Req Number | 44103BR  
Job Title   | Data Coordinator  
Job Code and Payroll Title | 7235 ANALYST II  
Location   | Laurel Heights  
Department Name | Department of Obstetrics, Gynecology & Reproductive Science  
Work Days   | Monday - Friday, 9:00 am – 5:00 pm  
Shift       | Days  
Shift Length | 8 Hours  
Job Summary | **JOB OVERVIEW**  
The Department of Obstetrics, Gynecology & Reproductive Science (OB/GYN & R.S.), SFGH Division is seeking a Data Coordinator for its Ryan Training Program. The Kenneth J. Ryan Residency Training Initiative is a privately funded, national training initiative based at UCSF that provides funding and technical expertise to academic medical centers with the goal of improving training in abortion and contraception for ob-gyn residents. The Fellowship in Family Planning develops sub-specialists focused on research, teaching and clinical practice in contraception and abortion.

The Data Coordinator (DC) position will provide data assistance to the National Office of the Kenneth J. Ryan Residency Training Program in Abortion and Family Planning and the Fellowship in Family Planning, two national training initiatives with over 80 programs and 300 faculty across the country.

The DC will provide support to the Ryan Program and Fellowship staff at the National Office, including tracking, organizing, processing and monitoring program data and assisting with research related activities such as, literature reviews, and database management. This person will help to organize and track nationwide policy changes related to abortion care, including introduction of new legislation, amendments, propositions and other proposals. The DC will need to prioritize and manage multiple projects simultaneously, and work effectively within a team environment and with academic stakeholders around the country. This person will assist in preparation of reports and data for presentations, and editing of abstracts and manuscripts. This position is an excellent opportunity for someone looking to gain experience with research projects and data management in reproductive health.

**OBSTETRICS, GYNECOLOGY & REPRODUCTIVE SCIENCE**
The mission of the Department of Obstetrics, Gynecology & Reproductive Science (OB/GYN & R.S.) is to promote health and prevent disease in women. We accomplish this by supporting the programmatic initiatives of our faculty and staff in the areas of patient care, education, and research. We are committed to providing quality health care services to all women; educating health care providers and investigators; and conducting research to advance knowledge in our field.

**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.

**Required Qualifications**
- BA/BS degree 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
- Proficiency with Microsoft Office
• Organized and detail-oriented
• Excellent written and oral communications skills
• Ability to set priorities, juggle tasks, work independently, and meet deadlines
• Comfort working both independently and as part of a team
• Ability to synthesize and analyze information, especially in writing
• Desire to work in abortion and family planning
• Interest in reproductive health policy

**Note:** Fingerprinting and background check required.

**Preferred Qualifications**

- Knowledge of academic medicine, specifically medical education and training, and structure of obstetrics and gynecology departments
- Knowledge of the field of abortion and family planning services
- Knowledge of Salesforce, Stata, and/or Excel

**License/Certification**

n/a

**Position Type**

Full Time

**Percentage**

100%

**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.