

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: Two Job Opportunities
Date: Thursday, September 01, 2016 7:36:21 AM

Job Opportunity #1 -

Job ID: 45415 BR

Analyst V – Coordinating Center Director

Department: Osher Center for Integrative Medicine

Location: UCSF Mount Zion Campus

The Coordinating Center Director will serve as the lead for the Coordinating Center for Osher Integrative Medicine (Coordinating Center) at the University of California, San Francisco (UCSF) Osher Center for Integrative Medicine. This position provides high-level administrative and operations support for the Coordinating Center and reports to the UCSF Osher Center Director and Director of Finance & Administration (DFA). The position supervises a part-time Coordinating Center administrator.

The Coordinating Center Director will be responsible for creating and maintaining a web presence, overseeing Center communications and meetings, including an annual conference, and providing necessary project and financial management support for education, clinical and research initiatives. The Coordinating Center Director uses skills as a seasoned, experienced administrative operations professional to manage, plan, and administer the operations of the Coordinating Center for Osher Integrative Medicine. This encompasses five international Osher Centers: University of California San Francisco (UCSF), Harvard Medical School and Brigham and Women's Hospital, Karolinska Institute, Northwestern University, and Vanderbilt University. The individual oversees the functions of the Coordinating Center to move forward educational, clinical, and research initiatives. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Regularly works on highly complex issues where analysis of situations or data requires an in-depth evaluation of variable factors. Exercises judgment in selecting methods, techniques and evaluation criteria for obtaining results.

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

Job Opportunity #2 -

Job ID: 45332 BR

Analyst II – Administrative, Coordinating Center

Department: Osher Center for Integrative Medicine

Location: UCSF Mount Zion Campus

The Coordinating Center serves to facilitate collaborative efforts between the five international Osher Centers: University of California San Francisco (UCSF), Harvard Medical School and Brigham and Women's Hospital, Karolinska Institute, Northwestern University, and Vanderbilt University.

The Coordinating Center Administrator will support the Coordinating Center for Osher Integrative Medicine (Coordinating Center) at the University of California, San Francisco (UCSF) Osher Center for

Integrative Medicine. This position provides administrative and operations support for the Coordinating Center and reports to the Coordinating Center Director. The Coordinating Center Administrator will be responsible for overall administrative support for initiatives supported by the Coordinating Center, website design and maintenance support, cross-site communications assistance, and meeting and event planning. The Administrator uses professional concepts to apply organization policies and procedures to provide ongoing administrative operational support for the Coordinating Center for Osher Integrative Medicine. Provides support to the Coordinating Center and Director to move forward educational, clinical, and research initiatives. Administers defined operational program including facilitating communications and meetings, both in person and remote. Analyzes and resolves operational problems of moderate scope.

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

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