

**From:** [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)  
**To:** [ABOG-L@LISTSRV.UCSF.EDU](mailto:ABOG-L@LISTSRV.UCSF.EDU)  
**Subject:** Re: One Job Opportunity.  
**Date:** Friday, June 30, 2017 6:46:52 AM

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## Job Opportunity #1 -

Job ID: 47490BR

Executive Assistant III - Executive Assistant , Vice Dean for Medical Education,  
Associate Dean for Medical Education

Department: Office of Education

Location: Parnassus Campus

The Office of Medical Education is currently recruiting for an experienced executive assistant to support the Executive Vice Dean for the School of Medicine/Vice Dean for Education and the Associate Dean for Medical education. This role maintains and manages the calendar, travel, and general office operations for the Medical Education suite. The Executive Assistant plays a critical role in monitoring email/requests to ensure that deadlines are met and critical meetings are scheduled. The Executive Assistant should thrive in a setting that requires attention to detail, customer-service focused work ethic, and ability to shift priorities. A high level of discretion with confidential matters is key to success in this position. Additionally, The Executive Assistant will help organize undergraduate medical education special events, such as farewell parties, welcome receptions, and unit socials.

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

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