

Req Number 47174BR
Job Title National Office Specialist
Job Code and Payroll Title 7397 Project Policy Analyst II
Location Laurel Heights
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

The National Office Specialist will conduct analyses and use professional concepts to apply organization policies and procedures to oversee a variety of ongoing administrative operational issues supporting the Kenneth J. Ryan Residency Training Program in Abortion and Family Planning and the Fellowship in Family Planning, two national training initiatives with over 90 programs and 320 faculty across the country. This person will be responsible for managing priorities and directing support for the Ryan Program and Fellowship directors at the National Office, requiring interaction with both internal and external faculty across the country, as well as consultants, to produce a variety of complex meetings, prioritize and manage multiple projects simultaneously, create programmatic informational documents, edit reports, coordinate accounting and gather, track, organize, process and monitor program data for the Ryan LARC Program.

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."

The Ryan Residency Training Program and the Fellowship in Family Planning are two privately funded, national training initiatives based at UCSF dedicated to formalizing and improving training in abortion and family planning for obstetrics and gynecology residents and resident graduates. The Fellowship in Family Planning is a two-year subspecialty training program focused on advanced expertise in abortion, and contraception clinical care, research, advocacy and global health. The Ryan Program, now counting 90 programs in the US and Canada, and the Fellowship with 30 sites at major teaching hospitals across the US and British Columbia, are both managed by a National Office staff of 12 in the Department of OB/GYN & RS, ZSFG Division, Bixby Center for Global Reproductive 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 related area and / or three or more years of experience in administrative analysis or operations research
- Working knowledge of applicable policy analysis techniques
- Knowledge of the field of abortion and family planning services
- Working knowledge of common organization- or research-specific and other computer application programs
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing
- Proficient in ability to multi-task with demanding timeframes
- Proficient in ability to use discretion and maintain all confidentiality
- Demonstrates ability to use sound judgment in responding to issues and concerns
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail
- Solid organizational skills and ability to multi-task with demanding timeframes
- Ability to prioritize tasks and manage multiple projects efficiently
- Ability to work independently
- Demonstrated success collaborating on team projects
- Desire to work in abortion and family planning

Note: Fingerprinting and background check required. Effective March 13, 2017, all final candidate(s) for employment are required to undergo a background check.

Preferred Qualifications

- Knowledge of academic medicine, specifically medical education and training, and structure of obstetrics and gynecology departments.

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.