

---

**From:** UCSF Academic Business Officers Group <ABOG-L@LISTSRV.UCSF.EDU> on behalf of Yang, Katti <Katti.Yang@UCSF.EDU>  
**Sent:** Thursday, February 09, 2017 9:32 AM  
**To:** ABOG-L@LISTSRV.UCSF.EDU  
**Subject:** Re: Three Job Opportunities!!

Job ID: 46476 BR  
6207 Research Administrator IV

Department: Medicine

Location: ZSFG

#### JOB OVERVIEW

The Department of Medicine (DOM) has a dedicated team of Research Financial Analysts (RFAs). In conjunction with the services provided by the division managers and their staff, the RFA is responsible for providing high-level financial analyses and management to a defined group of faculty for their portfolio of sponsored awards.

The RFA uses advanced contracts and grants concepts to manage high volume and high complexity transactions for the Division of HIV, Infectious Diseases and Global Medicine, and other Divisions in the Department of Medicine at Zuckerberg San Francisco General (ZSFG). The other Divisions this position supports are the Division of Pulmonary, and the Division of Hematology-Oncology; however, Divisional assignments may vary based on business needs.

#### MEDICINE

The Department of Medicine (DOM), the largest department in the School of Medicine (SOM), has close to 600 full-time faculty leading top-notch research, clinical, and education programs. The Department has a decentralized organizational structure across four sites (Parnassus, ZSFG, VAMC and Mt. Zion) and 38 divisions.

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

Job ID: 46224BR  
Administrative Manager II

Department: Preventive and Restorative Dental Sciences, School of Dentistry

Location: UCSF Parnassus

#### JOB OVERVIEW

As the Chief Financial and Operational Officer, the Department Manager reports directly to the Chair to ensure that the complex clinical, teaching and administrative activities of the department are conducted in a strategic, efficient and cost-effective manner. This position is responsible for the operational, fiscal, academic and staff personnel management of the department; interprets, develops and implements policies and procedures to ensure compliance with University, Federal and State law and other regulations; administers and oversees department compensation programs; represents the department's interests within the School of Dentistry and across the campus in a professional

manner; builds collaborative relationships with key personnel within the department, School and campus; creates a welcoming and inclusive environment where employees of the department are engaged and thrive; and performs other duties as assigned.

#### Department of Preventive and Restorative Dental Sciences

The Department of Preventive and Restorative Dental Sciences (PRDS) conducts multidisciplinary instruction, research, and patient care programs through its seven divisions: Behavioral Sciences; Biomaterials Science and Bio-Engineering; General Clinical Dentistry; Patient Care Simulation; Endodontics; Oral Epidemiology and Dental Public Health; and Prosthodontics.

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

Job ID: 46517BR

Experiential Education Administrator - Health Professions Education Supervisor II

Department: Office of Education, School of Pharmacy

Location: UCSF Parnassus

**Note: This position is a full time two year contract position starting from the date of hire.**

#### JOB OVERVIEW

The Office of Education & Instructional Support (OEIS) provides centralized, professional service to support state of the art education within the School of Pharmacy (SOP). The OEIS staff, well versed in educational methodologies and the use of technology, works with the School's faculty and leadership to foster innovation in the educational program, capitalize on opportunities to more efficiently and effectively administer and teach, and coordinate assessment and CQI activities for strategic decision making. OEIS is a highly collaborative environment with a broad scope of education services including experiential, didactic, assessment and evaluation, educational technology, data management, residency and continuing pharmacy education. The OEIS unit is responsible supporting and delivering the current curriculum of 2017 and curriculum of 2018 and beyond. The unit reports to the Vice Dean of Education, Dean's Office, School of Pharmacy.

The Experiential Education (EE) Program is an essential part of the Doctor of Pharmacy (PharmD) degree, representing over one third of the curriculum. The purpose of the Experiential Education Administrator's (EEA) position is to independently manage day-to-day operations of the program and function as the key Administrator. The primary focus of this position is to review, plan, and implement educational systems that support and facilitate the EE program's day to day and future activities and to ensure the overall smooth operations of the program. The Experiential Education Administrator oversees the day-to-day work of the Experiential Education Unit including guiding the work of the staff in the unit, hiring and training staff, and overseeing unit- and staff-related communications with the educational community of the School of Pharmacy and its partners. In partnership with the faculty director, this position provides ongoing management and organization for the ongoing accreditation process and resulting curricular and programmatic changes.

Experiential Education includes Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs) as well as OSCEs (Objective Structured Clinical Examinations). The EEA is to aid informed decision making for the School of Pharmacy curricula and programs through the creation of comprehensive, consistent EE Program. This position reports to the Director and, as part of the Education Office, works collaboratively with over 50 faculty and 400 students to oversee, evaluate and support teaching and learning. The Experiential Education

Administrator advises and provides analysis for the Faculty EE Program Directors, the Educational Policy Committee, the Assessment & Evaluation Committee, the Curriculum Transformation Team, the Vice Dean of Education and the OEIS Director.

The School of Pharmacy is undergoing a vast curriculum redesign which will transform pharmacy education. The individual is responsible for managing the implementation of the new EE Program curriculum along with supporting technology systems, staff development and business process improvements. The individual oversees operations of clinical skills curriculum and experiential activities by providing oversight of the program professional staff on the Parnassus campus as well as support staff at our off-campus locations across the State. The individual is responsible for determining the additional staffing which may be needed to ensure the clinical skills curriculum is successfully managed and implemented.

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

---

Use this link to [unsubscribe](#) from this mailing list.