EMPLOYMENT OPPORTUNITY

GRADUATE STUDENT RESEARCHER

The UCLA Center for Health Policy Research is seeking a doctoral or master’s degree student in public health, public policy, or a related social science field to support the Principal Investigator (PI) and project staff with administrative and research functions for the production of a report on the burden of chronic illness among California adults and children, which is funded by the California Health Care Foundation (CHCF), or other projects under the direction of the PI. The CHCF project will produce updated information on chronic illness and related health behaviors in California using the most recently available CHIS data. The information is a crucial component of the CHCF’s report, “Burden of Chronic Conditions in California,” which highlights key trends and data including prevalence, cost, and utilization related to chronic conditions. This report provides important information and perspective on chronic disease burden and care in both California and the United States and is one of the most well-received and widely cited reports in the nation. GSR work may be used to fulfill field study or capstone requirements for master’s students.

Main project activities include analyzing CHIS data to examine the burden of chronic conditions in California and presenting the data in the Almanac format: charts, tables and graphics, with brief descriptions to highlight the findings. We will also produce an appendix that provides the data presented in the table at the region or county level as permitted by the sample size. We will develop specific indicators as requested by the funder. GSR duties include assisting with multiple levels of data analyses, organization, and presentation, as well as report development. Specifically, the GSR will provide research support for the project under the supervision of the Principal Investigator as follows:

- Work with AskCHIS and statisticians to develop indicators needed for the report
- Organize and summarize output from data analyses and summaries
- Manage project databases and files
- Generate tables, graphs, and charts using MS Excel
- Assist in drafting technical/analytic reports, presentations of findings
- Develop presentation materials, reports, and papers using PowerPoint, Word and Endnote
- Conduct document and literature searches and reviews and synthesize information
- Organize meetings with project officer and consultant and prepare meeting minutes

Qualifications:

- Strong organizational skills and ability to work under minimum supervision and manage competing priorities and deadlines
- Superior verbal and written communication skills
- Experience with quantitative and qualitative data analysis
- Able to understand, explain, and write about statistical results in a public health context
- Experience in generating tables, graphs, and charts from statistical output using Excel
- Must be detail-oriented with strong proof-reading skills
- Demonstrated ability to work flexibly under various public health topics
- Experience with Access, SAS, SPSS, or STATA and Arc GIS a plus

Other Details: The position is available immediately. Salary and GSR level commensurate with education and experience. Maximum 20 hours per week during school year.

How to Apply: Please submit cover letter, resume and writing sample to Ying-Ying Meng at vymeng@ucla.edu