JOB OPPORTUNITY #1

Research Financial Analyst
Analyst IV
Department of Medicine
Division of Hematology/Oncology
University of California, San Francisco
Location: Mount Zion Campus

Req. #: 41254BR

The Department has a dedicated team of Research Financial Analysts (RFAs) who are assigned to provide research administration and financial support to specific divisions. In conjunction with the services provided by the division administrators and their staff, the RFA is responsible for providing high-level financial analyses and management to a defined group of faculty for their portfolio of sponsored awards. The RFA serves as the faculty’s single point of contact for research financial issues and is responsible for ensuring that faculty are provided with high quality, efficient, responsive, and responsible post-award research administration services. This position, in the Division of Hematology/Oncology, will oversee a portfolio of federal and private contracts and grants. The individual’s scope of responsibilities will include management of an $8 million direct costs portfolio and other duties as assigned. The individual reports to the Finance Manager of the division and works within a team of other RFAs. The candidate will also perform other duties as assigned.

JOB OPPORTUNITY #2

Research Financial Analyst
Analyst IV
Department of Medicine
Division of Hematology/Oncology
University of California, San Francisco
Location: Mount Zion Campus

Req. #: 41172BR

The Department has a dedicated team of Research Financial Analysts (RFAs) who are assigned to provide research administration and financial support to specific divisions. In conjunction with the services provided by the division administrators and
their staff, the RFA is responsible for providing high-level financial analyses and management to a defined group of faculty for their portfolio of sponsored awards. The RFA serves as the faculty’s single point of contact for research financial issues and is responsible for ensuring that faculty are provided with high quality, efficient, responsive and responsible post-award research administration services. This position, in the Division of Hematology/Oncology, will oversee a portfolio of industry sponsored clinical trials and contracts. The individual reports to the Finance Manager of the division and works within a team of other RFAs.

The candidate’s scope of responsibilities will include management of a $7.9 million direct costs portfolio, consisting of clinical research programs within the Division including Breast, GI, HemBMT and Melanoma. There are more than 100 active clinical trials (including privately sponsored projects through gifts and contracts) which are part of the multiple complex funding streams in this portfolio. As the Research Financial Analyst in the clinical trials arena within the division, the individual will work closely with the Finance Manager to facilitate, expedite long-term and day-to-day technical needs of the clinical research programs, under the Investigational Trials Resource (ITR) organizational unit, by managing the research and program reserve accounts, as well as promoting administrative goals and processes, to streamline communication and enhance workflows. In addition, there will be other duties as assigned to the individual.

**JOB OPPORTUNITY #3**

Academic Assistant III  
Department of Medicine  
Division of Hematology/Oncology  
University of California, San Francisco  
Location: Parnassus Campus

Req. #: 41313BR  

The Academic Assistant III position supports five faculty including the program leader of the Non Malignant Hematology program. This position functions as a liaison between the program leader and the University administration, faculty, house staff, administrative staff, other universities and the national media. The faculty members have a variety of high-level academic research and clinical activities and serve on national committees, professional organizations, and University and hospital committees.

The individual is committed to managing and committing the faculty’s time, screening and triaging communications and incoming issues to the program leaders’ office. She/he will be handling all aspects of high-level faculty and non-ACGME Fellow recruitment, and planning and implementing major annual events and fundraising activities for the program. In addition, this person will liaise with RMS on the pre-award submission of grant applications including the editing of biosketches and
manuscripts. The candidate will also perform other duties as assigned.

For the full job description, go to www.employment.ucdavis.edu/applicants/Central?quickFind=68979

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