

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: Two Job Opportunities
Date: Thursday, January 07, 2016 7:29:01 AM

Job Opportunity #1 -

Job ID: 1506085
Academic HR Analyst

Department: Humanities - Academic Human Resources Unit
Location: University of California, Santa Cruz

Initial Application Review Date: January 18, 2016

Under general direction of the Academic Human Resources Manager is responsible for specified non-senate academic and graduate student instructor personnel actions and coordinates and serves as primary trainer on the academic employment and payroll function for the Division of Humanities. Serves as back up to the Academic HR Manager for ladder rank personnel actions, initial continuing lecturer appointments and merit increases, and academic leaves of absence. Serves as Assistant Academic HR Manager, assuming manager responsibilities when the manager is on vacation, absent, or unavailable. Serves as a key leader and member of the Human Resources team for the Humanities Division.

Provides advice and consultation to all Humanities constituencies on all personnel matters concerning titles under purview. These titles include (at this time): all Unit 18 Lecturer titles, Specialist series titles, Teaching Fellow, Associate In, Research Associates and Research Fellows titles.

Work closely with Academic Human Resources Manager to coordinate all aspects of annual academic personnel reviews (the annual CALLs), with special attention to the CALL for non-senate academic personnel actions (e.g., Unit 18 Lecturers).

Interested Party: Please apply on-line via
<https://jobs.ucsc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1452179471062>

Job Opportunity #2 -

Req. Number: 43890BR
Project Assistant III (Administrative Assistant III)

Department: SFGH Psychiatry - Division of Substance Abuse and Addiction

Medicine

Location: San Francisco General Hospital, Ward 95

Under the general supervision of the OTOP Compliance and Billing Manager, the Project Assistant III is responsible for providing administrative support for the OTOP and OBOT programs. Key responsibilities include supporting OTOP's leadership team, scheduling and tracking all patient medical appointments, entering data into various databases, creating monthly calendars, and providing front-line IT support to clinic staff. This position will also serve as a back-up receptionist.

The Opiate Treatment Outpatient Program (OTOP) and the mobile methadone van provide detoxification and methadone maintenance dosing and counseling to opiate dependent clients in conjunction with medical and psychiatric services. The target population for OTOP's methadone maintenance service is low-income medically/psychiatrically compromised opiate dependent individuals who reside in San Francisco, primarily in the South of Market, Mission, Castro, and Tenderloin areas. This includes a large proportion of African Americans and Latinos, gay, lesbian, bisexual, and transgender individuals, and women of childbearing age, pregnant women, and post-partum women. The target population includes people of all ages, races, ethnicities, sexual orientations, gender identities, religions or spiritualities, socioeconomic classes, partner statuses, and physical and mental disabilities. OTOP clients are low-income and uninsured or underinsured. This population has multiple layers of problems, including poly-drug abuse problems, psychiatric difficulties, life-threatening health problems, and significant cultural barriers to receiving proper care. This population is at especially high risk for HIV.

Interested Party: Please apply on-line via <http://www.ucsfhr.ucsf.edu/careers/>

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