Admin Officer 3 Cx

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Job Summary

Under general direction of the Center Director, the lead Administrator provides comprehensive programmatic, administrative, and operational support for The UC Davis SOM Center for Precision Medicine and Data Sciences, a multidisciplinary research and educational hub at UC Davis. The ADC oversees the Center's financial management-including purchasing and reimbursements-executive scheduling, travel coordination, communications, educational program planning, seminar and symposia logistics, event coordination, and outreach/fundraising efforts. This position serves as the central administrator ensuring the Center's daily operations run smoothly and efficiently while supporting its long-term goals through planning, execution, and communication of key programs and initiatives.
The Administrative Officer is expected to exercise strong independence and professional judgment in executing operational processes, interpreting policy, developing solutions, and ensuring reliable information flow.

Apply By Date 1/24/2026 by 11:59 PM

Minimum Qualifications - For full consideration, applicants are encouraged to upload license and/or certification if required of the position

- Bachelor's degree or equivalent combination of education and experience in administration, education, communications, or a related field.
- Demonstrated experience managing administrative and financial tasks, including purchasing and reimbursements.
- Experience coordinating educational or training programs, seminars, or public events.
- Experience performing professional-level administrative, operational, or analytical duties in a complex organization, preferably within a university, medical school, or healthcare environment.
- Demonstrated analytical skills, including the ability to collect, organize, and synthesize data; generate reports; identify trends; and make recommendations to leadership.
- Excellent written and verbal communication skills, including the ability to prepare professional correspondence, meeting materials, summaries, and operational documentation for diverse audiences.
- Excellent interpersonal and communication skills.
- Proficiency with Microsoft Office, Google Suite, and UC systems or comparable platforms for travel and financial transactions.

Preferred Qualifications

- Experience working in higher education or a research center setting.
- Experience with donor engagement, outreach campaigns, and public communication.
- Experience working in higher education or a research center setting.
- Familiarity with UC Davis systems (KFS, AggieTravel, UCPath, AggieBuy).
- Experience with donor engagement, outreach campaigns, and public communication.
- Skills in event promotion, website editing, or social media content development.
- Knowledge of instructional coordination and learning outcome evaluation.

Key Responsibilities

- 15% - Executive & Operational Support
- 15% - Financial Administration, Purchasing & Travel
- 15% - Program, Seminar & Event Coordinator
- 15% - Outreach, Funding & Communications
- 10% - Grants and Research Program Support
- 5% - Educational Program Oversight & Coordination
- 5% - Data & Reporting Responsibilities
- 5% - Compliance and Policy Coordination
- 5% - Training & Organizational Development
- 5% - Special Projects & Other Duties
- 5% - Technology Transfer & Translational Support

Department Overview

The Center, led by Dr. Colleen Clancy and Dr. Vladimir Yarov-Yarovoy, is an interdisciplinary hub dedicated to advancing research, education, and clinical applications in precision medicine. The Center leverages state-of-the-art technologies and methodologies to address complex health challenges through individualized approaches. With a focus on integrating large-scale data from genomics, transcriptomics, metabolomics, and proteomics, the Center collaborates across clinical, computational, and basic science domains to uncover novel biomarkers, therapeutic targets, and personalized treatment strategies. Facilities and Resources: Center for Precision Medicine at Aggie Square
The Center for Precision Medicine at Aggie Square is a newly established hub dedicated to advancing translational research, digital health innovation, and AI-enabled precision medicine. Located within the UC Davis Aggie Square innovation district, the Center provides an integrated, state-of-the-art infrastructure designed to support interdisciplinary research, data science, and clinical application at scale.
The Center occupies dedicated research and collaboration space within the Aggie Square Health Pavilion, co-located with partner programs in biomedical engineering, data science, and health informatics. The facility includes secure, high-performance computing environments; modular dry lab space for data analysis; and flexible team rooms configured

for hybrid collaboration with clinical, engineering, and community-based investigators. Meeting rooms are equipped with smart technology to support interactive work sessions, remote collaboration, and digital twin visualization. Computational infrastructure includes access to the UC Davis Health Data Center, which supports HIPAA-compliant storage and analysis of large-scale electronic health record (EHR), imaging, and multi-omics datasets. The Center maintains direct data access pathways to the UC Health Data Warehouse, OMOP-standardized clinical data, and institutional REDCap servers, as well as federated query capabilities through the CTSA-supported ACT and N3C networks. Local clusters are optimized for AI and machine learning pipelines, with GPU-accelerated environments tailored to foundation model training, data harmonization, and predictive analytics. The Center is embedded within the UC Davis ecosystem, with formal affiliations across the School of Medicine, the College of Engineering, the Clinical and Translational Science Center (CTSC), and the Center for Data Science and Artificial Intelligence. These partnerships enable shared use of core resources including the CTSC informatics and biostatistics units, the Imaging Research Center, the Genomics Core, and the Comprehensive Cancer Center's biorepositories and longitudinal cohort data.

POSITION INFORMATION

- **Salary or Pay Range: $2,873.56-$5,195.40**
- **Salary Frequency: Biweekly**
- **Salary Grade: 161**
- **UC Job Title: ADMIN OFCR 3 CX**
- **UC Job Code: 004800**
- **Number of Positions: 1**
- **Appointment Type: Staff: Career**
- **Percentage of Time: 100%**
- **Shift (Work Schedule): M-F 8am - 5pm**
- **Location: Tupper (TUPPERHAL)**
- **Union Representation: CX-Clerical/Admin**
- **Benefits Eligible: Yes**
- **This position is hybrid (mix of on-site and remote work)**

Benefits

Outstanding benefits and perks are among the many rewards of working for the University of California. UC Davis offers a full range of benefits, resources and programs to help you bring your best self to work, as well as to help you and your family achieve your health, wellness, financial and career goals. Learn more about the benefits below and eligibility rules by visiting either our handy Benefits Summary for UC Davis Health Employees or Benefits Summary for UC Davis Employees and our Benefits Page. If you are represented by a union, benefits are negotiated between the University of California (UC) and your union and

finalized in a contract. Read your bargaining unit's employment contract, stay abreast of current negotiations and learn about collective bargaining at UC: https://ucnet.universityofcalifornia.edu/labor/bargaining-units/index.html

- High quality and low-cost medical plans to choose from to fit your family's needs
- UC pays for Dental and Vision insurance premiums for you and your family
- Extensive leave benefits including Pregnancy and Parental Leave, Family & Medical Leave
- Paid Holidays annually as stipulated in the UC Davis Health Policies or Collective Bargaining Agreement
- Paid Time Off/Vacation/Sick Time as stipulated in the UC Davis Health Policies or Collective Bargaining Agreement
- Continuing Education (CE) allowance and Education Reimbursement Program as stipulated in the UC Davis Health Policies or Collective Bargaining Agreement
- Access to free professional development courses and learning opportunities for personal and professional growth
- WorkLife and Wellness programs and resources
- On-site Employee Assistance Program including access to free mental health services
- Supplemental insurance offered including additional life, short/long term disability, pet insurance and legal coverage
- Public Service Loan Forgiveness (PSFL) Qualified Employer & Student Loan Repayment Assistance Program for qualified roles
- Retirement benefit options for eligible roles including Pension and other Retirement Saving Plans. More information on our retirement benefits can be found here

Physical Demands

- Standing - Occasional Up to 3 Hours
- Walking - Occasional Up to 3 Hours
- Sitting - Frequent 3 to 6 Hours
- Lifting/Carrying 0-25 Lbs - Occasional Up to 3 Hours
- Pushing/Pulling 0-25 Lbs - Occasional Up to 3 Hours
- Bending/Stooping - Occasional Up to 3 Hours
- Squatting/Kneeling - Occasional Up to 3 Hours
- Twisting - Occasional Up to 3 Hours
- Reaching overhead - Occasional Up to 3 Hours
- Keyboard use/repetitive motion - Frequent 3 to 6 Hours

Mental Demands

- Sustained attention and concentration - Frequent 3 to 6 Hours
- Complex problem solving/reasoning - Occasional Up to 3 Hours
- Ability to organize & prioritize - Frequent 3 to 6 Hours

- Communication skills - Frequent 3 to 6 Hours
- Numerical skills - Occasional Up to 3 Hours
- Constant Interaction - Frequent 3 to 6 Hours
- Customer/Patient Contact - Frequent 3 to 6 Hours
- Multiple Concurrent Tasks - Frequent 3 to 6 Hours

Work Environment

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.
* Work in a fast-paced, dynamic office with multiple priorities and frequent interruptions. - Occasional work during evenings or weekends for Center events. - Hybrid/flexible work schedule may be considered with supervisor approval. - Must comply with all UC Davis policies and safety guidelines, including confidentiality and data security practices.

Special Requirements - Please contact your recruiter with questions regarding which activities apply by position

- This is a critical position, as defined by UC Policy and local procedures, and as such, employment is contingent upon clearing a criminal background check(s) and may include drug screening, medical evaluation clearance and functional capacity assessment
- This position is designated as a mandated reporter under CANRA and UC policy, and employment is contingent on compliance with applicable policies, procedures and training requirements

Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

A Culture of Opportunity and Belonging

At UC Davis, we're committed to solving life's most urgent challenges and building a healthier, more resilient world. We believe in growing through every challenge, continually striving to improve, and welcoming new perspectives that strengthen our community. We recognize that a vibrant and innovative organization values both individual strengths and shared purpose. The best ideas often emerge when people with different experiences come

together. As you consider joining UC Davis, we invite you to explore our Principles of Community, our Clinical Strategic Plan and strategic vision for research and education. We believe you belong here. The University of California, Davis is an Equal Opportunity Employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. To view the University of California's Anti-Discrimination Policy, please visit: https://policy.ucop.edu/doc/1001004/Anti-Discrimination Because we want you to feel seen and valued, our recruitment process at UC Davis supports openness and authenticity. Research shows that some individuals hesitate to apply unless they meet every qualification. You may be an excellent fit for this role-or the next one. We encourage you to apply even if your experience doesn't match every listed requirement. #YouBelongHere To learn more about our background check program, please visit: https://hr.ucdavis.edu/departments/recruitment/ucd/selection/background-checks