

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: One Job Opportunity.
Date: Tuesday, September 13, 2016 6:43:56 AM

Job Opportunity #1 -

Job ID: 45631 BR

Analyst II – Administrative Analyst

Department: Pharmaceutical Chemistry

Location: Mission Bay

The Administrative Analyst provides a range of administrative, research, and travel support for a group of three to four Principal Investigators, and associated laboratory group. Prepares manuscripts, CVs, committee documents, and annual reports, independently composing general correspondence and reports. The Administrative Analyst will assist with grant preparation, and plans special projects and meetings. The Administrative Analyst will help coordinate space planning and activity reports. Additionally, the individual will help coordinate and adhere to emergency, space, health and safety plans. The candidate will work alongside the Lab Manager in processing all purchase orders with vendors and provides purchasing decision support to customers— the orders cover a wide variety of products and services, such as research supplies, computers, capital equipment, common use office supplies, and service agreements and repair services, using the UCSF online purchasing system (BearBuy). The individual will act as main contact for lab, as appropriate. The Analyst will screen and triage high level confidential communications, assist with new employee on-boarding and off-boarding, maintain websites and arrange seminars and various lab events. The Analyst will schedule meetings, travel for PIs and visiting colleagues; prepare travel vouchers and check requests. The candidate must be able to triage and prioritize in a fast-paced environment, work fairly independently with minimal supervision, remain current in technological applications, and be well-organized, flexible, responsive and productive for a large and diverse lab and clinical operation. The ability to interact effectively with faculty, staff, trainees, campus, and community representatives, sometimes under pressure, remaining proactive, resourceful, professional and efficient, is crucial to this role. The ability to develop and maintain collegial, working networks is important

Please contact Millo Mau Pasquini, Millo.Pasquini@ucsf.edu / (415) 476-1915. For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/>.

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