JOB OPPORTUNITY #1
Arts & Humanities Financial & Budget Analysis Manager 1
L & S Dean’s Office
University of California, Berkeley
Job ID: 15520

For the Division of Arts & Humanities in the College of Letters & Science, serves as chief financial advisor to the Dean, Assistant Dean, Chairs, Directors, and Administrative Managers on financial, personnel management, budgeting, and other administrative and organizational issues. Assumes responsibility for management of $39M in divisional resources and for oversight of approximately $80M administered in the division’s 19 departments and 15 centers and programs. Collaborates with the Dean, Chairs, and managers on financial issues and produces analytical ad-hoc reports in preparation for the meetings.

For detailed descriptions and more information on these two positions, please visit: http://jobs.berkeley.edu/job-listings.html

JOB OPPORTUNITY #2
Math & Physical Sciences Financial & Budget Analysis Manager 1
L & S Dean’s Office (0210U)
University of California, Berkeley
Job ID: 15426

The Financial and Budget Analysis Manager for the Division of Mathematical and Physical Sciences, College of Letters & Science, serves as chief financial advisor to the Dean, Assistant Dean, Chairs, Directors, and Administrative Managers on financial, personnel management, budgeting, and other administrative and organizational issues. Assumes responsibility for management of approximately $13M in divisional resources and for oversight of $90M administered in the division’s five departments and other units. Collaborates with the Dean, Chairs, and managers on financial issues and produces analytical ad-hoc reports in preparation for the meetings.

For detailed descriptions and more information on these two positions, please visit: http://jobs.berkeley.edu/job-listings.html

JOB OPPORTUNITY #3
Curriculum Coordinator - Analyst II
The Department of Physical Therapy and Rehabilitation Science
University of California, San Francisco
Reg Number: 38868BR

The Curriculum Coordinator position works closely with academic faculty to provide curriculum support. This Curriculum Coordinator also assists with Student Affairs activities, and acts as the liaison with the HR Service Center, overseeing the Department’s HR and payroll functions for academic and staff personnel. The Curriculum Coordinator independently implements and coordinates all student, faculty, and programmatic assessments (electronic or paper evaluations and surveys). Specifically, coordinates and analyzes the evaluation of courses, faculty, curricula, and the overall program by faculty, students, alumni, and employers. The Curriculum Coordinator will independently maintains academic office files, including updated course syllabi, faculty CVs, Curriculum Evaluation Reports, Handbooks and Manuals, accreditation reports, etc. to support ongoing accreditation compliance. Updates courses in University Catalogs and communicates necessary changes to the Academic Senate. In addition, the Curriculum Coordinator also supports a variety of miscellaneous administrative functions as needed.

For detailed descriptions and more information on these two positions, please visit: http://www.ucsfhr.ucsf.edu/careers

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