University of California, San Francisco  
Position Title: Executive Assistant to Executive Director, Health Sciences  
Position Type: Career  
Percentage: 100%

Job Summary:

The UCSF Foundation and the Office of University Development and Alumni Relations (UDAR) are responsible for fostering and strengthening the campus outreach efforts to UCSF constituents and for garnering private support for the campus; in raising private support, UDAR identifies, qualifies, solicits and stewards donors for the schools, medical centers, departments and programs on campus; for formal acceptance and administration of all private gifts to the university through The Regents or the UCSF Foundation; and for managing all alumni relations activities, campus support group activities and campus events; the UDAR office staffs the UCSF Foundation; the office is also responsible for the design and implementation of fundraising campaigns for UCSF.

The Executive Assistant to the Executive Director, Health Science acts as the principal liaison between the Executive Director and units of UDAR, campus departments and external constituencies and provides executive assistance to the Executive Director; requires working with confidential donor and personnel information and the incumbent is expected to maintain confidentiality; and perform other duties as assigned.

Required Qualifications:

BA/BS with a major in a related field and two years of experience in administrative analysis or operations research; or an equivalent combination of education and experience; excellent interpersonal, organizational, verbal and written communication skills; the incumbent should be highly organized and able to keep track of many projects and responsibilities simultaneously; superb writing skills and the ability to rapidly draft responses to correspondence; knowledge of grammar and composition are essential; excellent judgment exercised with the highest integrity and confidentiality; familiar with computers; knowledge of Windows environment; able to work effectively to meet deadlines; work independently and as part of a team; needs to be highly skilled in diplomacy to work well with unit heads; make decisions quickly through independent judgment (“think on one’s feet”). Note: Fingerprinting and background check required.

Preferred Qualifications:

Advanced knowledge of MS Word.

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 35305BR. Please note ad code 35305BR in the ad code field in your applicant profile.

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.