JOB OPPORTUNITY #1

- Req. Number: 42671BR
Analyst II – Administrative Analyst to the Chair
Department of Radiation Oncology
Location: University of California, Mount Zion

The primary objective of the Administrative Analyst to the Chair is to provide analytic and administrative support to the Chairman of the Department of Radiation Oncology and to manage the day-to-day activities of the Chair's academic office and act as departmental liaison for academic personnel activities with Central HR. The individual serves as a designated representative to communicate on behalf of the Chair in matters with the SOM Dean's office, the Medical Center and Campus administration.

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

JOB OPPORTUNITY #2

- Req. Number: 42405BR
Analyst II – Executive Assistant to the Department Chair
Department of Family and Community Medicine
Location: University of California, SFGH and Parnassus

The Analyst II serves as Executive Assistant to the Department Chair providing high level administrative support to the Chair and serves as Executive Department Representative overseeing and coordinating special events, reports and website activity. This position represents the department in numerous interactions with the UCSF community, donors, alumni, governmental agencies, national and international organizations and the general public. The Assistant is a critical and key member of the Department administrative team and is the “face” of the chair to both internal and external constituencies. The individual will manage the chair’s complex and demanding calendar, screen and triage highly confidential communications, handle all aspects of high-level faculty activities, including planning and implementing major annual faculty events, and strategize around and promote the chair’s initiatives. The Executive Assistant to the Chair must be able to prioritize in a fast-paced environment, independently analyze issues, work with minimal supervision, and be exceedingly well-organized and flexible. Diplomacy and tact are essential, together with excellent verbal and written skills. In addition to this administrative responsibility, this position serves as project assistant for the Chair’s research endeavors in Health
Policy. Work is performed in two locations: Parnassus and SFGH.

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

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