

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: One Job Opportunity!
Date: Thursday, July 20, 2017 7:07:59 AM

Job Opportunity #1 -

Job ID: 47591BR

Administrative Officer– Operations Manager

Department: Center for Tobacco Control Research and Education/CVRI

Location: Parnassus Campus

The Operations Manager is the liaison between the department and Campus Information Technology Field Services (ITFS) teams to support the implementation of system-wide campus policies governing IT security, standards, and support. The Operations Manager is responsible for overseeing the process of tracking and monitoring IT hardware and software and documenting IT Policy & Procedures, user training guides, and other documentation. The individual will also facilitate and oversee the implementation of new hire on-boarding and off boarding processes. This involves technical assistance such as computer access, IT set up and insuring that files are maintained when off-boarding.

They will also be involved with the annual ½ day symposium, national Advisory committee meeting and several of the Center's day-long and week-long training.

This person will work cross-functionally to ensure IT, Administrative, Accounting and Facility processes are coordinated. The Operations Manager will be responsible for analyzing and updating current policies, processes, and procedures. The individual will perform the duties under the general supervision of the Administrative Director.

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

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