JOBS OPPORTUNITY #1

Req Number: 42194BR
Analyst II – Administrative Analyst
Division of HEMATOLOGY / ONCOLOGY
Location: UC San Francisco, Parnassus Campus

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.

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

JOB OPPORTUNITY #2

Job Number 1505594
Assistant Dean, Planning and Academic Programs
Division of Physical & Biological Sciences
Location: UC Santa Cruz

Under general direction of the Dean of Physical and Biological Sciences, the three Assistant Dean positions are:

- Assistant Dean for Planning and Resource Management
- Assistant Dean for Planning and Academic Programs
- Assistant Dean for Planning and Personnel
All three positions serve as principal staff officers for academic and administrative affairs, advising the dean, acting in his/her absence, and providing both on- and off-campus liaison. The assistant deans serve as principal resources to the division's faculty, staff, and students for guidance and support in furthering divisional and campus instructional, research, and administrative goals. As the dean’s direct management team, they share responsibility for strategic and academic planning, development, and liaison. In addition, each has primary responsibility for specific areas of divisional operations and programs while retaining familiarity with all areas of administration.

The Assistant Dean for Planning and Academic Programs has 4 direct reports.

For the full job description, go to [https://jobs.ucsc.edu/applicants/Central?quickFind=68003](https://jobs.ucsc.edu/applicants/Central?quickFind=68003) for additional information. For application submission, please go to [https://jobs.ucsc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1428589198488](https://jobs.ucsc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1428589198488).

### JOB OPPORTUNITY #3

**Job Number 1505585**  
**Response Team Coordinator**  
**Division:** Office of the Chancellor  
**Department:** Office of Diversity, Equity and Inclusion  
**Location:** UC Santa Cruz

The Harassment and Discrimination Prevention and Investigation Unit (HDPIU) of the Office for Diversity, Equity, and Inclusion (ODEI) is charged with ensuring University compliance with all anti-discrimination and anti-harassment policies and procedures by managing campus harassment and discrimination complaints and grievances. HDPIU conducts informal resolutions and formal investigations of complaints and grievances filed by students, staff and academic employees and the public. The Response Team Coordinator (RTC) reports to the HDPIU Director/Title IX Officer and under general supervision will:

- Provide administrative support to the Title IX Officer and analytical and executive support to two campus Response Teams to identify, implement and coordinate Response Teams' activities;
- Coordinate Response Teams' daily and long-range workload, schedules, and meetings;
- Provide support in coordinating and developing communications, presentations and reports for various advisory committees, academic and administrative departments while assuring compliance with university policies and procedures;
- Maintain the data management system for Response Teams and provide reports as requested;
- Work with campus and/or community leaders, faculty, staff, and students to advance, educate and protect the interests of the campus;
• Identify specific areas for targeted improvement and building relationships with “key” campus constituents;
• Maintain relationships with cohort Response Team personnel to provide point of contact and information on benchmarking activities and key initiatives;
• Assist with special committee or programs particularly those with a focus on strengthening the Response Teams’ commitment and response to campus constituency groups and programs.

General responsibilities include maintaining strict confidence of privileged information and performing a wide range of duties that require tact, sensitivity, independent judgment, diplomacy, organizational skills, flexibility, and discretion.

For the full job description, go to https://jobs.ucsc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1428589274425 for additional information.

For application submission, please go to https://jobs.ucsc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1428589198488

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