
From: UCSF Academic Business Officers Group <ABOG-L@LISTSRV.UCSF.EDU> on behalf of Yang, Katti <Katti.Yang@UCSF.EDU>
Sent: Thursday, February 23, 2017 8:55 AM
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: Three Hot Job Opportunities!!

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/>.

Job Opportunity #2 -

Job ID: 46568BR

Financial Analyst 3

University of California, Department of Urology

Location: UCSF Parnassus Campus

The Department of Urology in the School of Medicine educates medical students, residents, and clinical and postdoctoral fellows in urology; conducts basic science, clinical, and epidemiological research, including clinical trials; and provides professional patient care services.

The Business Office is a key unit of the Department of Urology's Central Administration. The Business Office oversees the long-range planning and administrative and fiscal operations for the Department at five hospital sites: Moffitt/Long Hospital, Mission Bay Hospitals, SFVAMC, ZSFG, and UCSF Benioff Children's Hospital Oakland. The Financial Analyst 3 in the Business Office establishes, implements, and oversees an effective

budgetary implementation, monitoring, and control/audit system as well as provides financial analyses, fund management, and general accounting/financial services. The individual will be responsible for revenue/gift and foundation management, as well as manage and monitor finances for a portfolio of sponsored research accounts as well as all non-sponsored departmental accounts, and ensure that the appropriate internal controls are addressed, maintained and strengthened to protect University resources. The Financial Analyst 3 must have a thorough knowledge of finance policies, practices and systems; a proven ability to use spreadsheet and database software for complex financial analysis, fiscal management and financial reporting; proven interpersonal skills; critical thinking; attention to detail, and ability to multi-task in a high volume environment.

For additional information and/or apply on-line via <http://www.ucsfhr.ucsf.edu/careers/> or contact **Ginni Sahni**, Ginni.Sahni@ucsf.edu / (415) 353-3020.

Job Opportunity #3 -

Job ID: 46581BR

IT Business Analyst – Business Systems Analyst III
University of California, Department of Nursing / Dean's Office
Location: UCSF Parnassus Campus

The UCSF School of Nursing (SON), Office of the Dean seeks an IT Business Analyst. The individual will evaluate the need for and support the use of systems, data repositories and reports to serve the needs of faculty, student affairs staff and administration.

This position addresses the development and implementation of SON information systems and tools that are applied to student and business information. The individual works closely with faculty and staff across the school to optimize effective use of legacy systems, defines cost-effective systems and applications to support various functions, and may provide customer service, troubleshooting and maintenance services. The Business Analyst will help assure accurate and appropriate data is entered and maintained in numerous systems. The Business Analyst will develop and maintain processes and procedures for exporting data, archiving data, and provide training and guidance to users, including students, faculty and staff. This may also include developing training resources to be made available as appropriate. The individual works closely with the Office of Student Affairs to obtain, verify, maintain, and analyze student data needed for grants (HRSA, OSHPD, NIH, Foundations, etc.), UCOP, Student Affairs, Affirmative Action (ODO), the State of California, accrediting agencies, and others.

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

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