

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: One job opportunity
Date: Thursday, December 29, 2016 6:42:35 AM

Job Opportunity #1 -

Job ID: 46291 BR

Research Administrator IV – Research Portfolio Administrator – Full Time (100%)

Department: ZSFG PSYCHIATRY

Location: ZSFG

The Research Portfolio Administrator is a critical member of the Zuckerberg San Francisco General (ZSFG) Psychiatry Financial Services Team, and plays a crucial role in the overall successful support and management of extramural funding for the Principal Investigators within the ZSFG Department of Psychiatry. The Research Portfolio Administrator independently provides broad analytical post award research fund management to a defined group of Faculty. The Administrator ensures Faculty are provided with high quality, efficient, responsive and responsible post award research administration services. The position requires a high degree of independence, analytical and problem solving skills, and attention to detail. The candidate will have post award management experience in a variety of research administration programs funded by a variety of federal, private grants and contracts, state, clinical and outside agency contracts.

The Research Portfolio Administrator will independently manage research funding, and will have a comprehensive knowledge of concepts, practices and procedures in the area of research fund management, budget and project analysis, and financial reporting. He/she will demonstrate the ability to research, interpret, clarify and apply all applicable Departmental, University and Agency policies and regulation and will utilize advanced contracts and grants concepts to manage high volume and high complexity transactions. The Administrator will also review and guide others in the review of financial and administrative management requirements of research contract and grant awards and / or transactions to ensure compliance with institutional and sponsor policies. This position requires a high level of ethics and professional standards to handle sensitive matters with tact and sound judgment.

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

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