Job Opportunity #1
Req. Number: 42796BR
Analyst I – Academic Analyst
University of California, Department of Radiation Oncology

Location: University of California, San Francisco – 1600 Divisadero Street

In the role of Academic Analyst, incumbent will be part of the Office of the Chair’s support staff, including primary back-up to the Administrative Analyst to the Chair (ANL2). In this capacity, he/she will act as liaison between the Chair and faculty, administrators, Dean’s Office, Medical Center Administration and other department Chairs. This position will also provide academic support services to the department as a whole including but not limited to event planning, medical staff credentialing of faculty, maintain the departmental VA and SFGH consultative tumor board faculty rotation schedules, faculty call schedule and special projects as directed by the Chair or Operations Manager.

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

Job Opportunity #2
Req. Number: 42810BR
Analyst I
University of California, Department of Urology

Location: University of California, San Francisco – Mission Bay

This position will provide professional, high-level executive analytical and technical support to the Urology faculty. Under the supervision of Department Manager, the incumbent will provide project based reports using statistical data analysis (such as mean, average, range, mode and %) using Excel and/or Microsoft Access and oversee management of A/V equipment including setting up and troubleshooting of technical problems in audio, video and network equipment. In addition, the incumbent will maintain multiple databases requiring logging in case reports, respond to complex inquiries (phone/email) from internal departments and outside organizations, conduct web search on PubMed for scientific journal articles for research, scheduling and coordinating complex meetings and conferences, making complex travel arrangements, maintaining complex service and faculty calendars, preparing and submitting expense reimbursements and auditing corporate credit card expenses. All of the above will require excellent analytical and independent problem-solving skills in a fast pace, deadline oriented environment with limited supervision. This position will serve as backup to the Analyst II when needed and will exercise excellent judgment and make sound decisions independently.
Job Opportunity #3

Req. Number: 42752BR

Administrative Assistant III – Hemophilia Assistant
University of California, Department of Medicine – Hem/Oncology Division

Location: University of California, San Francisco

The Hemophilia Assistant provides administrative and clerical support for the Adult Hemophilia Treatment Center staff. The Adult Hemophilia Treatment Center provides care for over 300 patients with bleeding disorders. In addition, the Center conducts clinical research as well as administers a program which supplies clotting factor medication to patients enrolled in the Center. The Adult Hemophilia Program also participates in a nationwide data collection study, sponsored by ATHN (The American Thrombosis and Hemostasis Network) and the Hemophilia Assistant provides data entry support for this study. The Hemophilia Assistant will provide support for all the hemophilia clinical care services and program staff.

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

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