

## Project Coordinator (RDAll) Advancing New Standards in Reproductive Health

Advancing New Standards in Reproductive Health (ANSIRH) is recruiting a Project Coordinator to provide administrative and research support for a portfolio of research projects led by ANSIRH Director Dr. Daniel Grossman that are aimed at expanding the provision options for medication abortion.

Under the supervision of the Project Director, the Project Coordinator will work with a diverse team of researchers and project staff on several studies and will provide overall support and coordination of project-related activities.

Specifically, the Project Coordinator will:

- **Provide research support:** Conduct research tasks such as literature reviews, online searches, manage and track progress of manuscripts for publication, format manuscripts and manuscript references primarily for two new projects, the Over-the-Counter Medication Abortion study and the Mail Order Mifepristone study. Execute special and/or continuous research and data analysis activities, gather and assemble analytical and factual data, and provide a variety of preliminary analytical studies based on project and program needs to present to the Primary Investigator (PI) and Project Director
- **Coordinate data collection activities:** Distribute online surveys, process consent forms and other study documents, coordinate participant and site reimbursements, create tools for participant data tracking and manage other study documents. Maintain relationships with study sites, project partners and vendors, develop and maintain data collection systems, protocols and instruments; work on research data and project reporting assignments that are of moderate complexity.
- **Provide administrative support:** Process and track multiple subcontracts, coordinate reimbursements, plan meetings and events, organize travel for project staff, prepare participant packets and mailings, create tools for data organization and conduct data entry, coordinate study purchases, and assist in the creation, organization and maintenance of administration, study and project materials, and provide direct logistical support to PI.

The Project Coordinator will exercise judgment within generally defined practices and policies in selecting methods and techniques for obtaining solutions. **As these projects and research studies focus on sensitive topics such as pregnancy intentions and abortion provision, comfort discussing those issues and interacting in a positive and sensitive manner with individuals providing reproductive healthcare services is essential.** The Project Coordinator will work with a team of researchers led by the Director of ANSIRH, Dr. Daniel Grossman, and focused on evaluating and testing strategies to improve access to medication abortion services in the United States. This position will be based in the ANSIRH research office in Oakland, California.

All applicants must apply online: <http://tiny.ucsf.edu/SP8uCy>

Work location – Oakland, CA.

### **Required Qualifications:**

- Bachelor's degree in public health, psychology or similar field and up to three years of related experience, or equivalent experience/ training
- Experience and ability to work and interact positively with people from diverse backgrounds
- Working knowledge of research function
- Skills to communicate complex information in a clear and concise manner both verbally and written
- Proficient in ability to use discretion and maintain all confidentiality
- Ability to use sound judgment in responding to issues and concerns
- Highly organized and able to multi-task
- Ability to work independently and use excellent judgment about when to seek support or guidance
- Comfort with sensitive topics including abortion, contraception, and pregnancy

### **Preferred Qualifications:**

- Working skills in analysis and consultation
- Experience managing subcontracts or other external business agreements
- Working knowledge and experience with data collection activities
- Working knowledge of the design and implementation of data collection procedures and protocols
- Experience conducting literature reviews and analysis
- Experience using REDCap, Qualtrics, Salesforce, or similar electronic data management systems
- Experience with UC systems and protocols
- Working skills in statistical analysis, system programming, database design and data security measures
- Experience conducting research interviews or administering research surveys in English

### **ABOUT ANSIRH**

ANSIRH is committed to building and supporting a diverse and inclusive workplace. We value integrity, collaboration, innovation, cultivation, and justice. We envision a world in which all people have the resources, support, and freedom to achieve reproductive wellbeing and our employees can similarly achieve overall wellbeing. ANSIRH is a program of the Bixby Center for Global Reproductive Health at UCSF, a multi-disciplinary academic center focused on the most pressing need for adolescent sexual health, family planning, abortion policy, maternal health and sexually transmitted infections.

### **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.

UCSF seeks candidates whose experience, teaching, research, or community service has prepared them to contribute to our commitment to diversity and excellence.

The University of California 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, disability, age or protected veteran status.