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Campus Office Hours are
8:00 am to 5:00 pm, Monday through Friday

Medical Center Office Hours are
8:00 am to 4:00 pm, Monday through Friday

Employment Opportunities Bulletin

Monday, November 16, 2009

The Employment Opportunities Bulletin (EOB) is updated each Monday and reflects the previous week's newly opened positions. The EOB is sent via email to local Employment Development Department offices, college/university placement offices and many community based organizations.

Employment Procedure

UCSF utilizes an online process for those interested in applying for open positions with the University. You must apply online to be considered for an open position. Once you complete the online application process, you will receive an email confirming that your submission has been received.

Submitting your resume to UCSF opens the door to many immediate and ongoing job opportunities. Your resume will remain active in our applicant database and you will be able to update it as needed.

How to Submit Your Resume

Submit your resume to UCSF Human Resources website:

<http://ucsfhr.ucsf.edu/jobs/>

An applicant can apply online from any computer with Internet access. An email address is required for applicants to submit their resumes. In the event that an applicant does not have a computer with Internet access, the Human Resources office has computers specifically designated for online applicants and the computers are available during regular business hours. An appointment is not required in order to use these computers. Human Resources staff will assist employees who are not familiar with the computer.

Qualification Matches and Hiring

If it is determined that there is a match between your qualifications and the openings you apply for, your resume will be referred to the hiring department(s). In addition, your resume may be referred to other positions during the six months it is active in our database.

Hiring departments will schedule interviews for competitive applicants after they have reviewed resumes. If selected as a competitive candidate, you will be contacted directly if they wish to meet with you. We encourage you to continue to apply for specific positions during this period.

Due to the large volume of resumes we receive, we are unable to give information regarding the status of specific jobs. Thank you for your interest in the University of California, San Francisco.

Benefit Information

UCSF provides exceptional benefits in addition to the special intellectual and cultural advantages of being a member of the UC Community. The University offers outstanding health and welfare benefits and programs for secure retirement that are considered to be among the finest in higher education. For detailed information on the benefits available to employees please access:

UCSF Benefits
<http://ucsfhr.ucsf.edu/benefits/>

Policies

In accordance, with applicable State and Federal laws and University policy, the University of California, San Francisco does not discriminate against any person employed, or seeking employment, in any of its policies, procedures, or practices, on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related, as defined in Section 12926 of the California Government Code), status as a Vietnam-era veteran or special disabled veteran, or, within the limits imposed by law or University regulations, because of age or citizenship. In conformance with applicable law and University policy, the University of California, San Francisco, is an affirmative action, equal opportunity employer. Inquiries regarding UCSF's equal opportunity policies can be directed to the Director, Affirmative Action, Equal Opportunity at 415/476-4752.

Employment may be subject to appropriate medical clearance when required by law.

Under Federal law, The University of California may employ only individuals who are legally able to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986.

For positions designated in the Systemwide Title and Pay Plan as non-exempt from the Fair Labor Standards Act and which are not represented by an exclusive bargaining agent, any overtime is compensated by cash or by compensatory time at the University's option.

Notice of the UCSF Annual Campus Security and Personal Safety Report

In compliance with the federally mandated Jeanne Clery Act, UCSF provides an annual security report which includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by the University; and on public property within, or immediately adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security; such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. For more information or to download the UCSF Annual Security Report, please go to: <http://student.ucsf.edu/clery>. A hard copy of the UCSF Annual Security Report can also be obtained by contacting Steve Lubeski, Crime Prevention Community Service Officer at slubeski@police.ucsf.edu or 415-502-9396.

Privacy Notice

The State of California Information Practices Act of 1977 (effective 1978) requires the University of California to provide the following information to individuals asked to supply information about themselves:

The principal purpose for requesting information on this Employment Application is for evaluating qualifications for employment. University policy and State and Federal Statutes, which are available in the UCSF Human Resources Office, authorize the maintenance of this information. Information furnished on this form may be used by various University departments for personnel administration and will be transmitted to the Federal and State governments if required by law.

Furnishing this information is mandatory. Failure to provide information will prevent evaluation of your qualifications for employment. Furnishing sex, ethnicity, veteran status and disability status on the application data sheet is voluntary; there is no penalty for not giving this information. However, if you do not identify your ethnicity and sex, a Human Resource Office employee may record a visual identification.

The Director of the UCSF Human Resources Office is responsible for maintaining information supplied on these forms.

ASSISTANT III

31498BR Pediatrics

Job Summary

The University of California Regents are implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The incumbent will provide direct support to the Division Chiefs of Medical Genetics and Neonatology; will maintain the Chief's calendar, set up meetings and travel arrangements, coordinate conferences; provide direct administrative assistance to 20 other faculty members; make purchases for labs, work in conjunction with accountant to manage division accounts and assist with office management; incumbent will also obtain insurance authorizations for patients for Medical Genetics practice and, act as back up to the outpatient Medical Genetics Administrative Assistant, and perform other duties as assigned.

Requirements

High school graduation and four years of related administrative experience; or an equivalent combination of education and experience; excellent working knowledge of computer programs including Excel, Word, and Outlook calendar/e-mail and MAC proficiency; 1-2 years executive assistant experience; experience in accounting (reconciliation, completing check requests, etc.); professional and courteous; positive and professional attitude, flexibility, ability to complete job requirements accurately and quickly, desire to learn new skills and try new projects; Note: fingerprinting and background check required.

Administrative Support

ASSISTANT II

31483BR Psychiatry - SFGH

Job Summary

The University of California Regents will implement pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position will be subject to any cost cutting measures implemented at UCSF. The Opiate Treatment Outpatient Program (OTOP) provides methadone detox, methadone maintenance and other integrated services to a high-risk, marginalized and underserved population; dosing census is typically over 550 patients, with approximately 400 patients coming to the clinic on a daily basis; the clinic interfaces with all SFGH units, CHN, CASA, various community based programs as well as federally funded grant programs; under the general supervision of the Division Administrator of the Division of Substance Abuse and Addiction Medicine (DSAAM), the () Assistant II would be the first line of contact for 400 clinic patients on a daily basis, in person and on the phone; the incumbent would also serve as a translator for OTOP patients who are Spanish-speaking, update clinic databases, and contribute toward daily clinic operations; will also perform other duties as assigned.

Requirements

High school graduate and at least three years of related administrative experience or an equivalent combination of education and experience; one year of a chemical dependency, mental health, and/or HIV prevention clinic setting in a large university, teaching institution or health care environment; demonstrated ability to work in a high stress, high volume area and work well with deadlines and under pressure; ability to follow verbal and written instructions accurately; detail oriented; able to efficiently record minutes of meetings and complete reports within required time frames; strong analytical skills and ability to prioritize between multiple demands; demonstrated ability to work cooperatively and communicate effectively with others, especially marginal populations diverse in ethnicity, gender, and sexual orientation; able to work as a team member in a culturally diverse setting. high degree of commitment, flexibility, self-motivation, self-confidence, assertiveness, and high tolerance of ambiguity; excellent problem solving ability; self-starter with the ability to work both independently and with teams; sense of humor and patience a plus; bilingual in Spanish; excellent computer skills using standard PC software (MS Word, Excel, and/or Access) for word-processing, spreadsheets, and database management; demonstrated excellent punctuality, attendance and

reliability; excellent interpersonal and communication skills. Note: A preliminary job offer and assignment may be extended pending successful background clearance.

31520BR Psychiatry - Center for Deafness

Job Summary

The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Center on Deafness provides mental health and substance abuse services for individuals who are deaf, hard of hearing, late deafened, and their families. The incumbent will be responsible for the following: Management of Medical Records: Managing and maintaining confidential patient records and charts; liaison between clinical staff and medical records. Management of Computer Data Entry and Billings: accurate and timely data input of patient information, registration, and billing services for community mental health contracts and LPPI services; maintains financial records for all patients; prepares monthly invoices and reviews and prepares charts for bi-annual reviews for documentation compliance. Other duties: Managing the waiting room and greeting clients; handle incoming phone calls; provide back up office support for other administrative assistant as needed; general office duties as assigned.

Requirements

High school graduation and three years of related administrative experience; or an equivalent combination of education and experience; careful attention to details; ability to multi-task; strong organizational skills; ability to meet timelines; knowledge of keyboarding and computer skills and data entry experience; prior or current experience with data entry for San Francisco and/or Alameda County Behavioral Health Services; excellent team player; excellent communication skills, interpersonal skills, and customer care services; demonstrates excellent attendance and reliability; sign language skills and/or knowledge of hearing loss, mental health and substance abuse services. A preliminary job offer and assignment may be extended pending successful background clearance: Fingerprinting and background check required.

ASSISTANT III

31514BR Medicine - Rheumatology

Job Summary

The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The incumbent will be responsible for managing many aspects of two research projects that each involve in-person visits with study patients that will take place at specific UCSF campuses (Parnassus/GCRC, Laurel Heights, China Basin): will be responsible for directing study subjects through the protocol for the study visits that occur at one of three potential sites, subject contacts and recruitment, and conducting behavioral assessments using structured clinical interviews, standardized cognitive tests, and quantitative questionnaires; will also be responsible for project management tasks, such as assistance of CHR applications, and management of project data (data entry, quality control responsible for managing the petty cash system for participant payments [total of \$2,000 for 2 studies, with an average participant payment of \$65 per study]; and perform other duties as assigned.

Requirements

High School graduation and 4 years related administrative experience or equivalent combination of education and experience; background and experience in neurological and chronic medical conditions, neuroscience, neuroimaging, behavior, or psychology; experience administering interviews, physical performance measures, and neuropsychological measures; experience with data entry, relevant clinical/ basic research experience, especially data collection with a high degree of complexity; project management experience or experience in executing a research protocol; ability to proficiently use MS Word, Excel, and other communications packages; excellent verbal and written communication skills; excellent organizational skills and careful attention to details; ability to work independently, and to coordinate work tasks with others; able to meet multiple deadlines for concurrent projects; demonstrated record of excellent attendance and reliability. Note: This is a critical position requiring fingerprinting and background check prior to hire, as the incumbent will have direct access to and is responsible for protected, personal and other sensitive data.

Administrative Support|Support Services

CLERK

31522BR Neurology

Job Summary

The University of California Regents are implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Epilepsy Phenome/Genome Project (www.epgp.org) is a research project funded by the National Institutes of Health to better understand the role of genetics in the development of epilepsy. This exciting study is the largest of its kind, and aims to treat epilepsy more effectively and prevent epilepsy in those at risk. The Research Admin Clerk will support the study coordinator and Principal Investigator by requesting medical records from outside institutions, filing and organizing records, calling participants to schedule research interviews, and performing various other administrative tasks. The work schedule will be 16 hours per week. Work days are flexible, but will be between 8 am – 5 pm, Monday – Friday. The Research Admin Clerk will have excellent interpersonal and communication skills both in-person and by phone, which will be necessary when communicating with families who volunteer for the study. The incumbent will have the ability to interact in a professional manner with co-workers and research participants. The incumbent will have general computer skills (MS Word, Excel, Access, and e-mail, internet). The incumbent will have the ability to work in a team-oriented environment, and must be friendly, responsible, organized, flexible, detail-oriented, able to set priorities and able to follow specific instructions and procedures accurately. Incumbent will also perform other duties as assigned. Note: This position is for 6 months, and may be extended based on the needs of the project.

Requirements

High school graduation; or an equivalent combination of education and experience; computer proficiency (MS Word, Excel, e-mail, internet); works well in group environment, friendly, responsible, organized, flexible, detail-oriented, able to set priorities and able to follow specific instructions and procedures accurately; excellent interpersonal and communication skills and ability to interact in a professional manner with co-workers and research participants. Note: Background check and fingerprinting required.

Information Technology

PROGRAMMER/ANALYST III

31499BR Neurological Surgery

Job Summary

The University of California Regents are implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Bioinformatics programmer will write programming code and subroutines for The Brain and Spinal Injury Center researchers to facilitate biomedical research. A major part of the Programmer’s work will be assigned to assist the BASIC information systems architect in designing and implementing a multi-institutional clinical data management system that will be used to facilitate knowledge discovery in the field of computational biomedical informatics in critical care medicine. The Bioinformatics Programmer will write subroutines, develop whole programs and multi-use ETL program systems, design and write general purpose systems routines and general purpose applications systems, integrate multi-investigator needs with available software systems, and perform other duties as assigned.

Requirements

Minimum of five years experience with database development; experience with RDBMS design and management and data warehouse architecture; strong project management skills; strong knowledge of Linux, Windows, MacOSX, Unix – HP, Solaris, MySQL, Oracle, Sybase, MS SQL Server, Python, C/C++, Perl, PHP and RUBY on RAILS; strong Java and Python programming skills, RESTful web services; strong organizational skills and good verbal and written communication abilities; familiarity with information systems security architecture; ability to work independently with little supervision, self-motivated and goal oriented; ability to communicate effectively with computer personnel as well as with users or other staff who may have no technical computer background. Note: Background check and fingerprinting required.

Nursing - Advanced Practice|Nursing - Management/A

NURSE PRACTITIONER II

31494BR Medicine - SFGH

Job Summary

The Division of Hospital Medicine (DHM) at San Francisco General Hospital (SFGH) is committed to ensuring safe care transitions for patients discharged from hospital to home and reducing the number of readmissions. In conjunction with the Division of General Internal Medicine, the DHM will be conducting a randomized control trial to look at the effect of a discharge intervention on Emergency Department visits and hospital readmissions. The study is called the SHHE Trial: Support from Hospital to Home for the Elderly. The study will target patients over the age of 60, who speak English, Spanish, and Cantonese, admitted to medicine, cardiology, family medicine, and neurology. The intervention will have both pre-discharge and post-discharge components. The pre-discharge component will involve an RN (Discharge Advocate Nurse) assigned to the intervention group. This RN will meet the patient upon admission and then be an integral part of their discharge planning process, helping with patients' education, medication reconciliation, and follow-up care. The after-discharge intervention is to be carried out by an NP and will consist of a follow-up phone call at day 3 and at day 10 or 11 to assess understanding of illness, meds, and follow-up and to medically manage any new symptoms or errors found during the phone call. We are currently recruiting for a bilingual nurse practitioner (SHHE NP) who will be responsible for the after-discharge care intervention. Under the supervision of the SHHE Operations Team, the SHHE NP will conduct follow-up phone calls three days and ten days after hospital discharge. During these phone calls, the NP will assess: Patient's understanding of their hospital diagnosis Patient's understanding of their medication regimen and patient med adherence Patient's understanding of their follow-up care plans Presence of persistent or new symptoms Presence of any stressors that may be interfering with medication or follow-up adherence Presence of family or community support Access to healthy food Presence of in-home services - Health at Home, IHSS, meals on wheels, etc. During these phone calls, the NP will intervene on: Misunderstandings about hospital diagnosis Misunderstandings about medications or medication errors Misunderstandings about follow-up care New or persistent symptoms The NP will record their own individual assessment and plan The NP will then communicate the assessment and plan to the SHHE team and to the patient's primary care provider or Bridge Clinic provider. Any clinical questions outside the NP's scope of practice that arise during the phone call should be followed up with a physician member of the SHHE team Incumbent will also perform other duties as assigned. Note: The study will be piloted for six months and then proceed to full the randomized control trial in early 2010. The duration of the trial is expected to be around three years.

Requirements

Possession of the legal requirements to practice as a Registered Nurse as determined by the California Board of Registered Nursing; BRN license as a Nurse Practitioner in the State of California; certificate of completion from a college or university-based Nurse Practitioner program; successful completion of the credentialing process; current CPR certification; national certification in the area of specialty (NPPII+); NP furnishing license and verification of experience to furnish (for NPs who will be writing prescriptions only); bilingual Spanish and or Cantonese speaking; requires bending, squatting; sitting, standing, walking.

Professional and Managerial

ANALYST I

31492BR OB/GYN and R S

Job Summary

The University of California Regents are implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The National Office Coordinator is responsible for supporting the Director and serves as the primary contact for National Office staff (both at Laurel Heights and SFGH), and for the greater Ryan Program and Fellowship in Family Planning community. In this role, the Analyst stays abreast of all programmatic activities within both Ryan and Fellowship programs and assists in prioritizing program objectives and the director's additional activities including publications, presentations and key contacts national and international collaborators. The Analyst manages drafts correspondence, researches and maintains support materials and develops programmatic materials including outreach, marketing, reports, manuscripts, presentations for the Director, and performs other duties as assigned.

Requirements

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; relevant work experience in project management and high level executive support; advanced proficiency in Microsoft Office including Excel,

PowerPoint, Access Endnote and Microsoft Publisher; must be able to sit in front of a computer terminal for long periods of time to enter information; excellent organizational and management skills and attention to detail; meeting and event planning experience; excellent communication skills ; excellent written skills; experience in professional writing including reports, presentations and publications; at least one year experience in reproductive health and specifically family planning and abortion; experience supporting a National Director and coordinating complex domestic and international travel.

ANALYST III

31518BR Anatomy

Job Summary

NOTE: The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. As a Research Services Administrator of the Department of Anatomy, incumbent will provide complete spectrum of pre through post-award services to a defined group of faculty and their post doctoral fellows; will manage over 5 million in extramural funds on behalf of investigators. Independently prepare the administrative components of federal and private funding proposals; review and analyze proposals for completeness insuring compliance with federal, local, and UCSF policies; submit grant proposals for research, training and public service related to all federal, state, municipal and non-profit funding agencies. Coordinate subcontracts with other institutions; manage and monitor finances of all research accounts; prepare regular budget status reports on grants; verify Effort Reports; analyze ledgers and create budget projections and forecasts; and will perform other duties as assigned.

Requirements

BA/BS with a major in business, accounting or a related field and three years of experience in administrative analysis or operations research; or an equivalent combination of education and experience; 3-4 years of budget, proposal or research administrative experience; ability to work with a diverse group of individuals with tact and professionalism; demonstrated financial management skills; ability to interpret and apply policies and/or regulations, knowledge of agency, university, campus and departmental policies and procedures regarding contracts and grants administration; excellent analytical, interpersonal, written and oral communication skills; strong organizational and problem-solving skills in a results and deadline-oriented environment; ability to work with complex administrative policies, and successfully resolve complex and non-routine issues requiring innovative solutions; demonstrated computer skills in MS word, Excel. Note: Fingerprinting and background check required.

31521BR Institute for Health Policy Studies

Job Summary

The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Institute is seeking a Grants Analyst to serve as a member of its Financial Management Team. Under the direction of the Institute Financial Manager, the analyst will manage a diverse contract & grant portfolio, assist faculty in long range forecasting, participate in the ongoing development of financial management systems, and develop/implement operations protocols for managing of funds in a fiscally sound and cost-effective manner. This is a highly computerized, systems-oriented, work environment; and will perform other duties as assigned.

Requirements

BA/BS with a major in business or related field and three years of experience in administrative analysis or operations research; or an equivalent combination of education and experience; extensive experience with pre-award application processes and post-award financial monitoring and reporting; excellent computing skills (Macintosh; Filemaker Pro, Excel, MS Word) and an appreciation of the value of a database approach to financial management; ability to work successfully with a wide variety of individuals in a team-oriented environment and to manage multiple demands and work on numerous projects simultaneously.

ANALYST II-SUPV

31425BR Medicine-SFGH

Job Summary

The University of California Regents will implement pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position will be subject to any cost cutting measures implemented at UCSF. This position will serve as the Program Manager for the UCSF CTSI Tenderloin

Clinical Research Center (TCRC), an off-campus research center located at 964 Market St that is a joint program of the Department of Medicine-SFGH (DOM-SFGH) and the UCSF CTSI; the Program Manager will have authority and responsibility for short and long range planning for the TCRC; development and implementation of annual budgets; purchasing oversight, human resources management; this position will also provide facilities, space, and IT management for the TCRC and serve as the manager of the rent recharge operation; will also perform other duties as assigned.

Requirements

Bachelor's degree in business administration, economics, statistics, educational administration, political science, or an allied field and minimum of two years related experience; or equivalent combination of education and experience; minimum two years of fiscal, personnel and administration experience; excellent record of performance and attendance; experience preparing budgets and financial reports and projections; knowledge of fund accounting with skills in reconciling ledgers. Note: Fingerprinting and background check required.

ANALYST IV

31525BR Office of Research

Job Summary

NOTE: The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Institutional Animal Care and Use Program (IACUP) is required by regulatory agencies to assure compliance with the requirements of the Animal Welfare Act and Public Health Service (PHS) Policy, University Policies and guidelines, the Association for the Assessment and Accreditation of Laboratory Animal Care, International (AAALAC), and to ensure the highest standards for the ethical and appropriate care and use of animals in research; the IACUC Committee Analyst serves as an expert in the areas of protocol administration and regulations and has independent responsibility for providing regulatory policy interpretation and managing the administrative processes of the IACUC and IACUP; and perform other duties as assigned.

Requirements

Bachelors Degree with science course work. e.g., biology or chemistry or related field; and four years of experience in administrative analysis or operations research; and two years of administrative support experience in research environment/project management or equivalent combination of education and experience; prior experience providing high level assistance to senior managers, committee chairs, faculty; knowledge of federal regulations for the care and use of laboratory animals including regulations affecting the care, importation and shipment of lab animals; highly organized, proven project management skills and ability to manage multiple and competing responsibilities simultaneously; excellent verbal and written communication skills, ability to compose reports, correspondence, and summaries in a comprehensive and organized manner; strong interpersonal skills, ability to work diplomatically with a wide range of people; advance knowledge of MS Word, Excel; email and database applications; prolonged sitting up to 4 hours at a time; some filing with occasional bending, reaching, and lifting up to 10-15 pounds. Note: Fingerprinting and background check required.

ANALYST V

31484BR Real Estate Services

Job Summary

NOTE: The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. Under the general direction of the Director of Project Development, the Project Manager is accountable to Real Estate Services to provide projects that are on schedule, within budget, high quality, cost effective and appropriate to the client's needs; the Project Manager organizes, plans, and controls the design and construction effort; this may involve selecting professional design staff; coordinating the activities of clients, design professionals (architects, engineers, etc.), contractors, inspectors, and others associated with the project; monitoring project progress, cost, and quality; resolving problems that arise in the project; and working with state agency officials to ensure compliance and safety; incumbent has first line responsibility to communicate effectively with project stakeholders regarding program, budget, and schedule and construction impact; and perform other duties as assigned. Note: This position is for a one year contract from date of hire with a possible extension.

Requirements

BA/BS with a major in a related field and six years of experience in administrative analysis or operations research; or an equivalent combination of education and experience; experience in building or construction related experience; demonstrated ability in the following areas: Leading project teams that include user groups, design professionals, contractors, and landlords or owners; managing multiple projects of varying size, type, and complexity; producing sketches and diagrams; directing the work and managing contracts of design professionals; defining project scope, scale, budget and schedules; communicating graphically, verbally, and in writing effectively; working as a team member; and ability to work well with people at all levels; Knowledge of the following: Using Microsoft Word, Excel, Access, Project, PowerPoint, and Photoshop; Project Accounting procedures and practices. Note: Fingerprinting and background check required.

ANALYST VI-SUPV**31495BR Neurological Surgery****Job Summary**

The University of California Regents are implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Department of Neurological Surgery is one the largest recipients of Federal grant funds in the School of Medicine, UCSF. The department has more than 45+ full-time faculty, 18 Clinical Residents, and 40 Postdoctoral Scholars at four UCSF campuses: Parnassus, Mt. Zion, Veteran's Administration Medical Center, San Francisco General Hospital and Mission Bay. The Administrative Director of Neurosurgery's Research Administration Unit will report directly to the department's Director of Administration and will be responsible for overseeing a dedicated team of Research Services Analysts (RSA's) and Administrative Assistants who ensure faculty are provided with quality, efficient, responsive, and responsible pre- through post-award research administration services. The incumbent will recruit, train and supervise a team of Research Service Analysts (FTE = 9) and AA III's (FTE = 2) for a total FTE of 11 individuals. The Neurosurgery Research Administration Staff are responsible for providing the full spectrum of pre-through-post award services to the department's faculty and laboratory staff. The Administrative Director of Neurosurgery's Research Administration Unit will review and monitor the research administration staff's job duties and final end product in addition to providing supervision and oversight for 6 major program project grants which includes two new awards for an NIH Epilepsy clinical trial (21 million) and CIRM award for brain tumors (19 million). Coupled with these duties, the incumbent will monitor the operating budget that supports research administration; design, develop and implement financial systems, controls and policies for extramural funds in order to provide comprehensive and accurate reporting to the investigators, funding agencies and other constituents. The incumbent will coordinate annual faculty salary compensation forms and respond to other HR matters as they relate to research personnel. Other duties include providing special ad-hoc analysis/reports as required; serve as the point of contact for laboratory facility issues; serve on several departmental committees and perform other duties as assigned.

Requirements

BA/BS with a major in a related field and seven years of experience in administrative analysis or operations research; or an equivalent combination of education and experience; 6 years experience in a University environment; demonstrated computer proficiency in PC operating environment utilizing Word, Excel, Outlook, and the web; knowledge of research administration policies and procedures; demonstrated excellence in verbal and written communication skills; excellent interpersonal, organizational and leadership skills; ability to analyze and interpret complex issues, maintain professional working relationships with a diverse population; ability to work independently and cooperatively to meet deadlines individually and for the unit as a whole. Note: Fingerprinting and background check required.

DIRECTOR (FUNC AREA)**31462BR University Development and Alumni Relations****Job Summary**

The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Director of Development is responsible for a comprehensive range of development functions focusing on the identification, cultivation, solicitation and stewardship of individual prospects and donors, corporations and foundations, with emphasis on those with a gift potential of \$50,000 or more. The Director is responsible for coordinating and advancing the development agendas for the

department/unit/program working with departmental chairs, division chiefs, and other academic and volunteer leaders as appropriate; in addition, the Director will work with other Development Officers and resource specialists in the Development Office to ensure coordination of all fund raising, including prospect solicitation, special events, recognition activities, planned giving activities, etc.; in addition, Cancer Center team members are challenged to work across departments and divisions to support cancer programs thematically and also to support the goals and priorities of the Helen Diller Family Comprehensive Cancer Center; and perform other duties as assigned.

Requirements

The applicant should have a Bachelor's degree and at least seven years of fund raising experience; experience in cultivating and soliciting gifts at or greater than \$50,000 from individuals, foundations or corporations is also required. Note: Fingerprinting and background check required.

31508BR University Development and Alumni Relations-Corpor

Job Summary

The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Senior Director of Corporate and Foundation Relations leads a highly visible and pivotal fundraising program within UCSF's Office of Development and Alumni Relations. Managing an office of three associate directors, one Analyst III, and one administrative staff member, the Senior Director is responsible for maximizing support for the campus from corporate and foundation donors and prospects. Incumbent is charged with designing and implementing the entire corporate and foundation development process as it relates to an evolving set of approximately 500 corporate and foundation prospects capable of contributing between \$50,000 and \$50 million or more to the University. The incumbent has responsibility for developing a comprehensive, annual plan to increase corporate and foundation support for a wide variety of UCSF programs and projects; included in these responsibilities are knowledge and leadership for corporate and foundation prospect identification (including research and qualification); prospect clearance; prospect management among and between interest campus units; project feasibility studies, establishment of appropriate cultivation activities, training of senior faculty, administrators, volunteers and development officers; prospect briefings and fundraising progress reports; solicitation of prospects, and stewardship of donors, including the development of appropriate events and the management of external gift and grant reports; incumbent must understand and communicate to a wide variety of internal and external audiences a knowledge of University fundraising programs/priorities, gift receipting, grant administration, donor recognition, and UCSF accounting rules and processes; and perform other duties as assigned.

Requirements

Bachelor's degree and at least ten years experience in foundation and corporate fundraising in a medical center or research university setting and/or appropriate corporate marketing experience; ability to devise appropriate, individualized strategies for the cultivation and solicitation of corporate and foundation prospects; superior verbal communication skills to establish personal contacts, gather information, present ideas, determine level of interest, develop networks, and promote an understanding of University programs and policies; knowledge of the capital campaign process and the role of corporate and foundation relations within a campaign; knowledge of federal and state rules governing charitable giving by corporations and foundation; experience managing a staff of professionals. Note: Fingerprinting and background check required.

DIRECTOR, ASST (FUNC AREA)

31417BR University Development and Alumni Relations - UCSF

Job Summary

The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The UCSF Foundation in the Office of University Development and Alumni Relations is a non-profit public benefit corporation organized to accept and administer gifts of cash, and real and personal property directed to UCSF; the Assistant Director, UCSF Foundation works under the general supervision of the UCSF Foundation Financial Officer and is primarily responsible for Foundation Treasury and cash management, all aspects of planned giving administration, and works with the Foundation Financial Officer on matters related to corporate compliance including the Foundation's tax reporting both as a corporation and as a fiduciary; the incumbent also has shared responsibility for oversight of the investment activity of the Foundation; and responsible for understanding and applying Regents and Campus policy for

all matters under the scope of his or her authority; perform other duties as assigned.

Requirements

A minimum of a BA degree in finance, business or accounting; 6-8 years of increasingly responsible positions including experience in treasury functions with exposure to banking, investment and portfolio management and cash management; exposure to taxation and corporate compliance issues; knowledge of planned giving products, or exposure to individual account investment management issues a plus; proven ability to work affectively in a collaborative environment within the financial organization of a large organization, including experience in non-profit and/or higher education work with other stakeholders; demonstrated ability to manage significant projects involving numerous stakeholders and organizational needs with limited resources and budget; demonstrated analytical and decision-making skills. Note: Fingerprinting and background check required.

Research and Scientific

LABORATORY ASST I

31513BR Orofacial Sciences

Job Summary

The University of California Regents are implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The position involves making solutions, washing dishes, autoclaving and helping with the breeding, maintenance and genotyping of multiple transgenic mouse lines and keeping records; general laboratory support; and other duties as assigned.

Requirements

High School graduation and one year of laboratory experience, or two years of college, including courses in the natural, physical or social sciences; or an equivalent combination of education/experience; or equivalent in lab technology; willingness to work with mice; ability to organize data and keep detailed records; excellent communication skills in English; ability to work effectively in a team environment.

STAFF RESEARCH ASSOC I

31491BR Clinical Pharmacy

Job Summary

The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The SRA will work as part of a team with the SC and Principal Investigators to coordinate and conduct data collection activities in the field, as well as administrative duties related to data collection activities, such as record keeping, quality assurance and regulatory documentation; expected to perform routine duties with little supervision while still seeking assistance appropriately; will assist the SC in designing outreach, recruitment and educational material for participants, as well as writing and editing questionnaires, etc.; act independently to coordinate all activities for field sites (SFGH, Mount Zion, Parnassus, China Basin); recruit, schedule and follow participants through all phases of the studies. This may require frequent phone contact with participants to assist them in adhering to study requirements; educate potential participants about the various protocols, obtain informed consent; conduct personal interviews and assist clinicians with physical examinations and specimen collection. Ensure that all specimens are delivered to receiving labs in a timely manner; schedule and prepare exam rooms, monitor supplies; assist with Committee on Human Research (CHR) applications; maintain accurate log and/or databases of all field research activity--- screening and recruitment, schedules, lab results, etc.; act as a petty cash custodian for study reimbursement and incentives; maintain strict confidentiality of all participants; and will perform other duties as assigned.

Requirements

BA/BS in sciences or related science and knowledge of, or experience with, the basic techniques or methods required by the position; or an equivalent combination of education and experience; minimum of one year research experience and/or at least one year experience in HIV or women's health; excellent PC computer skills, including internet experience; strong interpersonal skills; demonstrated ability to interact professionally with women from all ethnic groups and diverse social strata, many of whom have complex medical and psychiatric issues; demonstrated sensitivity to these issues, as well as patience and compassion and the ability to convey these qualities appropriately to participants; flexibility and dependability; excellent

time-management skills; ability to work independently and effectively prioritize multiple projects; comfortable with assisting in invasive tissue collection procedures and gynecological exams; requires bending, squatting, sitting, standing, walking gripping/grasping chemical agents; tuberculosis, blood, body fluids or tissue. Note: Fingerprinting and background check required.

31501BR Urology

Job Summary

The University of California Regents are implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The Department of Urology is a multi-site department engaged in education, research and patient care. The Cancer Center is a unit that advances diagnosis, prognostication and treatment of cancer by supporting cutting-edge laboratory and population research, clinical science and clinical care. Incumbent will be involved in research with genetically engineered mice to study how deregulations in protein synthesis lead to cancer initiation and progression and all aspects of secretarial skills. Accurate and prompt preparation of grants, manuscripts, fellowship applications, abstracts, reviews, slides, posters, publication lists, curriculum vitae, biographical sketches, scientific report contributions, and correspondence is routinely provided, often under stringent deadlines. Scheduling meetings, interviews, speaker and candidate itineraries, travel arrangements, check requests and reimbursements, telephones and perform other duties as assigned. In addition the incumbent will be involved in journal club organization, material transfer agreements, purchasing, and organizing a laboratory-purchasing database. Incumbent will also perform other duties as assigned.

Requirements

BA/BS in humanistic or scientific discipline or a related science and knowledge of, or experience with, the basic techniques or methods required by the position; or an equivalent combination of education and experience; knowledge of software programs to include FileMaker Pro, Excel, MS Word, calendaring software, PowerPoint and internet search tools. Experience with PC and Macintosh systems; well-developed communication and interpersonal skills; excellent command of English language, grammar, proofreading and editing; ability to perform multiple tasks with high degree of accuracy and detail; ability to exercise sound judgment, maintains confidentiality, and work with a broad range of personnel and external contacts; ability to work independently; good time management and ability to be flexible with changing priorities; excellent problem-solving skills; solution-oriented; team oriented; technical proficiency and experience with electronic and communication devices such as telephones, mobile phones, computers, laptops and PDA's; editing experience of large manuscripts and/or grants; experience in managing more than 15 people.

STAFF RESEARCH ASSOC III

31524BR Radiology

Job Summary

The University of California Regents are implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. The incumbent will be primarily involved in metabolic studies of cancer cells. The duties will include, but are not limited to tissue culture, molecular biology studies, biochemical assays, immunohistochemistry, cell and tumor preparation for metabolic studies, NMR studies. The incumbent will also handle administrative duties to facilitate the smooth operation of the lab. Duties include aiding in lab organization, ordering lab supplies, general care and maintenance of equipment, and perform other duties as assigned. Note: This position has an end date of December 2010.

Requirements

BA/BS with a degree in a Biochemistry, Chemistry, Molecular Biology or Cell biology or related science and two or more years of recent, directly related work experience following degree completion, utilizing the techniques or methods required by the position and demonstrating technical expertise in these areas; or an equivalent combination of education and experience; completion of an undergraduate biochemistry lab course and undergraduate research project and at least 2 years of laboratory work in related field; comprehensive laboratory skills; molarity calculations, accurate solution formulation, pH determination, maintenance of accurate notebooks; tissue culture: sterile technique; passaging; freezing; molecular biology: western blotting, qRT-CR, cloning; biochemistry: protein quantification, enzyme activity, cells and tissue extraction; immunohistochemistry; team player with good communication and interpersonal skills; strong organizational skills; strong quantitative skills; willingness to learn and motivated to succeed; interest in cancer biology; demonstrated record of reliability and excellent attendance.

Trades and Services

CUSTODIAN, SR

31515BR CLS Facility Management

Job Summary

NOTE: The University of California Regents are considering implementing pay reductions, furloughs and/or other types of measures due to the state budget crisis. This position would be subject to any cost cutting measures implemented at UCSF. Incumbent will operate vacuum cleaners, buffers, wall washing machines, shampoo machines, and wet and dry vacuums; operate wax machines, floor scrubbing and/or polishing machines during stripping, waxing, buffing and/or other related floor cleaning and floor finishing operations; make reports on building and/or equipment needs; assist the Maintenance and Grounds staff in the setting and dismantling of special equipment and functions; clean vacant apartments, faculty houses and vacant student rooms in all Housing Facilities; clean Housing Services offices, conference room and bathrooms; general grounds maintenance; work in conjunction with vendors as necessary; in the absence of the Senior Custodian Supervisor act as a work leader/supervisor for a small group of Custodians (usually less than five); and perform other duties as assigned.

Requirements

Ability to read, speak, write, follow verbal and written instructions in English and six months of experience in a custodial cleaning operation; or an equivalent combination of training and experience; previous experience as a Senior Custodian in a large commercial, health care or university facility; knowledge of lifting, carrying, moving and pushing techniques; ability to lift 70 pounds and push 100 pounds; walk and stand for extended periods and stoop, bend and climb ladders; gripping/grasping; repetitive movements of upper and lower extremities; knowledge of building safety requirements; ability to make accurate measurements, perform basic math calculations, and communicate and work cooperatively with vendors, university personnel and staff; basic computer skills required and the willingness and ability to be trained in higher level computer skills and in other related job areas, as it becomes necessary relative to job responsibilities; ability to operate/drive electrical and gas operated vehicles/trucks; possession of a valid California Driver's License. Note: Fingerprinting and background check required.

Medical Center

Nursing - Pediatric Critical Care|Nursing - Advanc

CLINICAL NURSE V

31519BR Neonatal NP Unit

Job Summary

The Neonatal Nurse Practitioner (NNP) is a professional nurse who possesses the advanced knowledge and clinical skills necessary to provide expert nursing care in the area specialization. The major role functions of the NNP include education, consultation, clinical practice, and research. The primary responsibility of the NNP is the direct application of clinical expertise to patients and families being managed in a tertiary care teaching medical center. The NNP has responsibility for the quality of standards of nursing care for a specified patient population. The NNP evidences self-direction and accountability in the development of this role within the medical center. The Neonatal Nurse Practitioner delivers comprehensive family centered health care with some clinical responsibilities previously assumed by physicians, under the supervision of an attending neonatologist. The nurse practitioner performs case management for a select group of neonates using the nursing model of assessment, planning, teaching, and evaluation. The nurse practitioner functions as an associate of staff physicians in the delivery of care to high risk neonates and infants during interfacility transport. Up to 6 months of transport is required, depending on unit needs.

Requirements

- Masters Degree in Nursing with a neonatal nurse practitioner specialization
- Minimum of two years of recent clinical experience working in a Level III Intensive Care Nursery
- Current licensure as a Registered Nurse in the State of California
- Current licensure as a Nurse Practitioner in the State of California
- NCC certification as a Neonatal Nurse Practitioner required within 1 year of hire
- Current American Heart

Association CPR certification • Current NRP certification • California Furnishing license and DEA number required within one year of hire • Up to 6 months of the year on transport is required, depending on staffing need (This includes ambulance, helicopter, and fixed wing transports.) • Demonstrated competence in the following areas: communication, clinical case management, leadership, problem identification and resolution, teaching, and research

Nursing - Pediatric-Other|Nursing - Pediatric Crit

NURSE, CLINICAL II

31512BR Pediatric Neonatal Resource Team

Job Summary

The Pediatric Float Unit is composed of two teams: Pediatric Acute Care Resource Team (Medical/Surgical, Pediatric Hematology/Oncology/BMT, Pediatric Clinical Research Center, and Well Baby Nursery) and Pediatric Critical Care Resource Team (Pediatric Intensive Care Unit and Intensive Care Nursery - Level III). This position is for the Critical Care Resource Team. The Clinical Nurse II: • utilizes the nursing process for assessment, planning, implementation, and evaluation to provide safe, therapeutic care • functions as a member of the interdisciplinary and nursing teams • carries out established nursing procedures and performs related duties as required • manages patient care administered by other members of the nursing team • is able to function in all neonatal and pediatric critical care and transitional care units • is recognized as a leader and clinical resource. • maintains a current knowledge and skills base for all neonatal and pediatric critical care populations

Requirements

- Minimum two years of recent clinical PICU/ICN nursing experience.
- Current licensure as a Registered Nurse in the State of California
- Current American Heart Association CPR certification
- Current American Heart Association PALS
- Current NRP certification
- The ability to meet the physical requirements of the position
- Demonstrated professionalism and leadership skills.
- Nurses are oriented to each unit on their team, and are expected to be able to take any assignment on any of their primary reporting units

Nursing - Pediatric-Other|Nursing - Perinatal|Nurs

NURSE, CLINICAL II

31511BR Pediatric Neonatal Resource Team

Job Summary

The Pediatric Float Unit is composed of two teams: Pediatric Acute Care Resource Team (Medical/Surgical, Pediatric Hematology/Oncology/BMT, Pediatric Clinical Research Center, and Well Baby Nursery) and Pediatric Critical Care Resource Team (Pediatric Intensive Care Unit and Intensive Care Nursery - Level III). This position is for the Acute Care Resource Team. The Clinical Nurse II: • utilizes the nursing process for assessment, planning, implementation, and evaluation to provide safe, therapeutic care • functions as a member of the interdisciplinary and nursing teams • carries out established nursing procedures and performs related duties as required • manages patient care administered by other members of the nursing team • is able to function in all pediatric acute care units and the well baby nursery. • is recognized as a leader and clinical resource. • maintains a current knowledge and skills base for all pediatric acute care populations

Requirements

- Minimum two years of recent clinical pediatric acute care nursing experience
- Current licensure as a Registered Nurse in the State of California
- Current American Heart Association CPR certification
- Current NRP certification
- The ability to meet the physical requirements of the position
- Demonstrated professionalism and leadership skills.
- Nurses are oriented to each unit on their team, and are expected to be able to take any assignment on any of their primary reporting units