JOB OPPORTUNITY #1

Analyst V - SUPV
Finance Shared Services Center Manager
Shared Service Center (SSC)
University of California, Davis
Req. #: 03012343

Apply by Date: 07/02/2014

Reporting to the Shared Services Director, this position will manage the Shared Services Center (SSC) Finance Unit through a time of refinement and growth. The organization is focused on providing high quality and cost effective administrative services to the University community.

The Finance Manager will be responsible for the following related to the SSC Finance Unit operations:
- Develop and maintain collaborative partnerships with university stakeholders and promote effective and efficient SSC practices and exemplary service delivery. This requires the ability to work effectively with all levels of the organization and an understanding of academic priorities and business operations.
- Implement Service Partnership Agreements, manage customer relationships and expectations to ensure ongoing high client satisfaction.
- Manage daily operations of the SSC Finance unit, including the development & implementation of business processes through the effective use of technology, business process redesign and continuous improvement methodologies.
- Work with the SSC Director and stakeholders to benchmark SSC against industry standards, identifies key performance indicators (KPI), establish and maintain performance measures and goals aligned with KPIs.
- Work with colleagues to deliver employee and client training curriculum and ongoing knowledge transfer across SSC, client and central unit staff.
- Make recommendations to appropriate leadership regarding changes in policies and business practices that affect organizational effectiveness.

For the full job description, go to https://www.employment.ucdavis.edu/applicants/jsp/shared/position/JobDetails_css.jsp

JOB OPPORTUNITY #2

MSO - Chief Administrative Officer
Department of Communication
University of California, San Diego
Req. #: 71475

Apply by Date: 06/20/2014

The MSO serves as the Chief Administrative Officer (CAO) for the Communication Department and serves as the principal adviser to the Chair. Communication is an interdisciplinary and growing academic departments engaged in research which offers large undergraduate and graduate programs.

The CAO is responsible for the management, strategic planning for and leadership of all administrative activities in the department including: fiscal management of the departmental budgets, contracts, grants, and gifts from a variety of extramural sources; payroll; academic/staff/student human resources; labor relations, health and safety, administrative informative information systems, graduate and undergraduate student affairs; internal controls and risk management; and administrative computing. Oversees the media studios and the inventories of all departmental space and facilities, as well as their assignment, utilization, and safety procedures. The CAO is the principal adviser to the Department chair and faculty with regards to the development, implementation and assessment of short- and long-term strategic plans, budgets and financial performance. Exercise maximum initiative and leadership within the parameters of Department and University policies and regulations to accomplish the goals and objectives of the Departments of Communication.

For the full job description, go to https://jobs.ucsd.edu/bulletin/job.aspx?cat=search&sortby=rank&jobnum_in=71475&search=71475

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