Job Opportunity #1
Req # 42899 BR

Analyst II – Post Award Analyst
Department of Radiology & Biomedical Imaging

Location: University of California, San Francisco – China Basin

The Post-Award Analyst position is in the Department of Radiology & Biomedical Imaging. The primary role of this position will be to reconcile all of the sponsored projects for both the Department of Radiology & Biomedical Imaging and the Department of Otolaryngology. In addition, the individual will be responsible for the management of a small post-award portfolio, and will assist the Post-Award Team Leader with special projects. The individual is responsible for complex analysis and coordination of the financial aspects of grants management for Principal Investigators (PIs) supported by the Department. Key aspects of the position include interfacing with the Departmental Business Office, UCSF Office of Research, UCSF Controller’s Office (Extramural Funds), UCSF Development Office and extramural and intramural sponsors. The individual must be able to coordinate between multiple sites, institutions and investigators, and navigate complex funding agency guidelines. Skillful execution of a wide range of independent responsibilities, providing high-level post-award support, prioritizing and managing all aspects of the workflow are all key elements of this position.

The individual’s role is to ensure that the awards of his/her assigned PIs are managed rigorously according to sponsor, UC and departmental requirements and following planning, budgeting and spending practices that are efficient and minimize audit risk. The individual serves as the departmental representative supporting his/her assigned PIs and must show considerable independence in planning, budgeting, tracking down information and keeping detailed records of all financial transactions. While this individual works closely and in concert with departmental faculty and staff, s/he functions as the department’s representative to the assigned PIs and reports to the Department’s Post-Award Team Leader located at Laurel Heights.

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