From: UCSF Academic Business Officers Group on behalf of Yang, Katti  
To: ABOG-L@LISTSRV.UCSF.EDU  
Subject: Re: Two Job Opportunities  
Date: Friday, March 06, 2015 6:47:50 AM  

JOB OPPORTUNITY #1  
-  
Req Number: 42194BR  
Administrative Analyst – Analyst II  
Department: Medicine - Hematology / Oncology  
Location: University of California, San Francisco  

The Administrative Analyst position supports the research and administrative needs of four to five faculty members in the Division of Hematology/Oncology in the Department of Medicine. The faculty have a variety of high-level academic research and clinical activities and they serve on national committees, professional organizations, and University and hospital committees. The Analyst will handle a range of responsibility associated with the faculty members’ many roles at UCSF, including communication and writing correspondence to patients, Division and Cancer Center faculty and staff, other University faculty and officials, professional associations, publishers, research institutes, private corporations, private foundations, government agencies, and other contacts at other universities; schedule meetings and manage a complex calendar; plan and coordinate complex travel arrangements; under faculty direction, edit articles, textbook chapters, manuscripts, and slides; assist in new grant applications and grant renewals by transcriptions; prepare check requests, travel advances, and travel vouchers; provide high level administrative support on special projects and events.

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JOB OPPORTUNITY #2  
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Req Number: 42189BR  
Research Financial Analyst – Analyst III  
Department: Medicine - Hematology / Oncology  
Location: University of California, San Francisco  

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 as well as contracts and grants from federal and private sponsors. The individual reports to the Finance Manager of the division and works within a team of other RFAs.

The RFA’s scope of responsibilities will include financial management of a research portfolio with an annual direct amount of $3-5 million, management of the financial configurations for clinical trials in OnCore as well as serving as the secondary (back-up) financial analyst for the Breast Program and
selective portfolios. The portfolio consists of clinical research programs as well as contracts and grants from federal, private and industry sponsors. There are more than 100 active clinical trials which require financial configurations in OnCore. As the Research Financial Analyst within the division, the individual will work closely with the Finance Manager to facilitate and expedite long-term and day-to-day technical needs of the clinical research programs by managing research accounts and Oncore financial configurations, as well as promoting administrative goals and processes to streamline communication and enhance workflows.

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

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