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## EMPLOYMENT OPPORTUNITY

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### **Evaluation Coordinator (Public Administration Analyst)**

The UCLA Center for Health Policy Research has an employment opportunity for an Evaluation Coordinator to support the Lead Evaluator and project staff with administrative and research functions for the evaluation of projects through community surveys and key informant interviews as well as analysis of the California Health Interview Survey (CHIS) and other data. Specific Responsibilities include: Qualitative Data Analysis (creating surveys and interview protocols, conducting interviews, coding, analysis, and writing methods and results). Assisting with writing articles for journals, policy briefs and evaluation reports; independently writes progress reports; and assisting with management of team's writing and publications process. Evaluation Coordinator activities include assisting with development of proposals, budget, and scopes of work for funders, submitting IRB's and applications to get data. Create detailed evaluation plans (with guidance from Lead Evaluator and Program staff), maintain timelines, and coordinate work efforts with other project managers and analysts. Create and submit documentation to other departments as needed. Quantitative Data: Understand projects' database structure and documentation; formulates and summarize tasks for using large data sets to guide programming team to obtain and/or create documentation for data sources necessary for evaluation and technical activities. Knowledge of national and state-level survey data such as CPS, ACS, and CHIS including sampling frame, contents, and limitations as well as ASKCHIS Neighborhood edition.

#### **Qualifications:**

- Advanced degree in Health Services, Public Health, Public Policy, Biostatistics, Epidemiology or a related field or an equivalent combination of education and working experience.
- Skill in research, analyzing information, problems, situations, practices or procedures to define the problem or objective; identify concerns; summarize information in order to make a determination; formulate logical and objective conclusions and recommend solutions.
- Demonstrated ability to use SAS and/or STATA (statistical software) software, which includes data access, data retrieval, data management, data analysis, and data presentation.
- Ability to work independently with minimal supervision and coordinate activities with competing deadlines.
- Detail oriented with strong organizational and analytical problem-solving skills.
- Excellent writing skills; demonstrated competence sufficient to draft correspondence, meeting and research summaries, presentations, and informational and technical materials.
- Excellent written and verbal skills necessary to interact with Principal Investigators, research and administrative staff and external audiences. Demonstrated ability to communicate clearly, tactfully, and effectively.
- Demonstrated ability to use Windows-based computing systems in a network environment. Proficiency with Microsoft Office software including: Word, Excel and PowerPoint.
- Proficiency in the use of the Internet as an information resource.

- Experience in health policy analysis and program implementation within California.
- Previous experience working with research or survey data and analysis in a school or professional setting.
- Capacity to understand and apply knowledge of data privacy, confidentiality, and data safety issues.
- Ability to plan and convene meetings and presentations with a large number of stakeholders and others as needed.
- Demonstrated time management skills and ability to work with frequent interruptions, tight deadlines, and competing priorities. Coordinate numerous activities with competing deadlines without compromising quality of work and while maintaining professional demeanor. Ability to be proactive in tackling projects and completing tasks.

Demonstrated ability to develop, plan and direct the work of various levels of support staff; demonstrated organizational skills to set-up tracking systems, prioritize job duties, and track each assignment to a satisfactory completion.

**Other Details:** The opportunity is a contract position available immediately. Salary commensurate with experience. Excellent benefits. Equal Opportunity Employer.

**How to Apply:** Please submit cover letter and resume to <https://hr.mycareer.ucla.edu> search for Requisition #30293.