

**From:** [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)  
**To:** [ABOG-L@LISTSRV.UCSF.EDU](mailto:ABOG-L@LISTSRV.UCSF.EDU)  
**Subject:** Re: Two Job Opportunities  
**Date:** Friday, September 30, 2016 8:17:37 AM

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## Job Opportunity #1 -

### **Job ID: 45577 BR**

Analyst I – Innovation Program Coordinator  
Department: Surgery

Location: Mission Bay

The Innovation Program Coordinator will provide support in the operation and directorship responsibilities of the Department of Surgery's medical device innovation programs, which serve over 80 faculty and trainees involved in over 20 device innovation and translation projects. The Program Coordinator is needed to coordinate and support the day-to-day activities of these programs; assist in program planning, development and outreach; interpret, monitor and analyze information regarding program operations and activities; and assist in the administration of budgets and coordinate academic and/or staff personnel matters related to these programs. The individual will provide support to the leadership team in all aspects of their management responsibilities, including planning and coordination of meeting schedules, planning and execution of program events, drafting and management of program communications and correspondence, and independently analyzing issues pertinent to program research and operations. This position is also responsible for assisting in the organization and management of the grant and funding commitments that support the programs, which include multi-investigator and multi-center grant portfolios as well as intramural sources.

Please contact Elizabeth Gress, [Elizabeth.Gress@ucsf.edu](mailto:Elizabeth.Gress@ucsf.edu) for additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/>.

## Job Opportunity #2 -

### **Job ID: 45630 BR**

Administrative Assistant III – Coordinator, Program Support & Patient Care  
Department: Medicine / SFGH / Division of Hospital Medicine

Location: Zuckerberg San Francisco General Hospital

The Program Support and Patient Care Coordinator (PSPCC) will assist on the inpatient resident and faculty services and will be responsible for such things as follows: schedules follow-up outpatient appointments and tests at time of discharge from the Medicine and Cardiology inpatient services; contacts patients at home (if

already discharged) notifying them of appointment times, as appropriate; provides timely notification to residents and/or interns regarding appointment times; faxes discharge summaries and other paperwork to primary care providers, as appropriate; collects necessary ancillary data from patient charts, LCR, etc. for discharge referral; maintains accurate records of all activities, e.g., logging and documenting all discharges in Excel; provides necessary administrative support to medical staff for patients with complex discharge planning needs; requests and receives medical records from an outside facility; creates and maintains a database of key clinical data for the inpatient services (admissions, discharges, etc.).

In addition, the PSPCC will provide administrative support to two programs affiliated with the DHM: the Care Transitions Taskforce and the Palliative Care Program. In this capacity, the PSPCC will: assist with meeting logistics (e.g. scheduling, communications by email, room set-up, taking and disseminating meeting minutes); basic data entry using Microsoft Excel and/or Access; printing out routine reports, and other program support activities as needed.

Please contact Jena Desai, [jena.desai@ucsf.edu](mailto:jena.desai@ucsf.edu) for additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/>.

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