

PRHE Project Coordinator

Obstetrics, Gynecology and Reproductive Sciences

Full Time

Requisition #55533BR

15-Jul-2020

Job Summary

JOB OVERVIEW

The PRHE Project Coordinator in the Program on Reproductive Health and the Environment (PRHE) is responsible for contributing substantive science and policy work to an innovative academic program on research translation focused on reproductive environmental health at UCSF. The position is within the Department of Obstetrics, Gynecology and Reproductive Sciences (Ob/Gyn & RS) and will report to the Associate Director, Operations & Development in PRHE.

The PRHE Project Coordinator uses skills as a seasoned, experienced professional with a full understanding of analytical practices, policies and procedures; researches, analyzes and develops solutions to a wide range of issues. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. Primarily deals with policies, programs and proposals which are complex in nature and diverse in scope. Develops new programs, policies or procedures for possible implementation.

The successful candidate will possess a desire to learn about environmental health work and demonstrate a commitment to lifelong learning as well as public health advocacy. He/She must have a strong level of attention to detail and ability to manage many moving priorities and projects as well as demonstrate a high level of written and oral communications skills specifically in communicating with scientists and non-scientists.

OBSTETRICS, GYNECOLOGY AND REPRODUCTIVE SCIENCES / PRHE

The Department of Obstetrics, Gynecology and Reproductive Sciences (Ob/Gyn & RS) is a major academic Department in the School of Medicine (SOM), engaged in clinical, research and training activities at the Parnassus, Mt. Zion and San Francisco General Hospital (SFGH) campuses, the new Betty Irene Moore Women's Hospital at Mission Bay, as well as satellite locations throughout the Bay Area, with an annual operating budget of \$129 million. The Department has 100 full-time faculty, 117 other academic appointees, 13 post-doctoral fellows, 20 clinical fellows, 32 residents, 138 voluntary clinical faculty and 270 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 and Advocacy. "Leading the way in women's health."

The UCSF Program on Reproductive Health and the Environment (PRHE) advances scientific

inquiry, professional training, public education, and health policies that reduce the impacts of environmental contaminants on reproductive and developmental health. We are a fast-paced and committed team conducting novel research linking developmental exposures to environmental chemicals to health and creating new methods for research translation in environmental health science. We seek to foster and promote student and professional interest and capacity in environmental health research, policy and education.

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 to five years of project management experience, or an equivalent combination of education and experience
- Understand and have proficiency in technological tools such as Asana, EndNote, and other project management tools
- Demonstrated high level of written and oral communications skills and ability to communicate with scientists and non-scientists
- Strong level of attention to detail and ability to manage many moving priorities and projects
- Possess a desire to learn about environmental health work and demonstrated commitment to lifelong learning
- Commitment to public health advocacy
- Ability to work well with others and desire to work on collaborative projects
- Possess a level of creativity and a willingness to try different solutions to solve problems or advance the work, technological or otherwise

Preferred Qualifications

- Knowledge of, and practice in environmental health science and policy in the United States
- Experience with social media and usage in a professional/academic setting

License/Certification

n/a

Job Code and Payroll Title

7398 Project Policy Analyst III

Organization

Campus

Appointment Type

Career

Percentage

100%

Location

Mission Bay

Work Days

Monday - Friday, 8:00 am - 5:00 pm

Shift

Days

Shift Length

8 Hours

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.

To apply for positions on UCSF Human Resources Career website:

- Navigate to: <https://myhr.ucsf.edu/careers/>
- Enter the requisition number in the search field and click "Search"
- On the position description page, click "Submit to job" at bottom of the page and follow prompts to apply