Req Number: 44600BR
Job Title: Program Analyst
Job Code and Payroll Title: 7234 ANALYST I
Location: Laurel Heights
Department Name: Obstetrics, Gynecology and Reproductive Science, SFGH
Work Days: Variable shifts, 7:00 am - 8:00 pm
Shift: Days
Shift Length: 8 Hours
Job Summary: JOB OVERVIEW
The Department Obstetrics, Gynecology & Reproductive Science (OB/GYN & R.S.), SFGH Division, is seeking a Program Analyst for its Beyond the Pill program. Beyond the Pill, a program of the UCSF Bixby Center for Global Reproductive Health, seeks a Program Analyst to provide programmatic and administrative support for its national program to promote access to contraception and women’s reproductive autonomy. Under the direction of the Principal Investigator and Project Director, the Program Analyst will provide programmatic and administrative support for training, education and research activities. Specific activities include coordinating training and event logistics, producing and disseminating program materials, organizing and entering data, program communications, website maintenance, and administrative tasks, such as expense processing and supply and office management. This position also will provide direct administrative support to the Principal Investigator, including assistance with travel arrangements, expense processing and calendar management; and contribute to research and evaluation activities, data collection and management. The Program Analyst will work as part of a multi-disciplinary team and will contribute to other program and research activities as needed.

Please note: This is a full time contract position ending one year from data of hire.

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, human biology or related field and one year of experience in administrative analysis or operations research; or an equivalent combination of education and experience
• One year of experience in health research, advocacy or clinical care
• Excellent computer skills and demonstrated proficiency in Word, Excel and PowerPoint; shared online applications such as Google Docs and Calendar; and data management applications, such as Qualtrics, Salesforce, and Access
• Excellent organizational and interpersonal skills
- Excellent oral and written communications skills
- Highly organized and exceptional attention to detail
- Ability to manage multiple projects simultaneously and to prioritize tasks
- Ability to work independently and as part of a team
- Ability to work with people from diverse communities

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

**Preferred Qualifications**
- One year of research or programmatic experience in reproductive health field
- Experience with data management applications, such as Qualtrics, Salesforce and Access
- Experience with Illustrator and Photoshop
- Experience with website management and Drupal CMS
- Experience with data entry, cleaning and coding
- Knowledge of ethical review board guidelines, HIPAA, and protection of data confidentiality

**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.