JOB OPPORTUNITY #1

- ANALYST II – Executive Analyst to The Chair
Department of Psychiatry, LPPI
Requisition 40244BR

The Executive Analyst to the Chair provides direct high-level analytic support to the department chair; is the “face” of the chair and department to a local, national, and international constituency; manages the chair’s complex and demanding schedule; and strategizes around and promotes the chair’s initiatives. The Executive Analyst to the Chair must be able to triage and prioritize in a fast-paced environment, work independently with minimal supervision, remain current in technological applications, be exceedingly well-organized and flexible, and enjoy supporting a large and diverse department. Crucial to this role is the ability to interact with a wide range of audiences with diplomacy, confidentiality, and professionalism. This position requires the ability to remain proactive, flexible, resourceful, and efficient. Expert written and verbal communications skills, strong decision-making ability, experienced and nuanced understanding of university guidelines and processes, attention to detail, and responsiveness with high productivity are also important. The candidate will also perform other related duties as assigned.

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

- JOB OPPORTUNITY #2

- AP Generalist IV
Department of Academic Personnel / Human Resources
Requisition 40158BR

The AP Generalist 4 serves as a member of an Academic Team within a shared-services model of the integrated AP/HR organization. This position will be the key academic personnel contact for a set of client departments and is responsible for collaborating with departments, schools, including Deans’ Offices, business units and specialty centers, including the VPAA Office, to deliver efficient and effective AP and postdoc services and ensure compliance with UCSF policy and procedures. The candidate will be responsible for administering AP policies and procedures that span a comprehensive array of functional areas including: recruitment/search; appointment and advancement; compensation and benefits, routine leaves, and application of the client department’s Health Science Compensation Plans in these areas. The candidate will serve as a strategic partner for client departments to facilitate their business objectives, particularly in complex situations and those
involving non-routine actions and solutions. The individual will exercise independent judgment, analyze, resolve/recommend solutions to unique and challenging problems, often involving a variety of campus stakeholders, and provide policy interpretation for routine and non-routine matters. The candidate will be held accountable to high customer service standards, service level agreements and related metrics. The AP Generalist 4 will perform all duties with tact, discretion and according to confidentiality requirements. The candidate will also perform other related duties.

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

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