

**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: One Job Opportunity!!  
**Date:** Friday, November 04, 2016 3:30:13 PM

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Job Opportunity #1 -

**Job ID: 45940 BR**

Communications Specialist III

Department: School of Medicine / Office of Medical Education

Location: Parnassus

The Medical Education Communications Manager independently oversees central Medical Education communications and initiatives on behalf of the Vice Dean and Associate Dean of Medical Education. These initiatives serve the entire Medical Education enterprise including Undergraduate, Graduate, Continuing Medical Education and medical education partners.

The Manager collaborates with the School of Medicine Communications Office to develop and execute organizational communication and market branding strategy for all medical education initiatives. The Manager writes and produces admissions marketing collateral, the annual report, monthly medical education newsletters, and oversees all communication from the Vice Dean for Medical Education and Associate Dean for Education. This includes writing school-wide announcements, news stories, and creating PowerPoint presentations.

The Manager serves as the principal manager and editor of the Medical Education websites and oversees all graphic and brand identity for the medical education related websites. The Manager provides central oversight and direction to unit-based communication specialists. Knowledge of Drupal is strongly preferred.

For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/> or contact Kelly Smith, [Kelly.Smith2@ucsf.edu](mailto:Kelly.Smith2@ucsf.edu), for more information.

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