JOB OPPORTUNITY #1

ANALYST III – Research Financial Analyst (RFA)
Research Administration
Department of Medicine
Requisition 40089BR

The RFA is responsible for providing high-level financial analyses and management to a defined group of faculty for their portfolio of sponsored awards. The RFA serves as the faculty’s single point of contact for research financial issues and ensures that faculty are provided with high quality, efficient, responsive, and responsible post-award research administration services. This position serves to provide coverage of post-award services to divisions with one-time needs or that have vacancies. It is possible that the RFA could become permanently assigned to a division based on need and fit. 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 – Finance and Reporting Analyst
Department of Radiology and Biomedical Imaging
Requisition 40190BR

The Finance and Reporting Analyst position supports the budget, accounting and financial management functions of the Business Office. The Finance and Reporting Analyst serves as a member of the team developing and reporting on budgets and financial activities of the department; serves as the department’s lead for purchasing and reimbursement functions and performs other duties and/or special projects as assigned.

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

JOB OPPORTUNITY #3

ANALYST III SUPV – Office Manager/Executive Assistant to Chair
Department of Surgery
Requisition 39736BR

The Office Manager/Executive Assistant to Chair position supports the Department of
Surgery and reports to the Chair and the Chief Administrative Officer (CAO) of the Department of Surgery. In this capacity, the position provides executive and analytical support to the Chair of Surgery. The position also has the delegated responsibility to represent the Chair with responsibility for resolving issues and making commitments on behalf of the Chair. The Office Manager represents the Chair in communications with the School of Medicine, UCOP, University, Medical Center, faculty, non-UCSF physicians, faculty at other academic medical centers, patients, and staff.

In addition, this position has management responsibilities for duties delegated by the CFOO and the CAO. These include taking full responsibility for the department’s space inventory/space utilization and facilities planning; serving as the department’s interface with UCSF and UC Risk Management departments; reviewing and analyzing Continuing Medical Education activities and preparing summary data on proposed activities for review by the Chair and CFOO; providing general oversight of the departmental grand rounds calendar and venue and announcement preparations; and implementing special department-wide projects. The position is also expected to interpret and analyze data and information obtained about policies, administrative and faculty activities and concerns, and other matters related to departmental/school/medical center relationships and provide the chair with summaries and analysis in an effort to help the chair prepare for discussions, strategy sessions and communications about these matters. The candidate will also perform other related duties.

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

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