

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: Correction!! One Job Opportunity
Date: Thursday, March 03, 2016 8:47:02 AM

Job Opportunity #1 -

Job ID: 44323 BR

Administrative Assistant III - GMU Administrative Assistant

Department: Graduate Medical Science Unit (GMU)

Location: Parnassus Campus

The Graduate Medical Sciences Unit (GMU) provides centralized financial management, reporting and oversight over the Biomedical Sciences (BMS) Graduate Program, the Developmental Stem Cell Biology (DSCB) Graduate Program and the Medical Scientist Training Program (MSTP). The position must be able to work independently and will report to the GMU Program Managers, who manage the programs on behalf of 150 BMS graduate students, 100 MSTP graduate students, and 30 DSCB graduate students. The incumbent will assist the Program Managers with day-to-day operations of the three programs. Tasks will include managing and/or assisting with accounting, admissions and recruitment of new students, event planning, communications (listservs, websites, databases, etc.), assisting students, faculty and staff with conference travel, curriculum, orientations and student progression.

Interested Party:

Please contact Geri Ehle, Geri.Ehle@ucsf.edu / (415)476-4423, for additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/>.

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