JOB OPPORTUNITY #1

Education Division Administrator
Department of Anesthesia
University of California, San Francisco
Req. #: 41243BR

Application Review Date: First Review Date of this job is 8/23/2014.

Authority and accountability for the Department's education programs reside with the Vice Chair for Education who works with Program Directors across all sites to manage the academic educational mission. The Education Division Administrator serves as the operations manager for the Education Division and provides administrative oversight of 4 key areas in Education, which include: 1) the medical student program, 2) internship & residency program, 3) 5 ACGME-accredited fellowship programs and 3 non-standard programs, and 4) continuing medical education (CME).

The Education Division Administrator partners with the Graduate Medical Education (GME) Office to identify and operationalize updates in training, documentation and compliance requirements, new GME or ACGME initiatives, Medical Center or Department patient safety and quality initiatives, and administrative best practices.

Overall, the Education Division Administrator assures the quality of the Education Division administration by providing administrative leadership and day-to-day management of all program activities and is a core member of the Department’s administrative leadership team. The candidate will also perform other duties as assigned.

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

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