JOB OVERVIEW

The Research Data Analyst II will work with Principal Investigator’s (PI’s) team on the evaluation of the Adolescent Sexual Health (ASH) program sponsored by the California Department of Public Health’s Maternal, Child and Adolescent Health (MCAH) division. MCAH supports local agencies throughout the state to implement sexual health education programs.

The Research Data Analyst II’s primary responsibility is to provide technical assistance by phone and email to ASH agencies to properly administer evaluation activities. Technical assistance is provided through a support team including training specialists and state representatives. The Individual will assist with verification of data collected by the agencies including pre/post surveys of participants, attendance logs, and continuous program improvement tools. This includes reviewing data for accuracy and providing feedback to the agencies through check in calls, data dashboards, and site visits. The individual may conduct and organize focus groups and interviews, help to design and test survey instruments, work on other research projects, and conduct literature reviews. The individual will perform basic qualitative and quantitative analyses of results and prepare findings for reports, articles, and presentations.

The position also is responsible for managing all meeting logistics and materials for project meetings, brown bag informational sessions, and ad hoc workgroups. This includes preparing meeting agendas, reminders, and minutes. In addition, the individual will be responsible for tracking project deliverables and preparing progress reports.

The Research Data Analyst may need to travel throughout the State on occasion for meetings and/or to conduct interviews or collect data.

PHILIP R. LEE INSTITUTE FOR HEALTH POLICY STUDIES

The Philip R. Lee Institute for Health Policy Studies (PRL-IHPS) is an organized research unit within the School of Medicine (SOM). The primary purposes of the Institute are to advance knowledge of health services and health policies through basic and applied research; to contribute to the solution of health and social problems through the application of research findings to health policy issues at the national, state, and local levels.
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 with a major in public health, public policy or related field and two years of experience in program evaluation or operations research or in related area, and / or equivalent experience / training
• One or two years of experience of knowledge of adolescent health, reproductive health, and/or related public health issues
• One or two years of experience in Quantitative and/or qualitative data analysis experience
• Experience with graphs and spreadsheets, including Microsoft Word and Excel
• Strong interpersonal and written communication skills
• Excellent organizational skills and attention to detail
• Ability to work and communicate effectively with team members in various locations, and maintain a professional demeanor

Note: Fingerprinting and background check required.

Preferred Qualifications
• Master's degree in public health, public policy or related field, or an equivalent combination of education and experience
• Ability to speak and write in Spanish
• Graphic design experience – ability to create presentations and publications (briefs, dashboards) using software such as Publisher
• Experience writing and communicating scientific findings to a variety of audiences
• Ability to work proactively and independently with minimal supervision
• Ability to prioritize and coordinate multiple deadlines
• Ability to occasionally travel to locations throughout California
• Experience with EndNote
• Experience conducting interviews and/or focus groups

License/Certification
n/a

Position Type
Full Time

Percentage
80-100% variable

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.