New Opportunity: Manager of Finance & Administration at the UCSF Osher Center

Req Number 37624BR
Payroll Title: 0280 Manager (FUNC AREA)
Location: Divisadero Street
Department Name: Osher Center
Work Days: M - F, 8-5

The Osher Center for Integrative Medicine is searching for a Manager for Finance and Administration. This new manager will work closely with the director and leaders of the Osher Center, one of the nation’s best programs in integrative medicine. The Osher Center is located on the top three floors of the new UCSF Osher Building on Divisadero.

Integrative Medicine is the strategic combination of conventional or “western” medicine with evidence-based approaches to enhancing wellness and healing, including exercise, diet, and practices such as meditation, and acupuncture. In integrative medicine, the focus is disease prevention as well as treatment. The UCSF Osher Center, founded in 1998, conducts research on such topics as how stress impacts health, including recovery from illness. The Center is home to one of the best integrative medicine clinics in the country and is an active leader in UCSF’s interprofessional education and training programs.

This position is an important anchor to the Osher Center’s leadership. It has financial oversight responsibility, and requires a high degree of independence, analytical and problem solving skills, as well as attention to detail. The position serves as key financial resource to the Director of the Osher Center, the 11 faculty, and 54 staff and program managers, providing direction and guidance in financial planning, budgeting, forecasting, and reporting pertaining to financial matters to ensure overall fiscal viability and responsibility of all Osher Center program budgets, with an annual budget of $7.5 million.

Working closely with the director, this position will help establish organizational goals and objectives, and manage operational needs for the Center. This includes performing oversight management for all finances and personnel, short and long-term planning, and maintaining optimal administrative systems for coordination with HR service centers, finance, clinical practice, and research administration.

Please see the listing in Brassring and consider this opportunity to join a very special center at UCSF -- 37624BR

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