

**From:** [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)  
**To:** [ABOG-I@LISTSRV.UCSF.EDU](mailto:ABOG-I@LISTSRV.UCSF.EDU)  
**Subject:** Re: Two Job Opportunities  
**Date:** Thursday, March 31, 2016 12:45:07 PM

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#### Job Opportunity #1 -

**Job ID: 10755**

HR Analyst 4 – Leave Specialist  
Department: Human Resources  
Location: Geary Blvd.

The Leave Specialist coordinates the leave of absence process for UCSF Health employees and management. The incumbent will work with a team of professionals centrally administering leave of absences coordination for all employees of UCSF Health. The incumbent participates in the development of processes and systems to effectively manage leaves, with the focus on customer satisfaction, efficiency and compliance with applicable laws and policies. The Leave Specialist will provide ongoing education to UCSF Health managers on effectively managing employees on leaves of absences and to UCSF Health employees on the required steps, documentation and protocols to ensure a successful leave.

The flexibility to orient and work at all UCSF Medical Center locations is required.

For additional information and/or apply on-line via

[https://careers.ucsfmedicalcenter.org:8443/psp/hcmprd\\_cg/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=10755&SiteId=1&PostingSeq=2](https://careers.ucsfmedicalcenter.org:8443/psp/hcmprd_cg/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=10755&SiteId=1&PostingSeq=2)

#### Job Opportunity #2 -

**Job ID: 81268**

MGT SVC OFCR 3 - Academic Business Officer  
Department: Anthropology  
Location: [UC San Diego](#)

**Filing Deadline:** [Thu 4/14/2016](#)

Serve as the Academic Business Officer (ABO) and principal advisor to the Chair of a medium-size (comprised of approximately 20 ladder-rank faculty members and 75 graduate students ), diverse, and growing academic department actively engaged in the full range of research subfields within anthropology, and offering an active undergraduate and a large graduate program. The position includes overseeing the popular and rapidly expanding interdisciplinary undergraduate Global Health Program (GHP).

The ABO is responsible for leadership, management and oversight of administrative functions within the department, including: independent management of academic and staff personnel, strategic planning and leadership, budget and financial administration, graduate and undergraduate student affairs, information systems, space and facilities administration, and external affairs. The ABO provides management of the campus-wide anthropology programs and various anthropology laboratories: five dry labs and one wet lab. The ABO exercises maximum initiative and management leadership within the parameters of department and University policies and regulations to accomplish the goals and objectives of the department.

For additional information and/or apply on-line via [http://jobs.ucsd.edu/bulletin/job.aspx?jobnum\\_in=81268](http://jobs.ucsd.edu/bulletin/job.aspx?jobnum_in=81268)

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