JOB OPPORTUNITY #1

Analyst III - Program Coordinator, MSTP
Department of Pathology
University of California, San Francisco
Req. Number: 40489BR

The Graduate Education Unit (GEU) is a unit housed within the Department of Pathology. This unit provides centralized financial management, reporting and oversight over the Biomedical Sciences (BMS) graduate program, the Developmental Stem Cell Biology (DSCB) graduate program and the Medical Scientist Training Program (MSTP). The MSTP Program Coordinator must be able to work independently and will report to the GEU Administrative Director and the Program Director. The MSTP has 120 students. The position independently manages the program’s daily operations, recruitment process and makes recommendations to the GEU finance unit regarding the program’s operating expense budget and student support budget. The candidate will also perform other related duties.

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

JOB OPPORTUNITY #2

Analyst III – Executive Analyst to the Chair
Department of Anesthesia
University of California, San Francisco
Req. Number: 40490BR

The Executive Analyst to the Department Chair provides direct high-level executive and analytical support to the Chair and manages multiple complex projects while also prioritizing and managing the chair’s complex demanding schedule and coordinating communications on behalf of the Chair. The Executive Analyst to the Chair must be able to triage and prioritize the chair’s initiatives and responsibilities in a fast-paced environment, work independently with minimal supervision, remain current in technological applications. This position requires a well-organized, proactive, and resourceful approach to job responsibilities, flexible, and enjoys 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. 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 be
the primary point of contact on behalf of the Chair to the Department, the UCSF community, donors, alumni, government agencies, national and international organizations, and the public at-large, therefore should possess the ability to perform the essential functions of the position autonomously. Some of the duties include but not limited to the following: general executive administrative support to the Department Chair; project management; faculty recruitments; perform cost/benefit analysis and make recommendations based on results of the analysis; and perform other duties as assigned.

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

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