

Administrative Assistant, PRHE

Obstetrics/Gynecology-MFM-Core-PRHE

Full Time

Requisition #58673BR

April 15, 2021

Job Summary

The successful candidate will be responsible for providing executive level support to the Associate Director of Science & Policy at 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 Associate 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, identifying opportunities to improve administrative functioning and operations of the Science & Policy team and serving as lead to administer process improvement changes, managing travel booking and expense reimbursements; meeting and event planning, prepping for Associate Director and Science & Policy team presentations and collaborator meetings, working in a team to identify ways to organize and maintain electronic filing system of the unit; corresponding with UCSF facilities and IT on behalf of the Associate Director, keeping record of and ordering supplies, generating specific reports as required, drafting and editing meeting minutes.

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

Department Description

The Department of Obstetrics, Gynecology and Reproductive Sciences (Ob/Gyn & RS) is a major academic Department in the School of Medicine, engaged in clinical, research and training activities at the Parnassus, Mt. Zion and San Francisco General Hospital 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 high-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.

The Science & Policy team contributes to PRHE's mission by: informing health-protective policies by conducting research and analysis, educating and engaging policymakers, health professionals, scientists, advocates, and members of the media; transforming the process for evaluating evidence in the environmental health sciences globally to comprehensive, transparent systematic review methods; and by maintaining PRHE's reputation as a premier research translation program focused on evidence-based policy with high scientific credibility through peer-reviewed publications and participation at leading conferences.

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 maintain and perform high quality professional level writing skills
- 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

Preferred Qualifications

- Bachelor's degree in related area and/or 2 – 4 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

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. We bring together the world's leading experts in nearly every area of health. We are home to five Nobel laureates who have advanced the understanding of cancer, neurodegenerative diseases, aging and stem cells.

Pride Values

UCSF is a diverse community made of people with many skills and talents. We seek candidates whose work experience or community service has prepared them to contribute to our commitment to professionalism, respect, integrity, diversity and excellence – also known as our PRIDE values.

In addition to our PRIDE values, UCSF is committed to equity – both in how we deliver care as well as our workforce. We are committed to building a broadly diverse community, nurturing a culture that is welcoming and supportive, and engaging diverse ideas for the provision of culturally competent education, discovery, and patient care. Additional information about UCSF is available at diversity.ucsf.edu

Join us to find a rewarding career contributing to improving healthcare worldwide.

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.

Organization

Campus

Job Code and Payroll Title

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Employee Class

Career

Percentage

100%

Location

Mission Bay (SF)

Shift

Days

Shift Length

8 Hours

Additional Shift Details

Monday - Friday, 8:00 am - 5:00 pm

To apply for the position:

- Navigate to:
https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=6495&siteid=5861#jobDetails=3132797_5861
- Scroll to the bottom of the page and click “Apply”
- Sign up for an account or sign in if you already have one