrates all clinical assignments and programmatic aspects of three (3) complex Accreditation Council for Graduate Medical Education (ACGME) accredited fellowship programs, each with unique clinical, research, and curriculum components as well as coordinates program requirements, enrollment and scheduling for residents and medical students in five (5) clinical elective rotations and ten (10) outpatient clinics at four (4) locations (VA, SFGH, Parnassus, Mount Zion). The Fellowship Coordinator must coordinate the staffing needs and expectations of the clinics with the changing educational needs and requirements of the trainees.

Working with a high degree of independence and superior communication skills, the Fellowship Coordinator’s successful meeting of these objectives is critical to the success of the Division’s education mission. These responsibilities include strategic planning and development; compliance and accreditation; and oversight of the application, interview, orientation, and reporting processes. The Fellowship Coordinator is the key contact and ongoing resource for program participants and represents the program with officers of the Department of Medicine, relevant University departments, and outside agencies.

For the full job description, go to http://ucsfhr.ucsf.edu/careers/.

JOB OPPORTUNITY #2

ANALYST III – Financial Administrator
The Institute for Neurodegenerative Diseases
Requisition 38803BR

Financial Administrator manage and oversee the Hunter’s Point Facility recharge account and all financial account for the IND; maintain up-to-date tracking of expenditures for each fund; oversee the completion of monthly expense reconciliations of each fund; oversee the preparation and sign off of the verification checklist forms in accordance with SAS155 standards.

The position provides overall financial management for the complex government and private grants, contracts and discretionary funds totaling $13 million for the Institute
for Neurodegenerative Diseases (IND). This position requires high level understanding of UCSF financial systems, ensuring agency and campus policy compliance, project set-ups, production of regular financial reports, grants close outs and assisting with the preparation of financial status reports. This involves multiple interactions with the Administrative Manager, Research Management Services RSA’s, and Principal Investigators in order to ensure that expenditures comply with agency guidelines and with department policies and procedures.

For the full job description, go to http://ucsfhr.ucsf.edu/careers/.

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