
From: UCSF Academic Business Officers Group <ABOG-L@LISTSRV.UCSF.EDU> on behalf of Yang, Katti <Katti.Yang@UCSF.EDU>
Sent: Thursday, April 13, 2017 8:41 AM
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: Four Job Opportunities!

Job Opportunity #1 -

Job ID: 46908BR

ASSOCIATE DEAN, ADMINISTRATION AND FINANCE – ADMINISTRATIVE MANAGER III

Department: SCHOOL OF NURSING, DEAN'S OFFICE

Location: Parnassus Campus

The Associate Dean, Administration and Finance, reports directly to the Dean and serves as the chief administrative and financial officer for the School of Nursing. Serving as control point administrator for the school, the individual is responsible for business and financial planning, oversight of all School of Nursing funds, oversight of HR activities and programs, establishing financial and administrative policies for the school, and guiding strategic planning efforts that are responsive to the academic goals and mission of the school. Included in this responsibility is administrative oversight of the school's four academic departments and ORU, including clinical practice agreements, business contracts, and MOUs with internal and external organizations. This oversight ensures integration and consistency across the school, while considering the unique needs and culture of each department and ORU.

The Associate Dean is a principal advisor to the Dean, providing interpretation of policies, procedures and regulations in a wide variety of fiscal, regulatory and administrative matters. The incumbent is expected to develop, recommend, and implement policy and process changes to ensure the efficient, effective, and compliant administration of the school. The Associate Dean provides overall financial, human resources, security, information technology, space and facilities oversight for the School of Nursing, and has considerable authority and responsibility in these matters.

The Associate Dean represents the school on a variety of campus and system-wide committees focused on business planning, financial management, compliance, regulatory matters, as well as information technology investment and implementation, ensuring that the school is a responsive and proactive campus leader. As the school's chief administrative officer, the Associate Dean must effectively interact with faculty, staff, and students, representing the school's interests to campus, system-wide, governmental, professional, and private entities.

For additional information, please contact Lynda Jacobsen (Lynda.Jacobsen@ucsf.edu) or apply online: <http://ucsfhr.ucsf.edu/careers/>

Job Opportunity #2-

Job ID: 46811BR

DIABETIC EDUCATION ADMINISTRATOR – HEALTH PROFESSIONS EDUCATION SUPERVISOR II

Department: SCHOOL OF PHARMACY, DEAN'S OFFICE

Location: Parnassus Campus

The Didactic Education Program is an essential part of the Doctor of Pharmacy (PharmD) degree, representing core aspects of the curriculum. The purpose of this Didactic Education Administrator position is to independently manage day-to-day operations of the program and function as the Didactic Education Administrator (DEA). The primary focus of this position is to review, plan, and implement educational systems that support and facilitate the Didactic Program's day to day and future activities and to ensure the overall smooth operations of the program. This position oversees the day-to-day work of the Didactic 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 leadership, this position provides ongoing management and organization for the ongoing accreditation process and resulting curricular and programmatic changes.

The Didactic Education Program includes classroom and online instruction, learner conferences, labs, exams, structured clinical exams, workshops and other teaching and learning activities. The Didactic Education Administrator is to aid informed decision making for the School of Pharmacy curricula and programs through the creation of comprehensive, consistent Didactic Education Program. This position reports to the OEIS 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 DEA advises and provides analysis for the Educational Policy Committee, the Assessment & Evaluation Committee, the Curriculum Transformation Team, the Vice Dean of Education and the OEIS Director.

For additional information and/or to apply online: <http://ucsfhr.ucsf.edu/careers/>

Job Opportunity #3-

Job ID: 46975BR

ADMINISTRATIVE ANALYST – ADMINISTRATIVE OFFICER II

Department: AIDS RESEARCH INSTITUTE

Location: ZSFG

The Administrative Officer will work within the ARI-UCSF Laboratory of Clinical Virology and Feeney Labs. The position will require use of professional concepts to apply organization policies and procedures to oversee a variety of ongoing administrative operational issues. Responsibilities include: faculty support, finance activities for grants and lab management in coordination with the Research Administration pre-award team on grant renewals and submissions, management of financial operations such as clinical and recharge billing and reporting, recharge finance, cash handling, purchasing, facilities management, human resources, communications, informational technology as well as special projects.

AIDS RESEARCH INSTITUTE

The ARI-UCSF LCV is core research lab and clinical testing unit (CLIA) at UCSF which provides Molecular Diagnostic Assays and Specimen Services to the research groups and clinicians at UCSF. The laboratory focuses on current research and clinical testing in HIV/AIDS. The Feeney lab focuses on two of the greatest threats to children's health worldwide. Malaria (1 million pediatric deaths annually) and HIV/AIDS (230,000 pediatric deaths annually). The broad goals of the research program are to identify correlates of protective immunity to HIV and malaria in order to guide the rational design of vaccines and immunomodulatory therapies. They are also interested in understanding how the immune response of infants and young children differs from that of adults, in order to optimize the immunogenicity of vaccines and other strategies targeting infants.

For additional information and/or to apply online: <http://ucsfhr.ucsf.edu/careers/>

Job Opportunity #4 -

Job ID: 46988BR

RETAIL SERVICES FINANCIAL ANALYST – FINANCIAL ANALYST III

Department: RETAIL SERVICES – VENDOR ADMINISTRATION & MISSION BAY CONFERENCE CENTER

Location: Parnassus Campus (with 1 day at Mission Bay)

The Retail Services Financial Analyst uses skills as a seasoned, experienced professional with a full understanding of industry practices and organizational policies and procedures; resolves a wide range of issues in imaginative as well as practical ways. Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Contacts are both internal and external to the department.

RETAIL SERVICES –VENDOR ADMINISTRATION & MISSION BAY CONFERENCE CENTER

Retail Services and the Mission Bay Conference Center are part of Campus Life Services (CLS). CLS is located organizationally under the Office of the Vice Chancellor for Administration and Finance (FAS). CLS provides a diverse range of support programs and services to the campus community, including the following business units:

- Campus Housing
- Recreation and Fitness
- Arts and Events
- Family Services
- Millberry Meeting and Event Center
- Transportation Services: Shuttle Services, Fleet Management, and Parking Services
- Documents & Media -Reprographics
- Facilities Services
- Retail Services –Vendor Administration & Mission Bay Conference Center

Retail Services is a valued contributor to the quality of life at UCSF, through our institutional and vendor partnerships, collaborative efforts, professional management, and staff expertise. Retail Services offers a diverse mix of vendors to provide services to support the daily work-life needs of students, staff, faculty, patients, and visitors at UCSF. Retail Services contributes to the enrichment and development of a campus community through:

- Generating funds from vendor rents and commissions to support innovative programs and facilities
- Providing gathering spaces and facilities for social, cultural, and intellectual exchange
- Sponsoring and collaborating on arts, entertainment, and cultural events
- Supporting UCSF's sustainability efforts particularly as they relate to Food Service and Zero Waste

The product and service mix provided by Retail Services is intended to evolve over time. We provide services and gathering spaces that are flexible and adaptable to the changing needs and desires of UCSF customers. Customer input is critical to the Retail Services planning process. Products, services, and vendor types are customized to each location or campus to reflect the price, quality, and product type that are appropriate to that site's needs or demands, and represents the diversity of the UCSF community.

Retail Services currently manages 44 leases, contracts and memorandums of understanding (MOU) for approximately 39 tenants that provide an array of retail, including various food service operations, vending, a credit union branch, -ATMs, a hair salon, a florist, laundry service, an optical dispensary, an online store for UCSF merchandise and text books, and a world-class conference center.

For additional information and/or to apply online: <http://ucsfhr.ucsf.edu/careers/>

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