

Updated 9/21/23 with correction to FTE: the PRP Director is a 15% FTE position.

## **CTSI Faculty Director, Participant Recruitment Program (PRP)**

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Clinical and Translational Science Institute (CTSI)

### **Recruitment Period**

**Open date:** September 11, 2023

**Last review date:** October 8, 2023

**Final date:** November 5, 2023

This position is open until filled. Applications received after the review date will only be considered if the position has not yet been filled.

### **Description**

CTSI

Recruiting for

Faculty Director, Participant Recruitment Program (PRP)

Clinical and Translational Science Institute

### **Scope of Work**

Applications are sought from current UCSF Faculty (All Schools) for the position of Faculty Director, PRP of the Clinical and Translational Science Institute (CTSI). A CTSI workforce that is diverse, inclusive, and equitable is an important part of our mission and critical to our success. We welcome and encourage applications from faculty with lived and/or professional experience in communities that are excluded from research and who center equity and justice in their work. All academic ranks are encouraged to apply.

This is an internal UCSF search.

The Faculty Director is responsible for oversight and direction of the [Participant Recruitment Program](#) in order to develop resources, tools, and infrastructure to support recruitment for all UCSF study teams including those based at BCH Oakland, SFVAMC, UCSF Fresno, UCSF Health, and ZSFG. The primary focus of the PRP Director is to enhance recruitment capacity among study teams to help achieve target enrollment within the projected timeline. PRP has a particular focus on developing services and support for recruitment of underrepresented and diverse study participants.

The Faculty Director, PRP reports to the Director, CTSI.

This is a part-time 15% (NIH Cap) position.

The specific priorities of the Faculty Director will be determined by the incumbent in collaboration with the CTSI Director and staff leadership. General responsibilities will include:

- Leading the PRP team, which includes a ZSFG Faculty Liaison, Sr. Program Manager, and one staff member.
- Working closely with the PRP Sr. Program Manager to oversee PRP activities across UCSF.
- Working closely with CTSI administrative leadership to oversee the PRP budget.
- Overseeing and enhancing current programs and services, such as the EHR Recruitment service.
- Developing new initiatives in response to CTSI and campus priorities and the needs of the research community.
- Creating programs and services to ensure inclusion of underrepresented and diverse study populations.

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- Collaboration with partners including the CTSI [Research Action Group for Equity \(RAGE\)](#) program, CTSI leadership, and institutional and community stakeholders to achieve program objectives.
- Participating as key personnel on the CTSA grant, including regular engagement with CTSI leadership and institutional stakeholders in the development, direction, and evaluation of overall CTSI activities.

Criteria for appointment:

- Assistant, Associate or Full Professor rank.
- Ladder Rank, In Residence, Clinical X, Health Sciences Clinical or Adjunct series appointment.
- DNP, PhD, MD, DDS, Pharm D, DPTSc, DSc, or equivalent.
- Track record of success in recruitment of underrepresented and diverse populations.
- Track record of working collaboratively with faculty, staff, and/or community partners.
- Willingness to participate in and work collaboratively with CTSI and Participant Recruitment Program faculty and staff by attending regular CTSI meetings and other activities as requested.

Commitment to Diversity: UCSF seeks candidates whose experience, teaching, research, or community service has prepared them to contribute to our commitment to diversity and excellence. UCSF is an Equal Opportunity/Affirmative Action Employer. The University undertakes affirmative action to assure equal employment opportunity for underrepresented minorities and women, for persons with disabilities, and for covered veterans. All qualified applicants are encouraged to apply.

Nondiscrimination Policy Statement: The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed service. The University also prohibits sexual harassment.

For consideration, please send application materials to: [Jillian.Reiff@ucsf.edu](mailto:Jillian.Reiff@ucsf.edu)

### **Job location**

San Francisco – hybrid onsite/remote

### **Document Requirements**

- Curriculum Vitae - Your most recently updated CV
- Cover Letter outlining qualifications and interest in the position
- Statement of Research
- Statement of Contributions to Diversity - Please see the following page for more details: <https://diversity.ucsf.edu/programs-resources/faculty-recruitment/contributions-statement>

### **Reference requirements**

- 3 required (contact information only)