The Department of Obstetrics, Gynecology & Reproductive Science (OB/GYN & R.S.), SFGH Division is seeking a Site Evaluation Manager. The 31 academic sites of the Fellowship in Family Planning and 90 programs of the Ryan Residency Training Program are managed by the National Office, located at the Bixby Center for Reproductive Health at UCSF.

The Site Evaluation Manager (SEM) manages the National Office monitoring and evaluation of the Fellowship and Ryan sites in collaboration with ob-gyn leaders and consultants across the United States. The SEM will conduct site visits and evaluate the programs through report analysis and summation. The SEM will also create a forum for Fellowship coordinators to communicate and share experiences, identifying and sharing best practices. The SEM utilizes extensive experience and knowledge in the field of family planning and program evaluation to design and implement tools to evaluate the sites based on standards set by the National Office in collaboration with the Fellowship Advisory Committee, comprised of senior Fellowship physician leadership.

This is a key position to the National Office, managing both intra-office priorities and program protocols and interacting with physician leadership across the country. The SEM makes recommendations which impact both national programs.

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 Public health or related field and three years of experience in administrative analysis or operations research; or an equivalent combination of education and experience
• Three years of program evaluation and management experience, ideally working in or with academic medical institutions, specifically obstetrics and gynecology departments
• Extensive knowledge of and familiarity with all aspects of contraceptive and abortion clinical services
• Ability to use Microsoft Word, Excel, PowerPoint, Outlook, and Excel
• Ability to use Stata or other statistical software
• Excellent organizational and verbal skills, including written communication and public speaking
• Ability to work independently with minimal supervision
• Commitment to women’s health, specifically as it relates to contraception and abortion
• Interpersonal and problem solving skills
• Attention to detail
• Concise and clear writing skills

Note: Fingerprinting and background check required.

Preferred Qualifications

• Master’s degree in Public Health or related field
• Five to seven years of work experience, with increasing responsibility
• Knowledge and understanding of contraception and abortion medical terminology, structure of family planning care delivery in the United States, and medical education
• Prior work experience in family planning

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.