

## Coordinator, Management Analysis

Position #39338

The University of Central Florida College of Medicine is seeking an individual to serve as **Coordinator, Management Analysis**. The position is within the Planning and Knowledge Management department, under the supervision of the Director of the Health Sciences Library. Applicants are required to possess a master's degree in an appropriate area of specialization and two years of appropriate experience.

The selected candidate will be responsible for managing data for budgeting purposes; collecting usage statistics for analysis; participate in planning, development, and conduct of analytical efforts for evaluation of library resources; prepare all requisitions for library acquisitions; prepare projected budgets for analysis; coordinate and order all library supplies; prepare written reports of analyses; assist in design and development of the Health Sciences Library Website; assist with reference and interlibrary loan support; assist with development of Health Sciences Library policies and procedures; assist with event planning for Health Sciences Library activities; develop Health Sciences Library promotional materials, including flyers, brochures, and posters.

UCF has grown to be the nation's fifth-largest university and has demonstrated excellence in technology, science, and simulation. The medical college has received preliminary accreditation by the LCME and is admitting its charter class to begin August 2009. This college will educate individuals to become exemplary physicians, leaders in medicine, scholars in science, innovators in medical technology and compassionate providers of health care.

All applicants MUST apply through

<https://www.jobswithucf.com/applicants/Central?quickFind=74288>.

No paper applications, resumes, cover letters or emails will be accepted or considered for this position. Cover letters, CV/resumes, and other documents can be attached through the [www.jobswithucf.com](http://www.jobswithucf.com) website. All positions with the UCF College of Medicine can be found on [www.med.ucf.edu](http://www.med.ucf.edu). For additional information please contact COM-HR Faculty Recruitment: 407-823-4120.



UNIVERSITY OF CENTRAL FLORIDA  
College of Medicine

