

Job Description

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Job Details

Job Title PROGRAM ANALYST - UC GLOBAL HEALTH INSTITUTE
(Remote position)
Location Oakland

Job ID 70556

Full/Part Time Full Time

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Job Posting

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UC OFFICE OF THE PRESIDENT

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At the University of California (UC), your contributions make a difference. A world leader producing Nobel and Pulitzer prize recipients with over 150 years of groundbreaking research transforming the world. Choose a career where you can leverage your knowledge, skills and aspirations to inspire and support some of the greatest minds in the world, and those who will follow in their footsteps. Working at the University of California is being part of a unique institution, and a vibrant and diverse community. At the University of California, Office of the President, we propel our mission through impactful work locally, in government centers and systemwide. We are passionate people, serving the greater good.

The University of California, one of the largest and most acclaimed institutions of higher learning in the world, is dedicated to excellence in teaching, research and public service. The University of California Office of the President is the headquarters to the 10 campuses, six academic medical centers and three national laboratories and enrolls premier students from California, the nation and the world. [Learn more about the UC Office of the President](#)

Department Overview

University of California Health comprises six academic health centers, 20 health professional schools, a Global Health Institute and systemwide services that improve the health of patients and the University's students, faculty and employees. All of UC's hospitals are ranked among the best in California and its medical schools and health professional schools are nationally ranked in their respective areas. The UC Global Health Institute (UCGHI) is a UC-wide Institute and works across the 10 UC campuses within UC Health that stimulates, nurtures, and promotes global health research, education, and collaboration to advance health in California and worldwide. As part of UC Health, UCGHI advances the mission of the University of California to improve the lives of people in California and the world through our commitment to Justice, Equity, Diversity, and Inclusion. UCGHI is directed by Dr. Madhavi Dandu, MD, MPH, Professor of Medicine at the University of California San Francisco. Established in 2009, UCGHI continues to build a dynamic interdisciplinary, system-wide academic global health program that leverages the global health expertise of all UC campuses. UC Health is committed to diversity and inclusion, increasing access to care, and improving the health of Californians. Our employees embrace diversity, equity, and inclusion in all forms. We strive for a community that fosters an open, inclusive, and productive environment where we respect the potential of all individuals to make a positive contribution.

Position Summary

The Program Analyst supports the overall functions of the UC Global Health Institute (UCGHI) and Center for Global Health Education. The Program Analyst performs essential administrative, research, and analytical tasks that maintain the efficiencies of a fast-paced program. Examples include, but not limited to program coordination, supporting new partnerships, scheduling, documenting and coordinating meetings and in-person/virtual events; conducting and presenting findings on various types of research; collecting and analyzing data; processing, tracking and reporting on program expenses, coordinate event planning for virtual and in-person UC-wide meetings with various UCGHI stakeholders, and producing various reports and summaries, with recommendations as needed, that help faculty and staff leadership develop, implement, assess, and evaluate UCGHI programs and initiatives. The Program Analyst sits at the administrative center of program and reports directly to the UCGHI Deputy Director. The successful candidate will have experience working in a dynamic administrative or office environment. The Program Analyst should be adept at balancing quickly shifting priorities and supporting cross-functional committees with tandem work streams and objectives. The individual will work with several UC collaborators from across the University of California system as well as individuals external to UC. The Program Analyst will serve as the link between multiple program leads, staff, and partners. It is a career position.

Key Responsibilities

35% Program Coordination: Works with UCGHI leadership team, core team, and relevant Program Directors to prioritize issues according to urgency, while exercising sound judgment. This requires staying abreast of ongoing UCGHI initiatives and projects across the Institute. Coordinates development and execution of UCGHI education initiatives (including the addition of new partnerships). Focus areas include, but not limited to, UCGHI's ongoing efforts to develop online global health curriculum for undergraduate UC students and track alumni, to facilitate the increase of global health degree offerings across UC (e.g. global health majors and minors) and fellowship/scholarship programs, rebranding UCGHI global health pathway. Supports UCGHI student programs along UCGHI global health pathway (e.g. global health opportunities for high school, undergraduate, graduate, post-docs, fellows, etc.) Support communications activities, new policy and advocacy initiatives and new partnerships. Coordinates diversity, equity, and inclusion initiatives to diversify the global health workforce such NIH Diversity Supplements Webinars (e.g. manage the tracking and reporting on NIH Diversity Supplement awards across the UC system, track NIH grants eligible for Diversity Supplements across the UC system), etc.

30% Operations: Works with UCGHI leadership team and core team to coordinate, support, and at times lead, the logistical and concept planning of a range of virtual and in-person meetings and events across UCGHI initiatives and leadership groups to achieve, measure, and communicate desired program objectives. Scheduling, documenting, execution and post-meeting/event assessment and reporting are part of the range of duties for this key responsibility. The signature UC Global Health Day event is a significant part of this responsibility (virtual or in-person). Expedites workflows and proactively follows-up on assignments in a timely manner.

20% Administration: Performs administrative and operational functions and applies working knowledge to determine appropriate actions to correct processes and systems. Processing, tracking, and reporting on payments to UCGHI students, fellows, invited speakers, and travel reimbursements, etc. Serves as primary point of contact for payment recipients.

10% Analysis: Gathers, assembles and analyzes data and various types of information to support UCGHI program development and reporting needs and present data to team. Translate data and information into content for various documents (e.g. progress reports, annual report, proposals, etc.) to help program staff and faculty leadership make decisions and communicate with program stakeholders and constituents. Serves as an active thought partner in planning discussions and provide commentary and/or recommendations to support education program development.

5% Development: Supports UCGHI's development/fundraising activities for UCGHI initiatives. Tasks may include, but not limited to, research on prospects, donors, and collaborators, tracking and reporting on fundraising strategies and milestones, drafting quantitative and qualitative content for reports and proposals, editing and preparing documents and correspondence for funders, scheduling and planning meetings and events to support and meet fundraising objectives in accordance with UCOP policies.

Experience

Required Qualifications

- Minimum of 3 years of relevant work experience in a related field and/or education with equivalent work experience or training.

Skills and Abilities

Required Qualifications

- Demonstrated commitment to diversity, equity, and inclusion (DEI) ; commitment to self-reflect and educate oneself on DEI, anti-racism, and social justice issues.
- Proficient in program coordination and administrative skills.
- Working knowledge of applicable policy analysis techniques.
- Proficient in analyzing, researching and synthesizing large amounts of data with strong attention to detail.
- Demonstrated experience in performing qualitative and quantitative analysis, including financial summaries and narrative reports.
- Strong organizational skills, highly detailed, resourceful, and ability to successfully multi-task within demanding timeframes.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing, with all levels of constituents, stakeholders and partners.
- Proficient in ability to use discretion, tact, diplomacy, and maintain all confidentiality.
- Demonstrated ability to use sound judgment in responding to and reporting issues and concerns.
- Ability to work in fast-paced, flexible, ambiguous conditions; ability to get up to speed quickly.
- Ability to work independently, with general direction, as well as with diverse and virtual teams.
- Responsive and acts with urgency and professionalism in an environment with shifting priorities.
- Strong critical thinking and problem-solving skills; creativity in developing solutions in response to new and evolving situations and resourceful.
- Working knowledge of common organization- or research-specific and other computer application programs, including MS Word, Excel, PPT, Outlook, internet research, cloud-based organization and communication tools.
- Ability to travel periodically (2-3 days) to attend meetings and events (domestic).

Preferred Qualifications

- Demonstrated experience drafting professional communications and documents.
- Demonstrated ability and skills for meeting and event planning, organization, and execution.
- Knowledge and understanding of UC operational procedures and procedures, including finance, travel, purchasing, etc.
- Experience working in UC setting and/or other university setting, preferably with high-level faculty and staff in cross-functional, interdisciplinary committees to plan and advance programs.
- Experience with fundraising/development; interest in learning about development.
- Experience in undergraduate and graduate-level program support or degree in education.
- Experience working in global health and/or public health administration or understanding of current global health landscape (key entities, priorities, developments).

Education

Required Qualifications

- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Master's degree in public health, administration, global health or related field.

Job Title

Project Policy Analyst 3

Job Code

007398

Salary Grade

Grade 21

Payscale:

\$87,00 - \$100,800, commensurate with experience.

The University of California, Office of the President, is required to provide a reasonable estimate of the compensation range for this role. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience. The full salary range shows the growth potential for this position and the pay scale is the budgeted salary or hourly range that the University reasonably expects to pay for this position.

Benefits: For information on the comprehensive benefits package offered by the University visit: [Benefits of Belonging](#)

ADDITIONAL INFORMATION

This is a remote position with expectations to report to Oakland, CA when needed for work related purposes.

HOW TO APPLY

Please be prepared to attach a cover letter and resume with your application.

APPLICATION REVIEW DATE

The first review date for this job is **7/12/2024**. The position will be open until filled.

CONDITIONS OF EMPLOYMENT

Background Check Process: Successful completion of a background check is required for this critical position. [Background check process at UCOP](#)

Smoke Free Work Environment: The University of California, Office of the President, is smoke & tobacco-free as of January 1, 2014. [UC Smoke & Tobacco Free Policy](#)

As a condition of employment, you will be required to comply with the University of California [Policy on Vaccination Programs](#), as may be amended or revised from time to time. Federal, state, or local public health directives may impose additional requirements.

EEO STATEMENT

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