Job Title: Communications & Patient Experience Associate

Location: SFGH

Department Name: Obstetrics, Gynecology & Reproductive Science

Work Days: Monday - Friday, 8:00 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 contract Communications & Patient Experience Associate. The primary task of the Associate is to support execution of OB GYN & RS, SFGH Division’s patient experience, community outreach, patient education and communications strategies for the Obstetrics service at San Francisco General Hospital. S/he will work primarily under the direction of the OB Volume Taskforce, performing widely varied tasks.

Please note: This is a full time contract position ending on December 31, 2016.

OBSTETRICS, GYNECOLOGY & REPRODUCTIVE SCIENCE
The mission of the 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 marketing, communications, English or related field and two years of experience in administrative analysis or operations research; or an equivalent combination of education and experience
• Demonstrated intermediate-advanced proficiency with Microsoft office and Adobe CS6 suite software; Drupal and/or WordPress content development and administration experience
• Graphic design skills
• Demonstrated experience writing marketing or communications collateral and managing web content, including proofing and editorial skills
• Experience coordinating projects with external consultants such as graphic designers and photographers
• Demonstrated interest in community engagement and commitment to underserved women, sexual and reproductive health
• Excellent written and verbal communication skills, including the ability to effectively communicate with a variety of internal and external audiences
• Demonstrated ability to work well independently as well as part of a team, take direction from others and collaborate, complete projects in a timely manner, and prioritize multiple projects to ensure the completion of essential tasks by deadlines with minimal direction
• Flexible and adaptive to changes in the job requirements

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

**Preferred Qualifications**
• Experience in complex, decentralized organizations such as an academic medical institution or major university
• Bilingual and/or bicultural Spanish and/or Chinese
• Demonstrated experience in managing social media content
• Experience in multimedia storytelling
• Knowledge of best practices of Search Engine Optimization

**License/Certification**
n/a

**Position Type**
Full Time

**Percentage**
100%

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