

Req Number 46608BR
Job Title Assistant Clinical Research Coordinator
Job Code and Payroll Title 9336 Assistant Clinical Research Coordinator
Location SFGH
Department Name Family and Community Medicine
Work Days Monday - Friday, 8 hours per day; some weeknight and weekend hours
Shift Days
Shift Length 8 Hours
Job Summary JOB OVERVIEW

Under the supervision of the Principal Investigator (PI), MD, MAS, and Study Coordinator of the Program in Woman-Centered Contraception, the Assistant Clinical Research Coordinator (Asst. CRC) will assist with clinic-based implementation of a social communication-based intervention about contraception for teens, at field sites in the wider Bay Area and Central Valley (Vallejo, Salinas, Stockton, Modesto). The Asst. CRC will be responsible for recruiting participants for study activities in in-clinic and by phone, administering surveys and informed consent to study participants, conducting participant follow-up activities, coordinating data entry, and supporting with qualitative and quantitative analysis and grant preparation.

Please note: This position requires a California driver's license.

FAMILY AND COMMUNITY MEDICINE / PROGRAM IN WOMAN-CENTERED CONTRACEPTION

The mission of the Department of Family and Community Medicine (DFCM) includes conducting research projects and activities with an emphasis on meeting the needs of the economically disadvantaged and the medically underserved, to advance knowledge in family and community medicine and to develop methods of primary care that are effective, efficient, and accessible to all people. DFCM is nationally recognized for pioneering new approaches to clinical programs in primary care and community health.

The Program in Woman-Centered Contraception within DFCM is dedicated to the idea that women should be at the heart of all family planning efforts. Through listening to what women want in contraception and contraceptive care, we can best meet their reproductive needs and ensure their reproductive autonomy. To accomplish this goal, we engage in activities designed to develop, evaluate and disseminate innovative family planning interventions, as well as conduct formative research to deepen our understanding of women's preferences and experiences around contraception. Our work focuses on low-income and diverse populations and includes research investigating provider patient interactions in the family planning setting, women's social communication around birth control methods, contraceptive decision-making, and family planning disparities.

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

- HS graduation and sufficient experience and demonstrated skills to successfully perform the assigned duties and responsibilities
- California Driver's license; able to travel to various field sites
- Experience working in community health services
- Proficiency with Microsoft Word, PowerPoint, and Windows
- Excellent verbal and written communications skills; excellent organizational skills; and excellent interpersonal skills to work effectively in a diverse team
- Excellent analytical and problem-solving skills
- Ability to establish cooperative working relationships with patients, co-workers, & health care providers
- Ability to work effectively in a fast-paced, team-based environment; project coordination skills; ability to prioritize tasks and meet multiple deadlines on concurrent projects
- Must be comfortable and sensitive with topics related to family planning (i.e. contraception, reproductive health, abortion)

Note: Fingerprinting and background check required.

Preferred Qualifications

- Minimum one year prior experience working in the area of family planning, contraception and contraceptive counseling
- Bilingual in English and Spanish; comfortable reading, writing, and speaking in both languages
- Experience working with patients or study subjects
- Familiarity with UCSF processes and systems; experience and knowledge of CHR/IRB policy and procedure

License/Certification

- California Driver's license

Position Type

Full Time

Percentage

100% (fixed)

Equal Employment Opportunity

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