

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: Two Job Opportunities
Date: Thursday, June 16, 2016 7:23:23 AM

Job Opportunity #1 -

Job ID: 44569 BR

7249 Analyst V-Supervisor – Program Analyst
Department: Medicine – Hematology/Oncology
Location: UCSF Mission Bay

Under the general direction of the Program Leader, the Program Analyst will provide high-level administrative management for the UCSF Prostate Program. The individual's responsibilities will include: independently identifying, developing and overseeing research processes; initiating strategic alliances; assessing, identifying and overseeing regulatory needs; supervision of program staff and interfacing with Investigators, collaborators, and local and federal agencies. Grant support includes identification of funding opportunities, writing, editing and facilitating correspondence, and budget and resource management. The individual will have direct oversight of the programs research projects, including grant and contract preparation, regulatory affairs, and data management. General support includes development and donor outreach; coordination of leadership and scientific meetings and events and participation in program meetings and retreats.

For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/>

Job Opportunity #2 -

Job ID: 44989 BR

Student Affairs Officer III EX
Department: Admissions & Student Experience Team
Location: UCSF Parnassus

Note: This is a full time contract position ending on June 30, 2018

The Student Life and Development Specialist's job involves planning, developing, and implementing milestone student events and programs, such the School of Medicine commencement ceremony and the scholarships program. The position also oversees student communications including, but not limited to, the weekly e-mail digest, a digital sign, and the unit website. As a member of the Admissions and Student Experience Team, the Student Life and Development Specialist will provide advising and guidance on programs, services, activities and processes for medical students in

their non-academic life at the university, including public service, leadership development, student government, student businesses, student organizations, and other student resource center areas. Using knowledge and skills as a seasoned, experienced student affairs professional, the Student Life and Development Specialist will perform the full range of duties and responsibilities within the Student Life specialization: assesses situations and determines appropriate action or referral; works independently under general supervision to provide information and interpretation of complex policies, procedures and regulations; identifies and responds to student needs for programs, services, and crisis intervention.

Please contact DoQuyen Tran-Taylor, DoQuyen.Tran-Taylor@ucsf.edu , for additional information and/or apply on-line via <http://bit.ly/263ubHx>.

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