JOB OPPORTUNITY #1

Req Number: 42503BR

Analyst I – Information Resources Analyst, Psychiatry / GME
Department of Psychiatry / LPPI
Location: UC San Francisco, Parnassus Campus

The Psychiatry GME Information Resources Analyst (GME Analyst) provides planning, analysis, and operational management of program evaluation, on-line resource center (CLE), and leadership committees coordination for Psychiatry GME residency and fellowship programs including General Adult Psychiatry Residency, Child and Adolescent Psychiatry Residency, Forensic Fellowship, Geriatric Psychiatry Fellowship, Psychosomatic Medicine Fellowship, Substance Abuse/Addiction Fellowship, and Clinical Psychology Training. Functioning as a team member in the Psychiatry GME office, this position plays an important role in ensuring the smooth and efficient operation of the residency and fellowship programs through highly effective communication with and coordination among program directors, faculty, residents, fellows, and administrators. The GME Analyst must demonstrate initiative, resourcefulness, cooperation, and problem-solving skills in applying a detailed knowledge of the responsibilities, functions, and underlying management structure of the department and of the larger institution in organizing and independently prioritizing work, establishing procedures and systems, and ensuring orderly and timely work flow.

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

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