

Req Number 47505BR
Job Title Senior Ryan Program Manager
Job Code and Payroll Title 7398 Project Policy Analyst III
Location Laurel Heights
Department Name Obstetrics, Gynecology and Reproductive Sciences
Work Days Monday - Friday, 9:00 am - 5:00 pm
Shift Days
Shift Length 8 Hours
Job Summary JOB OVERVIEW

The Senior Ryan Program Manager (SRPM) manages specific aspects of the grant development and review process for current and future Ryan Program sites at departments of Ob-Gyn in the United States. This includes coordinating grant proposals, annual reports and final reports from sites to ascertain compliance with the clinical, research and educational goals of the Ryan Program, and supporting institutions in the process of proposal development and implementation. The SRPM also works closely with faculty at established programs to provide technical assistance and develop materials to support the success and sustainability of program sites. The SRPM is the primary point of contact for Ryan Program directors' questions regarding program administration, technical support, reporting, meeting logistics, etc. This position updates and administers new grant guidelines and programmatic didactic curriculum.

The SRPM creates agendas and objectives and assists in selecting faculty for three annual program meetings—the Building a Ryan Program, for new program faculty and managers; the Ryan Program Sustainability meeting at the North American Forum on Family Planning; and another meeting in conjunction with ACOG.

OBSTETRICS, GYNECOLOGY AND REPRODUCTIVE SCIENCES

The Ryan Residency Training Program is a national training initiative based at UCSF dedicated to formalizing and improving training in abortion and family planning for obstetrics and gynecology residents. The Ryan Program, now counting 90 programs in the US and Canada, is managed by a National Office staff in the Department of OB/GYN & RS, ZSFG Division, at the Bixby Center for Global Reproductive Health.

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."

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, Global Health, Administration, Policy or other related field, or an equivalent combination of education and experience
- Three to five years of progressive work experience, with increasing responsibility
- Knowledge of academic medicine, specifically medical education and training, and structure of obstetrics and gynecology departments
- Strong skills in analyzing, researching and synthesizing large amounts of data for preparing sound and relevant proposals / analyses
- Expertise in health services and health economics necessary to evaluate the financial aspects of the sites' proposals, including cost analysis, strategic business plans, resource/space evaluation, clinic flow and layout
- Advanced skills in Microsoft Word, Excel, and PowerPoint
- Strong communication and interpersonal skills to communicate effectively, both verbally and in writing
- Ability to use discretion and maintain all confidentiality
- Ability to prioritize tasks and manage multiple projects efficiently
- Ability to multi-task with demanding timeframes
- Ability to work independently with minimal supervision

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

- Familiarity with clinical settings (such as Planned Parenthood and other abortion providers)
- Familiarity with project tracking programs and Salesforce

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.