JOB OVERVIEW

The Department of OB/GYN & RS, SFGH Division, is seeking a Project Director for its Bixby Center Beyond the Pill program. The UCSF Bixby Center for Global Reproductive Health seeks a Project Director to conduct research, analyze data and disseminate findings on contraceptive access and reproductive autonomy among adolescents and young adults. This work is part of the Bixby Center’s Beyond the Pill program to promote access to contraception, including the IUD and implant, through innovative training, education and research. Under the direction of the Principal Investigator, the Project Director will manage and implement research activities, including outreach to partner organizations, development of protocols, forms and educational materials, and data collection and management; write and prepare program summaries, grant proposals and donor reports and contribute to scientific reporting and dissemination; communicate findings through reports, websites and presentations; clean, code and analyze project data; and provide other research and programmatic support as needed. This position requires excellent writing skills, including demonstrated ability to prepare grant proposals, reports and summaries for scientific, donor and public audiences; excellent organizational and interpersonal skills; the ability to work independently and as part of a multidisciplinary team; at least 5 years of experience working in the reproductive health field; demonstrated expertise in statistical analysis, database construction and data management; demonstrated expertise in research methods, including survey methods and qualitative research; and knowledge of ethical review board guidelines, HIPAA, and protection of data confidentiality. The candidate must have demonstrated expertise in Stata statistical software; data capture applications, such as RedCap and Qualtrics; and Microsoft Office with proficiency in Word, Excel, Outlook and PowerPoint.

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 | • Master’s degree in public health or a related field or a combination of education and experience  
• At least 5 years of research experience in the reproductive health field  
• At least 3 years of experience using Stata statistical software  
• Demonstrated expertise in cleaning, coding and analyzing data in Stata statistical software  
• Demonstrated expertise in constructing databases and managing data in RedCap, Qualtrics or similar data capture applications  
• Proficiency in MS Word, Excel, Outlook, PowerPoint, and PubMed  
• Excellent writing skills, including demonstrated ability to prepare grant proposals, reports and summaries for scientific, donor and public audiences  
• Demonstrated ability to conduct scientific literature reviews, summarize research findings and prepare manuscripts and presentations for scientific audiences  
• Demonstrated expertise in research methods, including survey methods and qualitative research  
• Demonstrated ability to prepare research submissions  
• Demonstrated 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  
• A positive attitude and sense of humor  
• Knowledge of ethical review board guidelines, HIPAA, and protection of data confidentiality |
| Preferred Qualifications | • PhD degree or equivalent education and experience.  
• Experience supervising research staff.  
• Experience analyzing qualitative data.  
• Experience with UCSF policies and procedures and research administration, including UCSF CHR, iMedRIS, MyResearch and RedCap. |
| 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. |