JOB OPPORTUNITY #1

Analyst II – Administrative Analyst
Dean’s Office Management Unit
University of California, San Francisco
Req. #: 40752BR

As the front desk person for the Management Unit, the Administrative Analyst serves as the first point of contact between the immediate dean’s office, the School of Medicine, the University and the public. This is a critical position that helps to set the tone for the office, specifically conveying our sense of professionalism, helpfulness and warm welcome. The candidate will provide general support for the dean as well as many of the vice and associate deans and directors. The candidate will also serve as the Dean’s Office coordinator for the Resource Allocation Program (RAP) Technology Committee as well as the Research Evaluation and Allocation Committee (REAC). A successful candidate manages important functions of the dean’s office, in its role as a service unit for the School of Medicine and the University as a whole with specific duties including: 1) Vet and process signature requests for the Dean, 2) Review and edit documents for the Dean’s signature, 3) Provide administrative support for Associate Dean Bonnie Maler, 4) Provide administrative support for Associate Dean Emeritus Holly Smith, 5) Manage the SOM standing committee annual renewal process, 6) Be responsible for overall “office management” including office equipment and supplies, kitchen supplies and all facilities issues, 7) Be responsible for reception coverage, 8) Coordinate emergency preparedness for the Management Unit, and 9) Other projects and tasks as needed. The candidate will also perform other related duties.

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

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