JOB OPPORTUNITY #1

SABRE ANALYST – ANALYST II
Department of Strategic Asthma Basic Research Center
Requisition 40248BR

A highly prolific research lab on the Parnassus campus requires an Administrative Analyst II to oversee the personnel, compliance, financial and accounting, and research administration aspects of the laboratory. The individual would report directly to the Director/Principal Investigator and collaborate with Division of Infectious Diseases, Howard Hughes Medical Institute (HHMI), and Asthma Research Center administration. The position consists of pre and post award grant management, some human resource monitoring and reporting, facilities and compliance as well as direct faculty support. This is an Analyst II level position but experienced Administrative Assistant IIs who have some financial management background or accounting experience and are ambitious, looking for a challenge and want to move up in the ranks are encouraged to apply.

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

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