
From: UCSF Academic Business Officers Group <ABOG-L@LISTSRV.UCSF.EDU> on behalf of Yang, Katti <Katti.Yang@UCSF.EDU>
Sent: Thursday, March 16, 2017 9:51 AM
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: Two Job Opportunities.

Job Opportunity #1 -

Job ID: 46569 BR

Finance Analyst - Research Administrator III

Department: Microbiology and Immunology in SOM and Cell and Tissue Biology in SOD

Location: Parnassus

The Finance Analyst (FA) provides post-award grants administration, accounting and purchasing support. These services include a variety of post-award financial reports, payroll reconciliation and postaward grants administration. The FA carries out specific fiscal and grant management functions, budget administration, financial management and reports to the Department Manager. The FA is responsible for interpreting various complex federal, private, and university policies, guidelines, and procedures. The FA is also responsible for managing PI funding portfolios including federal, state, and private funding sources. The FA serves as the liaison with Research Management Services (the pre-award office) to ensure that proposals are being created and submitted appropriately. The FA is also the liaison with the HR Service Center. In addition, the FA is responsible for approving lab orders for assigned labs within the BearBuy purchasing system and MyExpense approver for all reimbursements for their assigned labs.

MICROBIOLOGY AND IMMUNOLOGY / CELL AND TISSUE BIOLOGY

The Department of Microbiology & Immunology is a basic science department within the School of Medicine that performs scientific research, training and teaching at Mission Bay and Parnassus Heights. Research in the department focuses on areas related to infectious diseases, immunology, and cancer. There are 18 full-time faculty members in the Department. Our department also provides advanced research training to more than one hundred Postdoctoral Fellows. Graduate students working towards their Ph.D. degree are enrolled in the Herbert W. Boyer Program in Biological Sciences (PIBS) or the Biomedical Sciences (BMS) Graduate Programs, depending on their research emphasis.

The Department of Cell and Tissue Biology (CTB) is a basic science department within the School of Dentistry. The department was established in 2005 and includes 15 faculty with primary appointments and five faculty with secondary appointments. Additionally, the department is home to numerous postdoctoral fellows as well as graduate students in programs ranging from Biomedical Sciences, Tetrad and Biophysics to Developmental & Stem Cell Biology and Oral & Craniofacial Sciences. Faculty research interests include cell biology mechanisms relevant to cytoskeletal dynamics, development, metabolism, cancer, immunology and neurobiology.

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

Job Opportunity #2 -

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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