

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: Two Job Opportunities
Date: Thursday, July 21, 2016 7:54:09 AM

Job Opportunity #1 -

Job ID: 45285 BR

Analyst II – Documentation and Compliance Analyst
Department: Clinical Pharmacy

Location: Laurel Heights

The main purpose of the Documentation and Compliance Analyst position is to develop thorough documentation of programs and to ensure compliance with department and university policies related to business practices, department space, and human resources. Comprehensive documentation of program policies, processes, and scope is essential for managing compliance. Documentation duties include researching and self-educating, drafting, vetting, testing, and finalizing program manuals and training personnel; drafting or revising the scope of work for contracts/services agreements and drafting memorandum of understand for department business. The secondary purpose of this position is to maintain compliance on space and human resources policies. Space compliance includes: routine inspections and maintenance of department space, emergency preparedness and training, and management of loaned space. Human resource compliance includes annual HIPAA reporting and annual credentialing for clinical faculty.

Please contact Erika Campbell, Erika.Campbell@ucsf.edu. For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/>

Job Opportunity #2 -

Job ID: 45064 BR

Administrative Assistant III
Department: Clinical Pharmacy

Location: Laurel Heights and SFGH

The purpose of the Administrative Assistant III (AA III) position is to support three programs within the department and their respective finance teams by performing routine business functions. The individual will provide administrative support to the Project Director of the HIV Research Group and Financial Analyst, the department Accounting Services Analyst., and the Principal Investigator and research staff in the Drug Research Unit at SFGH. Responsibilities of the position include, but are not limited to: reconciling ledgers; preparing PeopleSoft journals; cost transfers; processing invoices; preparing check requests and faculty and staff MyExpense

payments and reports, and other accounting forms for reimbursements; create and process supply and equipment orders through Bear Buy; process Petty Cash payments/replenishments and maintain check vouchers; and provide other clerical and administrative assistance such photocopying/scanning, and faxing.

Please contact Erika Campbell, Erika.Campbell@ucsf.edu. For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/>

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