JOB OPPORTUNITY #1

Req Number: 41583BR
Special Projects/Marketing Administrator – Analyst II
Department: Orthopaedic Surgery/Parnassus Research Unit
Location: University of California, San Francisco

The individual, titled Special Projects/Marketing Administrator, will supervise two staff members who function as 1) a laboratory manager and 2) a laboratory helper who is responsible purchasing general laboratory supplies. Financial management is outside the scope of this position.

Administrative support is provided to three main laboratories and three research centers, as well as for other department faculty at other research locations (not including SFGH). The centers include the Industrial Research Center (IRC), and two new centers: the Center for Disruptive Musculoskeletal Innovations (CDMI) and the Core Center for Musculoskeletal Biology and Medicine (CCMBM). The IRC is a research group that supports investigator initiated industry-sponsored research projects, the CDMI is a National Science Foundation Industry/University Cooperative Research Center that funds research at both UCSF and the University of Toledo and supports industry/university collaborations through biannual meetings, webinars, and newsletters. CCMBM stimulates and supports trans-disciplinary collaborations amongst UCSF faculty through grants, symposia, and networking events. Primary duties for the Special Projects/Marketing Administrator include all post-award administrative support (non-finance) for grants, contracts, subcontracts, fellowships, gifts, sponsored research, as well as longer-term research planning with key department personnel. This position is responsible for providing this support to over 12 faculty (basic research, clinical and non-clinical), postdoctoral scholars, research fellows, residents and graduate students. Minor pre-award assistance to the OE Service Center is also required.

On a day to day basis, the Special Projects/Marketing Administrator plays a significate, proactive and creative role in facilitating and expediting the integration, communication, and coordination of all information and activities related to research administration in achieving efficient operation of the complex research center environment. This includes accurate interpretation of University policies and procedures. The Special Projects/Marketing Administrator has direct responsibility for the activities of the research staff that impact the operation of the center to ensure that researchers are provided with quality, efficient, responsive and responsible services. In addition, the individual helps coordinate the Research Committee.
activities (planning meetings, taking minutes, supporting communications). This position works with the PI's, CAO, and Department Chair in developing long and short range goals and implements, monitors and analyzes research/business scope and activities needed to accomplish the goals of the Research vision. The Special Projects/Marketing Administrator will propose and implement operational changes, reporting methods, and resource utilization that will advance the research unit and adapt to the external environment, as well as to capture continuous improvement in these areas.

Lastly, working with the Director and Managing Director of the IRC, CDMI and CCMBM, the individual will manage the marketing aspects of the centers via website, brochures, and newsletters; as well as coordinate symposia, webinars, and other networking events. The individual will also disseminate RFPs and coordinate review, feedback, and award notifications; and assist with other misc. aspects of centers’ operations.

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

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