

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: One Job Opportunity!!
Date: Tuesday, November 15, 2016 9:30:58 AM

Job Opportunity #1 -

Job ID: 45332 BR

Analyst II / Administrative Officer II – Administrative, Coordinating Center – Part Time (50%)

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 Osher Collaborative for Integrative Medicine Coordinating Center (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 Nicole Bloom, Nicole.Bloom@ucsf.edu

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