

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: Three job opportunities!!
Date: Wednesday, January 04, 2017 3:06:04 PM

Job Opportunity #1 -

Job ID: 45478 BR

Administrative Supervisor, CTRP (Administrative Officer III)

Department: Psychiatry

Location: ZFGH

The purpose of the CTRP Administrative Supervisor position is to provide operations oversight, administrative support, administrative supervision, and financial/purchasing services for the Child Trauma Research Program (CTRP). The individual supervises all Research Assistants and volunteer research staff, provides administrative support to program staff, coordinates staff and intern work schedules, assists with training and supervision, conducts data entry and trains volunteers to conduct data entry, maintains all regulatory documents, participates in any internal and external audits or reviews of study protocols, and provides complex coordination of activities for multiple clinical providers and/or designees.

This position requires a wide range of skills including the ability to communicate clearly and with a variety of people, technological expertise in several software programs and managing competing deadlines and crises. The Supervisor must consistently exercise sound judgment; possess confidence, common sense, and the ability to motivate others; and be able to work independently with minimal supervision. He/she must be exceedingly well-organized, flexible, and enjoy the administrative challenges of supporting a large Program of diverse people and projects. The ability to interact with faculty and staff (at all levels), sometimes under pressure, remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality, is crucial to this role.

Expert written and verbal communications skills, strong decision making ability, and attention to detail are extremely important for this role, as well as the ability tactfully assist managers in dealing with the clinical space for two programs. This position must anticipate problems or needs, interface with Facilities Management, ITFS Enterprise Network Services, as well as effectively respond to client related concerns.

The CTRP Administrative Supervisor will work with the Division Administrator to provide programmatic support, recommend and implement new and/or streamlined techniques and processes to improve productivity and efficiency for the CTRP. This position requires a strong knowledge of project management, specifically pertaining to infant, child and adolescent psychiatric services.

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

Job Opportunity #2 -

Job ID: 46272 BR
Division Administrator – Administrative Manager I
Department: Psychiatry ZSFG
Location: ZSFG

The Division Administrator (DA) of Infant, Child, and Adolescent Psychiatry (ICAP) takes an active role in long-term strategic planning to develop innovative solutions for systemic funding and program administration problems. A primary goal of this Division Administrator is to stabilize and increase funding throughout the Division. This position reports directly to the Division Director, and has a dotted-line report to the Director of Administration for the Department of Psychiatry at Zuckerberg San Francisco General (ZSFG) for administrative, financial and budgetary issues. Responsibility for evaluating the performance of the DA primarily rests with the Division Director, with input from the Director of Administration of the Department of Psychiatry. ICAP has an annual budget of approximately ten million dollars, from Federal, State and city contracts, as well as from private foundations and donors, endowment funds and service agreements.

The DA is responsible for overall program management, fiscal management, contracts and grants administration, personnel and faculty management, facilities management and other duties as required. The DA provides leadership, support and an administrative infrastructure for the Division and its programs; develops and implements strategic planning to further its mission in research, teaching and patient care. The DA supervises the administrative operations unit that coordinates the fiscal, personnel, contracts, purchasing, information systems and data for the entire Division.

The main objective of this position is to develop, implement, and oversee the administrative and financial operations of the ICAP Division, working closely with faculty, program directors, and administrative staff to establish an integrated organizational unit.

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

Job Opportunity #3 -

Job ID: 46295 BR

Coordinator, Psychiatry Education and Training Site, ZSFG (Assistant III)
Department: Psychiatry ZSFG
Location: ZSFG

The Psychiatry Education & Training Site Coordinator ZSFG position provides comprehensive administrative and programmatic support for Psychiatry education and training activities at the Zuckerberg San Francisco General Hospital (ZSFG) campus.

The Psychiatry Education & Training SITE Coordinator for ZSFG works in concert with the lead central administrators and faculty site directors of principal psychiatry department training programs at the UME, GME and other levels, including Medical Student Education, General Adult Psychiatry Residency Training Program, Public Psychiatry Fellowship Program and Continuing Medical Education, to assist in the planning, implementation, and evaluation of these education activities at the ZSFG site. The individual also works with central faculty leadership of these programs as needed. The individual is responsible for managing all administrative and logistical requirements to help support undergraduate, graduate, fellowship, and continuing medical education based at ZSFG. Core job functions include planning, scheduling, marketing, reporting. To accomplish the responsibilities, the individual must possess strong organizational, analytic, and communications skills.

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

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