Job Summary:

NOTE: The University of California Regents has implemented pay reductions and furloughs due to the State of California budget crisis. This position may be subject to the pay reductions through August 31, 2010.

The Assistant EVC/P provides senior level staff support to the Executive Vice Chancellor, ensuring that he is able to function effectively and strategically on a day-to-day basis; the role provides general oversight of the EVC/P’s appearances, presentations, events, committees and correspondence and prepares and edits speeches, presentations, other strategic, scientific, and executive level communications and collateral materials; the Assistant EVC/P provides overall analysis, planning, and problem-solving in collaboration with and facilitates communication between senior leaders and staff as necessary to support the EVC/P in advancing his priority and goals; the Assistant EVC/P will supervise 3 individuals responsible for Communications, C/EVCP Committees and Special Projects; finally, the incumbent will work as part of the EVC/P office senior leadership team to manage all EVC/P responsibilities; and perform other duties as assigned.

Required Qualifications:

Bachelor’s degree or equivalent education and experience; advanced degree or equivalent education and experience in research, healthcare or science; excellent communication, planning and organizational skills; ability to create professional presentations for a variety of audiences (from scientific to entry-level staff), while maintaining an overall consistent message and voice; knowledge of research and health sciences organizations and content areas; excellent judgment, political acumen and ability to maintain confidentiality; ability to collaborate and interact successfully with a variety of senior leaders and constituencies; requires bending, squatting, climbing stairs; pushing/pulling up to 20 pounds; reaching above shoulder level; sitting, standing, kneeling, waist twisting, walking; carrying/lifting 0-20 pounds; gripping/grasping; repetitive movements of upper and lower extremities. Final grade will be commensurate with the skills and background of the successful candidate.

Note: Fingerprinting and Background Check Required for this critical position.

In order to be considered for open positions at UCSF, you will need to submit your resume through our online application process. 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.

To submit your resume online go to:

http://ucsfhr.ucsf.edu/careers

Apply specifically to requisition 33518BR.

An email address is required for you to submit your resume. If you do not have access to a PC with Internet Explorer, you may drop in to use the PC terminals available during working hours in our main Human Resources office, at 3333 California Street, Suite 305, Monday through Friday 8:00 a.m. to 5:00 p.m. Our staff will be there to answer any questions about the process.

Visit our Human Resources web site at www.ucsfhr.ucsf.edu/careers for information about other job opportunities. UCSF is an Affirmative Action/Equal Opportunity Employer and committed to a diverse workforce.