

# California State University, Fresno Foundation

## POST GRADUATE FELLOWSHIP – CENTRAL VALLEY HEALTH POLICY INSTITUTE

### JOB ANNOUNCEMENT #17-862

<b>POSITION SUMMARY:</b>	<p><b>Full-time, one (1) year, benefited position with the Central Valley Health Policy Institute through the California State University, Fresno Foundation.</b> A fellowship opportunity is available 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.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the general supervision of the Executive Director of the Central Valley Health Policy Institute and his/her designees, the fellowship opportunities may include:</p> <ul style="list-style-type: none"> <li>• Responsible for the management and coordination of data analysis projects.</li> <li>• Maintains project records and scope of work.</li> <li>• Acquiring secondary data.</li> <li>• Oversees the development of Health Impact Assessment baseline data.</li> <li>• Attend meetings on behalf of the Institute, as needed or required.</li> <li>• Ability to make independent decisions and use professional and sound judgment in determining goals, objectives, tasks and priorities.</li> <li>• Ability to use discretion and maintain confidentiality.</li> <li>• Plan long-term and short-term Institute strategic planning, aims and performance measures related to data acquisition and analysis.</li> <li>• Ensure all required reports are completed.</li> <li>• Lead the development of tools for primary data collection.</li> <li>• Data collection and analysis of demographic and quantitative data.</li> <li>• Other duties may be assigned.</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<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"> <li>• A minimum of a Master's degree in public health or a related field. Applicants who are recent graduate of a doctoral program or ABD are preferred.</li> <li>• A graduate degree in research and statistics or public health received within the last five (5) years.</li> <li>• Proficient in statistical analysis (SPSS) and GIS mapping software.</li> <li>• Knowledge of appropriate methods for statistical analyses across a range of study designs, research objectives, and sponsor/audience needs.</li> <li>• Skills in appropriate representation of data and statistical analyses in charts, tables and figures.</li> <li>• Ability to effectively prioritize project tasks and schedules in the context of multiple projects and deliverables.</li> <li>• High level competency and skills utilizing standard office software including Word, Excel, email and Internet usage.</li> <li>• Correct English grammar usage, spelling, punctuation and proofreading.</li> <li>• 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.</li> <li>• Excellent written and oral communications skills and the ability to work effectively with faculty, staff, and students from diverse ethnic, cultural and socioeconomic backgrounds and the ability to work effectively in a team environment.</li> <li>• Ability to adapt quickly to changing priorities.</li> <li>• A history of regular attendance and positive performance evaluations.</li> </ul>
<b>COMPENSATION:</b>	<p>\$3,166.66/month. Benefits include health, dental, vision, 401(K), and life, vacation, sick and holiday pay.</p>
<b>DEADLINE:</b>	<p><b>Application review begins September 25, 2017; open until filled.</b></p>

**TO APPLY:**

Please visit the Auxiliary Human Resources page at [www.auxiliary.com](http://www.auxiliary.com) for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:

California State University, Fresno  
Auxiliary Human Resources  
2771 E. Shaw Ave. (there is no suite number)  
Fresno, CA 93710 Fax: (559) 278-0988

E-mail completed application & resume to: [HRAUX@LISTSERV.csufresno.edu](mailto:HRAUX@LISTSERV.csufresno.edu)

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*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**