JOB OPPORTUNITY #1

Analyst III / Post Award Analyst
Department of Radiology & Biomedical Imaging
Req Number: 39392BR

The Post-Award Analyst position is in the Department of Radiology and Biomedical Imaging. The incumbent is responsible for complex analysis and coordination of the financial aspects of grants management for Principal Investigators (PIs) supported by the Department. Key aspects of the position include interfacing with the Departmental Business Office, UCSF Office of Research, UCSF Controller’s Office (Extramural Funds), UCSF Development Office and extramural and intramural sponsors. The incumbent must be able to coordinate between multiple sites, institutions and investigators, and navigate complex funding agency guidelines. Skillful execution of a wide range of independent responsibilities, providing high-level post-award support, prioritizing and managing all aspects of the workflow are all key elements of this position. The incumbent’s role is to ensure that the awards of his/her assigned PIs are managed rigorously according to sponsor, UC and departmental requirements and following planning, budgeting and spending practices that are efficient and minimize audit risk. The incumbent serves as the departmental representative supporting his/her assigned PIs and must show considerable independence in planning, budgeting, tracking down information and keeping detailed records of all financial transactions. While this individual works closely and in concert with departmental faculty and staff, s/he functions as the department’s representative to the assigned PIs and reports to the Department’s Post-Award Team Leader located at the Radiology Business Office at Laurel Heights. The incumbent will also perform other related duties.

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

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