Job Title: Project Coordinator

Job Code and Payroll Title: 6256 Research Data Analyst II

Location: Oakland, CA

Department Name: Obstetrics, Gynecology and Reproductive Sciences

Work Days: Monday - Friday, 8:00 am - 5:00 pm

Shift: Days

Shift Length: 8 Hours

Job Summary:

JOB OVERVIEW

Advancing New Standards in Reproductive Health (ANSIRH) is recruiting a Project Coordinator to provide research support for two major projects: the Evaluation of Abortion Restrictions Project and the Abortion Facility Standards Initiative. The Project Coordinator will work closely with study investigators and project directors to develop and maintain study systems, data collection systems, protocols and instruments. Additional study tasks include preparing manuscripts for publication, gather and assemble analytical and factual data and prepare preliminary outlines for the conduct of analysis and accomplishment of assigned objectives. They will also provide some administrative coordination and logistical event coordination for the Principal Investigator (PI) and other members of the team.

The Project Coordinator will work on research data reporting assignments that are of moderate diversity in scope. They will exercise judgment within generally defined practices and policies in selecting methods and techniques for obtaining solutions. This position will be based in the ANSIRH research office in Oakland, California. As these research studies focus on sensitive topics such as pregnancy intentions and abortion provision, comfort discussing those issue and interacting in a positive and sensitive manner with individuals providing reproductive healthcare services are essential.

Please Note: This position is located in Oakland, CA.

ANSIRH

ANSIRH is a program of the Bixby Center for Global Reproductive Health, a multi-disciplinary academic center focused on the most pressing need for adolescent sexual health, family planning, abortion policy, maternal health and sexually transmitted infections. The Bixby Center is a key research entity of the ZSFG Division of the Department of OB/GYN & RS at UCSF.

OBSTETRICS, GYNECOLOGY & REPRODUCTIVE SCIENCE

The Department of Obstetrics, Gynecology and Reproductive Sciences (Ob/Gyn & RS) is a major academic Department in the School of Medicine, engaged in clinical, research, and training activities at the Parnassus, Mt. Zion and San Francisco General Hospital campuses, as well as satellite locations throughout the Bay Area, with an annual operating budget of $77.2 million and the new Betty Irene Moore Women’s Hospital at Mission Bay. The OBGYN Department has 102 full-time faculty, 136 other academic appointees, 39 post-doctoral fellows, 20 clinical fellows, 36 residents, 136 voluntary clinical faculty, and 266 staff. The mission of the UCSF Department of OBGYN & Reproductive Sciences is to improve the lives and health of all
women through excellence, innovation and leadership in Patient Care, Scientific Discovery, Education, Advocacy. “Leading the way in women’s health.”

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
• Bachelor’s degree in public health, psychology or similar field and one to three years of relevant experience and/or equivalent experience/training
• Experience conducting literature reviews and analysis
• Experience using RedCap, Qualtrics, Salesforce, or similar electronic data management systems
• Working knowledge and experience with data collection activities
• Working knowledge of the design and implementation of data collection procedures and protocols
• Working knowledge of research function
• Working skills in analysis and consultation
• Skills to communicate complex information in a clear and concise manner both verbally and written
• Highly organized and able to multi-task
• Ability to work independently and use excellent judgment about when to seek support or guidance
• Experience and ability to work and interact positively with people from diverse backgrounds

Note: Fingerprinting and background check required.

Preferred Qualifications
• At least one year working in a reproductive health provision or research setting
• Working skills in statistical analysis, system programming, database design and data security measures
• Experience conducting research interviews or administering research surveys in English
• A positive attitude and sense of humor

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.