JOB OPPORTUNITY #1

Req Number: 41792BR
Office Services Analyst – Analyst III
Department: Controller’s Office
Location: UCSF - Mission Center Building

The Administrative Services unit consists of the Director – Administrative Services, and three Office Services Analysts. The administrative hub of the Controller’s Office is comprised of three Analyst III full time employees. Each Analyst III must be able to act independently and cohesively with only general supervision to fulfill the overall objective of assuring an efficient and highly organized Controller’s Office. Achieving this allows the Controller’s Office, the managing leadership and overall staff to provide UCSF departments and campus at large with timely and accurate accounting services. The Office Service Analyst is responsible for providing high level executive support, department administration (such as procurement, facilities issues, event planning, physical and electronic data storage management), systems access/technical administration, onboarding of staff, emergency response documentation/coordination, and to work in conjunction with and/or act on behalf of Controller’s Office leadership. This requires developing a thorough understanding of the practices & policies of the supported units, independently anticipating the needs of the units, and proactively taking action to address those needs. Recent executive assistant experience, strong political acumen, and basic familiarity with campus financial systems are strongly preferred qualifications for this position.

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

Use this link to unsubscribe from this mailing list.