

**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: Two Job Opportunities!!  
**Date:** Thursday, August 10, 2017 9:18:44 AM

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## Job Opportunity #1 -

Job ID: 47675BR  
Research Administrator III  
Department: Radiology & Biomedical Imaging  
Location: China Basin

The Research Administrator III position is in the Department Radiology & Biomedical Imaging. The individual is responsible for complex analysis and coordination of the financial aspects of grants management for Principal Investigators (PIs) supported by the Department. Key aspects of the position include interfacing with the Departmental Business Office, UCSF Office of Research, UCSF Controller's Office (Contracts & Grants Accounting), UCSF Development Office and extramural and intramural sponsors. The individual must be able to coordinate between multiple sites, institutions and investigators, and navigate complex funding agency guidelines. Skillful execution of a wide range of independent responsibilities, providing high-level post-award support, prioritizing and managing all aspects of the workflow are all key elements of this position.

The Research Administrator's role is to ensure that the awards of his/her assigned PIs are managed rigorously according to sponsor, UC and departmental requirements and following planning, budgeting and spending practices that are efficient and minimize audit risk. The individual serves as the departmental representative supporting his/her assigned PIs and must show considerable independence in planning, budgeting, tracking down information and keeping detailed records of all financial transactions. While this individual works closely and in concert with departmental faculty and staff, s/he functions as the department's representative to the assigned PIs and reports to the Department's Director of Research Administrator located at China Basin.

The Research Administrator III uses skills as a seasoned, experienced research administrator to independently develop and / or oversee research proposals, awards and / or transactions related to contract and grant management and maintains contract and grant records in compliance with institutional research sponsor policies. Work on proposals and awards of diverse scope where analysis of data requires thorough understanding of complex regulations. Completes and approves transactions for signature by manager or other authorized institutional official. Works on complex proposals and awards that may involve multiple investigators and / or multiple sub awards. Guides less experienced staff. Central Role (CR): Is eligible for delegated signature authority (may vary by campus). Department Role (DR): Typically works on complex proposals such as grants / contracts which require task budgets, option years, multiple investigators and multiple sub awards.

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

## Job Opportunity #2 -

Job ID: 47715BR

Academic Affairs Strategic Business Partner, Academic HR Analyst V

Department: Human Resources / Academic Affairs

Location: Laurel Heights

The Academic Affairs Strategic Business Partner is a new role at UCSF. Reporting to the Director of Academic Affairs in the Vice Provost Academic Affairs (VPAA) office, this position has direct responsibility to the Schools of Dentistry, Nursing, and Pharmacy as a strategic business partner for academic personnel issues. Combined, these three professional schools have six unique health sciences compensation plans (HSCP) and approximately 690 faculty, 120 non-faculty academics, and 900 volunteer clinical faculty. The individual must learn the unique school-level interpretation of policies (e.g. HSCP), practices and culture, and leverage knowledge transfer and collaboration across schools to solve common issues. The individual will be a recognized functional expert who utilizes comprehensive and in-depth academic human resources expertise, and develops management tools to analyze data for multiple sources, in order to provide guidance and recommendation to the Schools and their leadership. The individual is expected to demonstrate a broad view, understanding, and approach on policy matters and to develop strategic partnerships with Departments, HR Shared Services and the VPAA.

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

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