



David Geffen School of Medicine

The Division of Infectious Diseases is seeking a qualified candidate for the position of:

Project Coordinator, Infectious Diseases

Job Description

Title: Project Coordinator
Report to: Risa Hoffman MD, MPH

Summary: This position will be based in Los Angeles and will provide 70% support for clinically oriented research and program projects based in Malawi, Africa. The position will also provide 30% administrative support to the program, working with UCLA faculty and staff based in both Los Angeles and Malawi.

Major Duties

Research and Project Coordination (70%)

The position will provide direct oversight and/or support of ongoing and new projects being done in Malawi under a large PEPFAR/USAID grant. The USAID program grant is implemented by Partners in Hope, a Malawian NGO that has been partnered with UCLA since 2006. PIH supports HIV care and treatment throughout Malawi, with a focus on improving HIV testing, linkage to care, initiation of antiretroviral therapy, and viral suppression. UCLA maintains several faculty and staff in Lilongwe, Malawi, and is supported by several faculty based in Los Angeles.

The Project Coordinator will perform a range of activities, including but not limited to the following:

- Assist with data management and data quality monitoring, including data cleaning using Stata or other statistical software program
- Oversee all regulatory records, create new UCLA IRB applications as needed, and maintain ethical review applications for the UCLA IRB and international IRBs (for any multi-country studies); which will include submitting annual continuing reviews, submitting reports on protocol deviations or adverse events, and submitting changes to the existing applications when needed; assist with Malawi IRB deadlines (sending reminders, reviewing applications and/or assisting with development of Malawi applications)
- As needed, support the PIs and Lilongwe team to develop, update, and monitor data collection surveys using SurveyCTO or other cloud-based database/data collection platform
- Conduct statistical analyses (including tables and graphs) for research projects and for monitoring & evaluation data, assist with summarizing and reporting data to the PIs and project teams, and help package data for academic abstracts and manuscripts through developing figures and tables
- Maintain all files related to studies in progress
- As required, maintain study status updates in clinical trials registers, including ClinicalTrials.gov and the Pan African Clinical Trials Registry
- Conduct literature reviews for abstracts, manuscripts, and grant proposals
- Support capacity building for project coordination
- Search for and distribute new grant RFPs on a regular basis
- Support grant proposal process, including writing, organizing, and coordinating submission of proposal materials
- Provide support in developing, editing, and formatting abstracts, manuscripts, reports, academic posters, and presentations
- Communicate with study and project teams in Lilongwe on a frequent basis via email, conference calls, Whatsapp, and Google Hangout
- Travel to Malawi to participate in study activities, including meetings, training of study staff, planning activities, and/or data collection may be part of the position on an "as needed" basis for projects, and as funding allows

Administrative Support for UCLA programs in Malawi (30%)

- Coordinate travel arrangements including booking flights and accommodations, arranging ground transportation, coordinating payments to vendors, and submitting travel reimbursement requests
- Schedule meetings for visitors to UCLA from Malawi or related to the Malawi program
- Coordinate purchases and payments to vendors when needed
- Arrange conference calls and meetings, take notes, and disseminate call/meeting minutes
- Provide support for any technical needs from the study team, including liaising with the UCLA IT department, troubleshooting technical issues when possible, and conducting internet research to determine remedies when needed (for example, research to find the best Android app for scanning medical records)
- Assist with budgeting process and supporting budget and workplan reporting in coordination with the fund manager and Malawi Finance Director
- Proofread and format workplans and quarterly reports

This is a 100% time contract position in the UCLA Division of Infectious Diseases.

Qualifications

- MPH or similar degree with at least 3 years working/practical experience
- Experience working in a resource limited setting preferred but not required
- Experience working in HIV preferred but not required
- Experience with preparing and submitting IRB applications
- Experience writing grant proposals
- Proficiency with basic statistical analyses using Stata, including summary statistics, chi-square, t-tests, regression, and graphs
- Proficiency with SurveyCTO, or a similar Open Data Kit software
- Excellent writing skills
- Excellent organizational skills (will be expected to balance multiple tasks, respond promptly to emails, re-prioritize tasks based on last minute deadlines)
- Culturally sensitive/competent
- Willing and able to travel to sub-Saharan Africa up to 2 times per year
- Willing and able to perform 'Assistant' level tasks - doodle polls, scheduling meetings and conference calls, formatting manuscripts, referencing manuscripts using Endnote, data entry, QI on data, arranging travel (helping with booking air travel, hotel, etc.), and coordinating purchases and vendor payments
- Proficient with Microsoft Office programs – able to work with data to create manuscript-quality tables and figures (bar graphs, pie charts); able to create PowerPoint presentations; able to convert abstracts to posters for conference poster presentations; able to do basic budgets using Excel
- Able to work independently and meet strict deadlines

To apply, please send your resume and a cover letter outlining your experience and qualifications for this position to Ashley Bardon (abardon@mednet.ucla.edu).