Job Opportunity #1

Req # 20150490
4-H Program Assistant

California 4-H Youth Development Program

Department: UC Agriculture and Natural Resources
Location: UC Davis

As the first point of contact, under supervision of the Youth, Families, and Communities (YFC) Business Manager, provide administrative and programmatic support specific to the activities of the California State 4-H Youth Development Program. Assist with the coordination of statewide events and meetings. Provide administrative support to the 4-H Advisory Committees. Serve as the State Office respondent to programmatic inquiries. Provide administrative support to the YFC Unit in the ANR Building as needed. Promote, in all ways consistent with the other responsibilities of the position, Accomplishment of the Affirmative Action goals established by the Division.

To apply, please visit:
https://jobs.ucop.edu/applicants/jsp/shared/frameset/_frameset.jsp?
time=1440075818290

Job Opportunity #2

Req # 77287
Departmental Business Officer

Department of Computer Science and Engineering
Location: UC San Diego

Filing Deadline: Wednesday, 8/26/2015
Serves as the Departmental Business Officer and principal adviser to the Chair of Computer Science and Engineering, a dynamic, excellent, internationally prominent department with a strong interdisciplinary, cutting-edge research portfolio, and attractive and innovative educational programs. The Business Officer is responsible for the overall leadership, strategic planning, implementation and management of all
administrative activities in the department. Duties include: fiscal management; contracts, grants and gifts; payroll; human resources; student affairs; internal controls and risk management and external affairs including alumni engagement. Oversees the management of research and teaching laboratories, shops and office space and the inventories of all departmental and center space and facilities, as well as their assignment, utilization and safety procedures. The Business Officer exercises maximum initiative, creativity and leadership within the parameters of Department, Center and University policies and regulations to accomplish the goals and objectives of the Department.

To apply: Please contact Suzi Harris @ suziharris@ucsd.edu or visit:

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**Job Opportunity #3**

Req # 77694

**Business Officer**

**Department:** Jacobs School of Engineering  
**Location:** UC San Diego

**Filing Deadline:** Thursday, 8/27/2015

Under the general direction of the Assistant Dean, the Business Officer provides leadership and management of all administrative functions within the Engineering Dean’s Office and serves as the primary planning and budget officer for the Jacobs School of Engineering. Responsible for Dean’s Office Support Staff, facilities, financial management, human resources, special projects, student services, sponsored projects shared services, Business office administration and administrative staff, and school wide process improvement integration. Responsible for the Divisional financial and resource planning, development of resource management policies and long range planning models. The Business Officer provides leadership, policy development, risk assessment and strategic planning to accomplish the goals and objectives of the Jacobs School of Engineering.

To apply: Please contact Suzi Harris @ suziharris@ucsd.edu or visit:

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