From:  UCSF Academic Business Officers Group on behalf of Academic Business Officers Group
To:  ABOG-L@LISTSRV.UCSF.EDU
Subject:  UCSF Employment Opportunity
Date:  Thursday, August 02, 2012 10:41:12 AM

Req Number  37840BR
Job Title  Administrative Analyst
Job Code and Payroll Title  7234: ANALYST I
Job Code and Payroll Title  7234 ANALYST I
Location  Parnassus Avenue
Department Name  OBGYN
Work Days  MONDAY – FRIDAY 8AM – 5PM
Shift  Days
Shift Length  8 Hours

Job Summary  The Center for Reproductive Sciences is an Organized Research Unit established in 1977 that resides within the Department of Obstetrics, Gynecology and Reproductive Sciences. The CRS is focused on becoming a preeminent academic research center in the areas of hESC biology, early human development, including reproductive genetics. The CRS Business Office supports the research administration services of ~ 12 faculties. This position supports the Director of Human Embryonic Stem Cell Program, and Faculty Director of the Sandler Moore Mass Spectrometry (SMMS) Facility. The position also coordinates with CRS Business Office finance staff to ensure timely award and sub award creation, noncompetitive renewal funding, and fund closeout. The incumbent also coordinates and administers the Institute for Regeneration Medicine’s (IRM) California Institute for Regenerative Medicine (CIRM) Training Grant and the CIRM Shared Research and Training Laboratory. Finally, this position provides general administrative support to the (Director of Operations) of the SMMS facility, a campus-wide operation and perform other duties as assigned.

Required Qualifications  BA/BS with a major in a related field and one year of experience in administrative analysis or operations research; or an equivalent combination of education and experience; ability to set priorities under pressure and meet deadlines; proficient in computer and technical skills (Mac user preferred, but not required); ability to communicate effectively with diverse groups including excellent oral, written and problem solving skills, work independently; proficient in MS Office (Word, Powerpoint and Excel); Physical Demands: requires sitting; standing; walking; squatting; bending; kneeling; crawling; climbing stairs; climbing ladders; reaching up to shoulder height; reaching above shoulder level; carrying/lifting 21-30 pounds; pushing/pulling 21-30 pounds; gripping/grasping, fine/gross finger manipulation; repetitive movements of upper and lower extremities; may be exposed to loud noises; dust, fumes or gases; chemical agents; tuberculosis, blood, body fluids or tissue, and radiological materials; latex, differentiate color; use protective equipment.

Note: Fingerprinting and background check required.

Preferred Qualifications  Preferred knowledge in Endnotes Reference Library, Weblinks, Peoplesoft; knowledge of the intricacies of the UCSF accounting system, the UC payroll system, the UC academic and staff personnel policies, and fellowship appointment, funding policies.
License/Certification  n/a
Position Type      Full Time
Percentage         100%

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