

# Administrative Assistant

Obstetrics, Gynecology and Reproductive Sciences

Full Time

Requisition #55837BR

16-Sep-2020

## Job Summary

### JOB OVERVIEW

The successful candidate will be responsible for providing executive level support to the Director of the Program on Reproductive Health & the Environment (PRHE) with various essential tasks that may include but not limited to the following areas: serve as point person with managing priority setting for the Director and interfacing with a wide range of internal and external partners (that may include faculty, staff, consultants, vendors, etc.); oversee and execute on complex scheduling and calendar management; provide expertise and support with writing and editing correspondences, oversight of funder contact information and fundraising data for the program and serving as administrator to troubleshoot issues that may arise, identifying opportunities to improve administrative functioning and operations of the program and serving as lead to administer process improvement changes, managing travel booking and expense reimbursements; meeting and event planning, prepping for fundraiser presentations and donor meetings, working in a team to identify ways to organize and maintain electronic filing system of the unit; corresponding with UCSF facilities and Information Technology (IT) on behalf of the program and Director, keeping record of and ordering supplies, generating specific reports as required, drafting and editing meeting minutes, and performing other various duties as assigned.

This position will apply professional concepts to conduct analytical administration with moderate scope and complexity.

### OBSTETRICS, GYNECOLOGY AND REPRODUCTIVE SCIENCES / PRHE

The Department of Obstetrics, Gynecology and Reproductive Sciences (Ob/Gyn & RS) is a major academic Department in the School of Medicine (SOM), engaged in clinical, research and training activities at the Parnassus, Mt. Zion and San Francisco General Hospital (SFGH) campuses, the new Betty Irene Moore Women's Hospital at Mission Bay, as well as satellite locations throughout the Bay Area, with an annual operating budget of \$129 million. The Department has 100 full-time faculty, 117 other academic appointees, 13 post-doctoral fellows, 20 clinical fellows, 32 residents, 138 voluntary clinical faculty and 270 staff.

The mission of the UCSF Department of OBGYN & Reproductive Sciences is to improve the lives and health of all women through excellence, innovation and leadership in Patient Care, Scientific Discovery, Education and Advocacy. "Leading the way in women's health."

The UCSF Program on Reproductive Health and the Environment (PRHE) advances scientific

inquiry, professional training, public education, and health policies that reduce the impacts of environmental contaminants on reproductive and developmental health. We are a fast-paced and committed team conducting novel research linking developmental exposures to environmental chemicals to health and creating new methods for research translation in environmental health science. We seek to foster and promote student and professional interest and capacity in environmental health research, policy and education.

#### ABOUT UCSF

The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences.

#### Required Qualifications

- High school graduation and four years of related administrative experience; or an equivalent combination of education and experience
- Thorough knowledge in administrative procedures and processes including word processing, spreadsheet and database applications
- Requires good verbal and written communication skills, active listening, critical thinking, multi-task and time management skills
- Requires interpersonal and work leadership skills to provide guidance to other nonexempt personnel
- Ability to use sound judgment in responding to issues and concerns
- Solid organizational skills and ability to multi-task with demanding time frames
- Ability to use discretion and maintain confidentiality
- Ability to maintain and perform high quality professional level writing skills

#### Preferred Qualifications

- Bachelor's degree in related area and/or two – four years of experience and administrative analysis or operations research, or an equivalent combination of education and experience
- Knowledge of and competence working with database programs such as Salesforce, Smart Sheets, and/or REDCap
- Knowledge of and experience working within an academic medical center/research university
- Knowledge of and experience working within a multidisciplinary research program
- Specific knowledge of or familiarity with MyExpense, Connexus, BearBuy and UCSF reimbursement policies
- Understanding of the environmental health arena
- Working knowledge of common organization-specific and database and project management tracking computer application programs

**License/Certification**

n/a

**Job Code and Payroll Title**

7422 Administrative Assistant III

**Organization**

Campus

**Appointment Type**

Career

**Percentage**

100%

**Location**

Mission Bay

**Work Days**

Monday - Friday, 9:00 am - 5:00 pm

**Shift**

Days

**Shift Length**

8 Hours

**Equal Employment Opportunity**

The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

**To apply for positions on UCSF Human Resources Career website:**

- Navigate to: <https://myhr.ucsf.edu/careers/>
- Enter the requisition number in the search field and click "Search"
- On the position description page, click "Submit to job" at bottom of the page and follow prompts to apply