

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: Three Job Opportunities
Date: Friday, December 02, 2016 2:19:36 PM

Job Opportunity #1 and Job Opportunity #2

Job ID: 46042 BR and 46043 BR
Research Administrator III
Department: Radiology & Biomedical Imaging

Location: China Basin

The Research Administrator position is in the Department Radiology & Biomedical Imaging. The individual is responsible for complex analysis and coordination of the financial aspects of grants management for Principal Investigators (PIs) supported by the Department. Key aspects of the position include interfacing with the Departmental Business Office, UCSF Office of Research, UCSF Controller's Office (Contracts & Grants Accounting), UCSF Development Office and extramural and intramural sponsors. The individual must be able to coordinate between multiple sites, institutions and investigators, and navigate complex funding agency guidelines. Skillful execution of a wide range of independent responsibilities, providing high-level post-award support, prioritizing and managing all aspects of the workflow are all key elements of this position.

The Research Administrator's role is to ensure that the awards of his/her assigned PIs are managed rigorously according to sponsor, UC and departmental requirements and following planning, budgeting and spending practices that are efficient and minimize audit risk. The individual serves as the departmental representative supporting his/her assigned PIs and must show considerable independence in planning, budgeting, tracking down information and keeping detailed records of all financial transactions. While this individual works closely and in concert with departmental faculty and staff, s/he functions as the department's representative to the assigned PIs and reports to the Department's Director of Research Administrator located at China Basin.

The Research Administrator uses skills as a seasoned, experienced research administrator to independently develop and / or oversee research proposals, awards and / or transactions related to contract and grant management and maintains contract and grant records in compliance with institutional research sponsor policies. Work on proposals and awards of diverse scope where analysis of data requires thorough understanding of complex regulations. Completes and approves transactions for signature by manager or other authorized institutional official. Works on complex proposals and awards that may involve multiple investigators and / or multiple sub awards. Guides less experienced staff. Central Role (CR): Is eligible for delegated signature authority (may vary by campus). Department Role (DR): Typically works on complex proposals such as grants / contracts which require task budgets, option years, multiple investigators and multiple sub awards.

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

Job Opportunity #3 -

Job ID: 46023 BR
Research Administrator II
Department: Radiology & Biomedical Imaging

Location: China Basin

The Research Admin position is in the Department of Radiology & Biomedical Imaging and the primary role of this position will be to reconcile all of the sponsored projects for both the Department of Radiology & Biomedical Imaging and the Department of Otolaryngology. In addition, the individual will be responsible for the management of a small post-award portfolio, and will assist the Post-Award Team Leader with special projects. The individual is responsible for complex analysis and coordination of the financial aspects of grants management for Principal Investigators (PIs) supported by the Department. Key aspects of the position include interfacing with the Departmental Business Office, UCSF Office of Research, UCSF Controller's Office (Extramural Funds), UCSF Development Office and extramural and intramural sponsors. The individual must be able to coordinate between multiple sites, institutions and investigators, and navigate complex funding agency guidelines. Skillful execution of a wide range of independent responsibilities, providing high-level post-award support, prioritizing and managing all aspects of the workflow are all key elements of this position.

The Research Admin's role is to ensure that the awards of his/her assigned PIs are managed rigorously according to sponsor, UC and departmental requirements and following planning, budgeting and spending practices that are efficient and minimize audit risk. The individual serves as the departmental representative supporting his/her assigned PIs and must show considerable independence in planning, budgeting, tracking down information and keeping detailed records of all financial transactions. While this individual works closely and in concert with departmental faculty and staff, s/he functions as the department's representative to the assigned PIs and reports to the Department's Post-Award Team Leader located at China Basin.

Under general supervision, develops and / or oversees research proposals, awards and / or transactions related to contract and grant management and maintains contract and grant records in compliance with institutional and research sponsor policies. Works on proposals of moderate scope such as single investigator NSF proposals where analysis of financial information or reports requires review of a variety of factors (e.g. budgets, salaries, expenses, etc.). Receives assignments on project basis and fully analyzes problems, gathers data and information, and recommends solutions. May be eligible for delegated signature authority. Completes and approves transactions for signature by manager or other authorized institutional official.

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

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