
From: UCSF Academic Business Officers Group <ABOG-L@LISTSRV.UCSF.EDU> on behalf of Yang, Katti <Katti.Yang@UCSF.EDU>
Sent: Thursday, May 11, 2017 9:39 AM
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: Three Job Opportunities!

Job Opportunity #1 -

Job ID: 47113BR
Post-Doctoral Program Coordinator – Student Services Advisor II
Department: School of Dentistry, Dean's Office
Location: Parnassus Campus

This position as the Post-Doctoral Program Coordinator assists the Director of Student Affairs and Advocacy and the Director of Admissions in supporting the admissions process and service needs of Post-Doctoral students. Coordinates the admissions process for all post-doc programs. Provides advising and counseling on student matters and serves as liaison to students with the offices of Registration, Financial Aid, Student Disability, Admissions and Education Technology. Assists faculty with any needs related to course management including reserving classrooms, maintaining rosters and updating student records. Conducts evaluations of workshops and classes and summarizes data results. Liaises with faculty and the School's Director of Academic and Staff Personnel to hire student tutors; manages their schedules.

The Post-Doctoral Program Coordinator Applies professional Student Services concepts, provides varied student services to students, faculty, and department / school / management. Works on moderately complex issues. Receives assistance on more complex issues.

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

Job Opportunity #2 -

Job ID: 47111BR
Academic Affairs Recruitment Analyst – Academic HR Analyst III
Department: Academic Affairs
Location: Laurel Heights

Under the direction of the Recruitment Manager, the Academic Affairs Recruitment Analyst will be responsible for developing search strategies and providing recommendations to department chairs and faculty search committee chairs to ensure the academic recruitment needs of the organization are met. This position will be the key Academic Affairs contact for all academic recruitments, and will be responsible for management of the recruitment process in the system-wide AP Recruit application which will include posting, monitoring, closing of recruitments and system-wide reporting. The Academic Affairs Recruitment Analyst will act as a consultant for search committees and department chairs to ensure policy compliance and improve hiring outcomes. The individual will interpret and apply policies and procedures related to recruitment and provide training to academic search committee on AP recruit applicant management. The individual will participate in AP Recruit related projects, and serve as a campus representative/ working group member on AP Recruit, as well as perform other duties as assigned.

As a seasoned, experienced professional with a comprehensive understanding of UC system-wide and campus academic personnel practices, policies and procedures, the Analyst resolves the full-range of moderate to complex academic personnel issues affecting a broad range of academic titles. As a member of the Deans' Office NPAA Academic Personnel service center, works on diverse and complex problems,

analyzes a variety of factors to recommend and implement solutions. Normally receives minimal instruction on day-to-day assignments with some guidance on new projects.

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

Job Opportunity #3 -

Job ID: 46988BR

Retail Services Financial Analyst – Financial Analyst III

Department: Retail Services – Vendor Administration & Mission Bay Conference Center

Location: Parnassus Campus/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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