

# Research Team Coordinator, PRHE

Obstetrics/Gynecology-MFM-Core-PRHE

Full Time

Requisition #61617BR

September 2021

## Job Summary

The Research Team Coordinator position at the Program on Reproductive Health and the Environment (PRHE) will provide executive level administrative and analytic support of the Research Team, while continuing to meet the goals and objectives of PRHE's mission to continuously evaluate and prevent exposures to environmental chemicals for all.

PRHE's Research Team engages in human subjects' research and laboratory science studying the effects of exposures to environmental chemicals during pregnancy and throughout life. Our research portfolio includes many National Institutes of Health (NIH)-funded studies, including the national Environmental influences on Child Health Outcomes (ECHO) Program. The PRHE Research Team includes UCSF faculty, postdocs, and staff and external partners at UC Berkeley, UCLA, and the California Department of Toxic Substances Control.

The key responsibilities of this position may include but are not limited to the following duties:

- Managing and providing administrative, technical, and operational support to the Research Team
- Serving as the lead liaison in organizing, implementing, and facilitating technical assistance for all Research Team related meetings both small and large scale
- Conducting and preparing grant reports for all research study funding and working with Research Team Manager to respond to any funding opportunities
- Working directly with the Research Team Manager to provide ongoing organizational support, including dissemination of team information, communication with internal and external partners, and providing support for overall program planning
- Developing publication tracking system and maintaining PRHE's Master EndNote library
- Assisting in research sample collection data tracking
- Working independently and using judgment and discretion, initiative and resourcefulness in making decisions regarding assigned projects
- Troubleshooting by identifying and solving complex research related problems
- Using initiative to formulate approaches for the development of novel projects
- Communicating with internal and external partners to reach goals and complete specific aims.

The Research Team Coordinator will work under the general supervision of the Associate Director of Operations and Development; and other senior researchers at PRHE and will be responsible for maintaining excellent levels of communication with all involved personnel. This

position will also interact with both internal and external faculty and staff, as well as with consultants, to coordinate a variety of complex meetings; draft and edit meeting minutes and correspondence; generate reports as required; coordinate events and travel.

The successful candidate must have the ability to balance numerous deadlines and shifting priorities. Some of these responsibilities include managing simultaneous communication, coordination, and support for complex meetings, events, and projects. Overall, this position will also be independently responsible for analysis and drafting/development of documents of limited variety and complexity, and will perform varied analyses under direct supervision and following established policies and procedures.

### **Department Description**

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 campuses, as well as satellite locations throughout the Bay Area, with an annual operating budget of \$139 million and the new Betty Irene Moore Women's Hospital at Mission Bay. The 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."

### **Required Qualifications**

- Bachelor's degree in related area and 2+ years of directly related experience or an equivalent combination of education and experience
- Working knowledge of common organization- or research-specific and other computer application programs such as proficiency with Microsoft Word, Excel, PowerPoint, and Outlook
- Working knowledge of applicable policy analysis techniques
- Basic program and project management skills
- Possess knowledge and research experience about environmental health, reproductive health, and/or public health; ability to provide executive level administrative and analytic support to PRHE's Research team
- Database entry and management experience
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing
- Proficient in ability to use discretion and maintain all confidentiality
- Demonstrates ability to use sound judgment in responding to issues and concerns
- Proficient in ability to multi-task with demanding timeframes. Ability to work independently and ensure all deadlines are completed in a timely manner
- Ability to respond to the needs and tempo of a rapidly evolving organization with flexibility, grace and curiosity

### **Preferred Qualifications**

- Some Spanish language proficiency
- Knowledge of and competence working with database and project management programs such as Salesforce, Smartsheet, Asana, and/or REDCap
- Knowledge of and competence working with reference management software such as EndNote
- Knowledge of publication compliance through the NIH
- Prior professional experience using social media (Facebook)
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail

### **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. We bring together the world's leading experts in nearly every area of health. We are home to five Nobel laureates who have advanced the understanding of cancer, neurodegenerative diseases, aging and stem cells.

### **Pride Values**

UCSF is a diverse community made of people with many skills and talents. We seek candidates whose work experience or community service has prepared them to contribute to our commitment to professionalism, respect, integrity, diversity and excellence – also known as our PRIDE values.

In addition to our PRIDE values, UCSF is committed to equity – both in how we deliver care as well as our workforce. We are committed to building a broadly diverse community, nurturing a culture that is welcoming and supportive, and engaging diverse ideas for the provision of culturally competent education, discovery, and patient care. Additional information about UCSF is available at [diversity.ucsf.edu](http://diversity.ucsf.edu)

Join us to find a rewarding career contributing to improving healthcare worldwide.

### **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.

### **Organization**

Campus

**Job Code and Payroll Title**

007397 PROJECT POLICY ANL 2

**Job Category**

Professional and Managerial

**Bargaining Unit**

99 - Policy-Covered (No Bargaining Unit)

**Employee Class**

Career

**Percentage**

100%

**Location**

Mission Bay (SF)

**Shift**

Days

**Shift Length**

8 Hours

**Additional Shift Details**

Monday - Friday, 9:00 am - 5:00 pm

**To apply for the position:**

- Navigate to:  
[https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=6495&siteid=5861#jobDetails=3213482\\_5861](https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=6495&siteid=5861#jobDetails=3213482_5861)
- Scroll to the bottom of the page and click "Apply"
- Sign up for an account or sign in if you already have one