JOB OPPORTUNITY #1

ANALYST III – Post-Award Analyst
Department of Radiology & Biomedical Imaging
Requisition 39821BR

The Analyst 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 Analyst 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 Analyst’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 Analyst 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, she/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 candidate will also perform other related duties.

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

JOB OPPORTUNITY #2

ANALYST III – Financial Analyst 3
Department of Physiology
Requisition 39777BR

The Financial Analyst 3 position serves as a critical team member and collaborator in our financial unit. The Analyst is responsible for providing a full array of post-award services to assigned faculty members and their associated fellows and students as well as advising pre-award staff and acting as the departmental contact for Contracts and Grants. This position independently analyzes and solves accounting anomalies,
keeping the financial manager informed regarding status as well as areas needing interpretation or questions that arise. The candidate will also perform other related duties.

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

**JOB OPPORTUNITY #3**

**ANALYST IV – Administrative Specialist, EVCP**

Executive Vice Chancellor  
Requisition 39817BR

- The EVCP Administrative Specialist provides overall meeting/event planning; conducts copy edit and composition of draft chancellor and EVCP correspondence and email messages; and maintains and creates for optimal information delivery the EVCP website and associated pages (including but not limited to: Campus Administrative Policies, Delegations of Authority, Honors and Awards, and the UCSF Art Program). The Administrative Specialist also supports the Communications Coordinator in meeting the University’s obligations in relation to the California Public Records Act as well as responsibilities related to administrative records and policies. In meeting the correspondence needs of the University’s highest officers, the role also provides key technological support through website maintenance, database development and maintenance, and ensuring that other campus users of the records database have the necessary tools and training to effectively respond to correspondence. Additional duties include a monthly announcement e-newsletter, a quarterly EVCP digest, and logistics associated with maintenance and repair of artworks under the direction of the Communications Coordinator. The candidate will also perform other related duties.

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

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