JOB OPPORTUNITY #1

Analyst II - Executive Analyst to the Chair  
Department of Psychiatry  
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/.

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