

From: [UCSF Academic Business Officers Group](#) on behalf of [Yang, Katti](#)
To: ABOG-L@LISTSRV.UCSF.EDU
Subject: Re: One Job Opportunity!
Date: Thursday, August 03, 2017 7:08:19 AM

Job Opportunity #1 -

Job ID: 47702BR

Director of Administrative & Clinical Operations

Department: Preventive and Restorative Dental Sciences

Location: Parnassus Campus

The Director of Administrative & Clinic Operations manages and performs the administrative services for the clinic practice operations and human resource operations in the Department of Preventive and Restorative Dental Sciences. The director manages the full operations of the clinics and department human resource areas, including clinic finance, IT, facilities, and learner services. General management includes long and short range strategic planning and directing all activities of multi-disciplinary departments through subordinate professional and management staff. In partnership with the Director of Finance, the Director of Administrative & Clinic Operations manages and oversees the budgetary areas and funding areas for the department clinics. This position reports directly to the Department Chair and partners with high-level Dental Center Management.

The Department of Preventive and Restorative Dental Sciences (PRDS) is the largest department in the School of Dentistry. The Department is comprised of seven divisions including Behavioral Sciences & Community Dental Education, Biomaterials & Bioengineering, Clinical General Dentistry, Pre-Clinical Simulation, Endodontics, Oral Epidemiology & Dental Public Health, and Prosthodontics. Preclinical and clinical educational programs operate within the laboratories and clinics of the dental facilities on campus and through the school's satellite facilities, including the community clinic at 100 Buchanan Street. The department comprises of over 250 faculty, 54 staff, and a \$21 million budget.

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

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