Fellowship Coordinator (Analyst III)  
Hematology-Oncology  
Job Number 37009BR

The Fellowship Coordinator orchestrates all clinical assignments and programmatic aspects of three (3) complex ACGME accredited fellowship programs, each with unique clinical, research, and curriculum components as well as coordinates program requirements, enrollment and scheduling for residents and medical students in five (5) clinical elective rotations and ten (10) outpatient clinics at four (4) locations (VA, SFGH, Parnassus, Mount Zion). The Fellowship Coordinator must coordinate the staffing needs and expectations of the clinics with the changing educational needs and requirements of the trainees. The funding and fringe benefits of the trainees must follow the trainees through three payroll systems (UCSF, stipend desk and SFGH). The Fellowship Coordinator must understand how changes in the schedule effect compensation and communicate this coordination to the Division Administrator and the Program Director to assure that trainees understand how this effects their personal compensation and appropriate paperwork can be completed in advance to ensure over and underpayments do not occur.

Working with a high degree of independence and superior communication skills, the manager's successful meeting of these objectives is critical to the success of the Division's education mission. These responsibilities include strategic planning and development; compliance and accreditation; and oversight of the application, interview, orientation, and reporting processes. The Coordinator is the key contact and ongoing resource for program participants and represents the program with officers of the Department of Medicine, relevant University departments, outside agencies; and performs other duties as assigned.

For more information about this position and to submit your application please go to Campus Human Resources career site at: [http://www.ucsfhr.ucsf.edu/careers/](http://www.ucsfhr.ucsf.edu/careers/) and refer to requisition #37009BR.

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