Req #42979BR
Analyst IV - Special Assistant to the Director and Associate Vice Chancellor of Clinical and Translational Research

Clinical & Translational Science Institute
Location: UCSF Mission Bay Campus

The Special Assistant to the Director and Associate Vice Chancellor of Clinical and Translational Research (AVC-CTR) provides both administrative management and executive assistant support to him/her, who holds the most senior level position at UCSF responsible for clinical and translational research. As a part of her role within the Office of the Executive Vice Chancellor & Provost office, the AVC-CTR includes not only leadership of CTSI, but also OnCore, Coverage Analysis, responsibility for Biobanking, and connects to the Research Development Office, Innovation, Technology and Alliances (ITA), and other groups responsible for research operations and infrastructure. As her Special Assistant, this position will be involved in projects and programs that impact the university as a whole. The AVC-CTR function is highly visible, diverse, and complex, and as such the support to that function requires significant discretion, judgment, and ability to take on multiple tasks and respond very quickly to changing needs. The Special Assistant acts as a liaison, coordinator and communicator on the AVE-CTR’s behalf, triaging problems, handling confidential matters and referring assignments to appropriate CTSI or EVCP staff. The individual performs immediate tasks as well as anticipate long-term needs. The individual acts as the link between CTSI and the EVCP office, CTSI staff, campus leadership, the donor community, and other external constituencies. Additionally, the individual carries out all matters relating to the executive administration of the AVC-CTR’s desk and liaises with all of the AVC-CTR’s direct reports and other senior campus leaders.

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