JOB OPPORTUNITY #1

MSP IV – Chief Administrative Officer
Department of Emergency Medicine
Requisition 40249BR

The Chief Administrative Officer (CAO) reports to the Department Chair and is directly responsible for all administrative operations encompassed within the department’s clinical, research and academic missions. In partnership with departmental physician leadership, the incumbent is responsible for developing short and long range planning needs assessments for improvement at each hospital site in support of the department’s overall goals and missions and suggesting changes in all aspects of administration of the department. The incumbent plans, organizes and directs all activities that support the department and assures the total operational effectiveness of the department. These areas include: financial management, academic faculty and staff personnel administration, clinical operations, research administration, IT services, space and facilities management.

The mission of the Department of Emergency Medicine (DEM) is to deliver quality patient care, perform research, educate medical students, residents and fellows, and provide public service. The Department currently conducts its work at 3 sites: Moffitt-Long Hospital; San Francisco General Hospital (SFGH); and UCSF Fresno. Plans are underway for the DEM to also direct and provide administrative and clinical coverage at the new Mission Bay UCSF Benioff Children’s Hospital Emergency Department, scheduled to open in February 2015. The complexity of the Department’s mission is characterized by the central role that faculty play in providing medical direction not only to their respective hospital emergency departments but also to the City and County Emergency Medical Services, SF Fire Department, Public Health, Regional Trauma System and National Park Service agencies. UCSF Emergency at SFGH operates under an affiliation agreement with the City and County of San Francisco.

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

JOB OPPORTUNITY #2

Analyst I – Financial Analyst
Clinical & Translational Science Institute (CTSI)
Requisition 40263BR

The CTSI Finance Analyst will provide support principally for Purchasing and Campus
Procurement as well as ledger reconciliation. The Finance Analyst will perform an array of finance-related duties including ledger reconciliation, payment processing, purchasing, expense monitoring and funds management for CTSI funds. The Finance Analyst will also be the unit’s primary contact for the CTSI facilities recharge operation, Materials Management, IT Support and Facilities-related issues on behalf of the unit including internal and external moves, facility-related communications, security matters and maintenance of the key database. In addition, the Central Analyst will be the first point of contact for one CTSI suite; and manage videoconference connections and audio conference calls.

Required knowledge, skills and abilities include proficiency in the Microsoft suite of productivity applications such as Word, Excel, PowerPoint, Outlook, etc., experience with purchasing processes and financial systems, analytical and problem-solving skills, and excellent interpersonal skills. Preferred qualifications include experience with BearBuy and MyExpense, knowledge of UCSF purchasing policies and processes, experience with UCSF travel arrangements, and experience with facilities management and triaging requests.

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

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