

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 28, 2016 9:16:31 AM

Job Opportunity #1 -

Job ID: 44881 BR

Analyst IV – Experienced Service Team Member, CGA
Department: Controller's Office

Location: Mission Center Building

Under the general direction of the Team Lead, the CGA Service Team Member is responsible for providing customer-oriented, value-added post-award management services to UCSF Principal investigators and research administrators and university partners through: set-up, invoicing, and fiscal management of individual grants and contracts awarded by Federal, State, and private sponsors for the support of the San Francisco campus research enterprise. The CGA Service Team Member applies university policies and office procedures; exercises judgment within defined guidelines and practices to determine appropriate actions; manages professional relationships with customers, partners and sponsors; and balances workload to ensure required service levels are achieved and sponsor deadlines are met. The CGA Experienced Service Team Member manages an award portfolio with significant complexity to the most complex depending on award volume (scope) – a high number of awards with complexity scores of 6 to 15; or a low to medium number of awards with complexity scores of 16 to 21; or a low number of awards with complexity scores above 21.

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

Job Opportunity #2 -

Job ID: 44878 BR

Analyst II – Intermediate Service Team Member, CGA
Department: Controller's Office

Location: Mission Center Building

Under the general direction of the Team Lead, the CGA Service Team Member is responsible for providing customer-oriented, value-added post-award management services to UCSF Principal investigators and research administrators and university partners through: set-up, invoicing, and fiscal management of individual grants and contracts awarded by Federal, State, and private sponsors for the support of the San Francisco campus research enterprise. The CGA Service Team Member applies university policies and office procedures; exercises judgment within defined guidelines and practices to determine appropriate actions; manages professional relationships with customers, partners and sponsors; and balances workload to ensure required service levels are achieved and sponsor deadlines are met. The CGA Intermediate Service Team Member manages an award portfolio with limited to significant complexity (see attachment) – any number of awards (workload volume/scope) with complexity scores of 5 or less, and up to

a medium workload volume of awards with complexity scores of 6 to 15.

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

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