

California State University, Fresno Foundation

RESEARCH ANALYST – CENTRAL VALLEY HEALTH POLICY INSTITUTE

JOB ANNOUNCEMENT #21-270

POSITION SUMMARY:	<p>Full-time, benefited, non-exempt position (based on available grant funding) with the Central Valley Health Policy Institute through the California State University, Fresno Foundation. The Central Valley Health Policy Institute (CVHPI) is located within the California Center for Health and Human Services (CCCHHS) an ancillary unit of California State University, Fresno. CVHPI serves to integrate university resources with regional needs by collaborating with agencies and community organizations to address health and healthcare policy and program challenges in the San Joaquin Valley. This is a position with the California State University, Fresno Foundation.</p> <p>University faculty and students from the College of Health and Human Services join with Center staff and community stakeholders to address high priority needs in the region. The Center provides administrative and grant development support for various ancillary units and developing projects.</p> <p>The Research Analyst will assist with the collaborative research process, organizing educational events, producing web and print materials to support education, and conducting sustained broadly targeted outreach about the Institutes programs.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general supervision of the Executive Director of the Central Valley Health Policy Institute and his/her designees, the Research Analyst is responsible for:</p> <ul style="list-style-type: none"> • Participating in a collaborative research process • Seeking data from a variety of sources under the direction of the project director • Collecting prior public materials and summarizing or coding them using procedures developed by the project director • Participating in a collaborative research process • Telephone and other outreach to secure participants for educational events • Event planning, development of materials, event set-up • Helping to prepare print and web materials to support educational program • Conducting outreach and education on the program using social media • Participating in the development and preparation of project reports • Working with project managers and team members on various technical and analytic assignments related to Center activities, programs and personnel • Other duties as assigned
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Requires an earned Bachelor’s degree in Public Health, Communications, Political Science or related field <ul style="list-style-type: none"> ○ Master’s degree in public health, communications, political science or related field preferred. • Two (2) years of related experience • This position requires an orientation to detail, skill in balancing multiple projects and deliverable deadlines, ability to work effectively in a fast-paced environment while maintaining a high level of accuracy, excellent verbal and written communication skills, organizational skills, and analytical and problem-solving abilities • Demonstrated interest and skill in public education around health policy issues • Demonstrated skills in event organizing • Demonstrated expert skills in using traditional and social media for event outreach • Demonstrated skills in writing, formatting and preparing print and web educational materials • Demonstrated expert skills in using traditional and social media for dissemination of educational materials

	<ul style="list-style-type: none"> • Ability to effectively prioritize project tasks and schedules in the context of multiple projects and deliverables • Expert level competency and skills utilizing standard office software including Word, Excel, email and Internet usage • Correct English grammar usage, spelling, punctuation and proofreading • Documented ability to work well with people from various organizational levels within a given organization, as well as proven ability to work congenially and effectively with members of the general public • Ability to adapt quickly to changing priorities • A history of regular attendance and positive performance evaluations • Must possess a valid driver's license, reliable vehicle, and valid insurance as travel may be a requirement of the position
COMPENSATION:	\$3,333.33 per month. Benefits include health, dental, vision, 401(K), and life insurance, vacation, sick and holiday pay.
DEADLINE:	Application review begins December 17, 2021; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.