
From: UCSF Academic Business Officers Group <ABOG-L@LISTSRV.UCSF.EDU> on behalf of Yang, Katti <Katti.Yang@UCSF.EDU>
Sent: Friday, May 19, 2017 7:01 AM
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: One Job Opportunity!

Job Opportunity #1 -

Job ID: 47200BR

Administrative Director– Administrative Manager I

Department: School of Medicine, Broad Center for Regeneration Medicine and Stem Cell Research

Location: Parnassus Campus

The Center of Regeneration Medicine and Stem Cell Research at UCSF, is one of the largest and most comprehensive programs of its kind in the United States. In some 125 labs, scientists are carrying out regenerative medicine and stem cell studies aimed at understanding and developing treatment strategies for such conditions as heart disease, diabetes, Alzheimer's Disease, epilepsy, multiple sclerosis, Parkinson's Disease, Lou Gehrig's disease, spinal cord injuries and cancer.

The individual in this position will serve as Administrative Director (AD) for the Broad Center at the Regeneration Medicine Building (RMB). In addition to being responsible for all activities related to the operations of the Broad Center, this position is responsible for property management of RMB. The AD has the responsibility of fiscal oversight; policy interpretation and implementation; management of academic and staff personnel issues; systems development; space and facilities management; and operations support for research, education, training and clinical trials. The individual is also responsible for developing administrative policies and services to support the Broad Center's programs in basic, clinical, translation sciences research, as well as education and training. The AD represents the Broad Center to external agencies and auditors, as well as serves on campus committees.

The AD participates with the Program Director in short and long range strategic planning for the program. The individual also supervises and manages staff that are responsible for budgeting and financial management, payroll funding, contracts and grants management, facilities management, shared laboratory services and equipment and information technology.

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

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