

**From:** [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)  
**To:** [ABOG-L@LISTSRV.UCSF.EDU](mailto:ABOG-L@LISTSRV.UCSF.EDU)  
**Subject:** Re: Two Job Opportunities  
**Date:** Thursday, February 11, 2016 12:59:00 PM

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## Job Opportunity #1 -

### **Job ID: 44142BR**

#### **Director of Academia Affairs - Academic HR Manager II (MSP III)**

Department: SOM Dean's Office / Academic Affairs

Location: UCSF Parnassus Campus

The School of Medicine's Director of Academic Affairs manages a wide range of complex issues related to hiring, compensation, performance management, terminations, and grievances. In managing these issues, the Director is required to perform research, in-depth analysis, and manage risk while ensuring compliance with University policies and regulatory requirements. The Director must utilize comprehensive knowledge of the Academic Personnel Manual, regulatory requirements, and other issues which affect academic personnel, both within the University of California and also statutory rights and regulations.

The Director serves as the School's primary source of information for all academic personnel matters and as a resource on the Academic Personnel Manual. The Director, individually and in consultation with the Vice and Associate Deans for Academic Affairs, Department Chairs, ORU Directors, and others, addresses faculty-related issues, interprets policy, and provides guidance regarding appointments, compensation, benefits, performance management and other issues related to the academic activities of 2,275 faculty members and 930 non-faculty academics within the School. The Director reviews and signs off on all proposed appointments in the Specialist series and reviews and makes recommendations regarding all Visiting Scholar appointments. The Director of Academic Affairs oversees and coordinates the review and approval of all the School's and departmental Health Sciences Compensation Plans. The Director reviews and provides leadership to departments, ORUs and Human Resources on performance management issues and notifications, all proposed non-renewals, terminations and is responsible for administration and oversight of the termination process for In-Residence faculty.

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

## Job Opportunity #2 -

### **Job ID: 44182BR**

#### **Fiscal Assistant III – Administrative Assistant III**

Department: Psychiatry SFGH – Substance Abuse Research Program

Location: SFGH

Abuse Research Group. This role will provide financial management support for the National Institute on Drug Abuse (NIDA) Sponsored Western States Node of the National Drug Abuse Treatment Clinical Trials Network (CTN), the Drug Abuse Treatment/Services Research Training Program, and Learning for Early Careers in Addiction and Diversity (LEAD) Program.

The primary objective of this position is to assist the Program Administrator in providing financial management for the sponsored projects, including timely development and processing of subcontract, consultant, and other vendor or purchasing agreements; project budget monitoring; and financial reporting to project management, the funding agency, and other departments and external organizations as appropriate. The Financial Analyst II will provide financial monitoring and reporting to assure optimal

use of project resources. In addition, the Financial Analyst II will be expected to provide assistance and relevant project budget information to the Program Director, Associate Director, and Program Administrator as proposals are developed for clinical trial protocols in which the CTN plans to participate.

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

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