The Department of Population Health & Disease Prevention, Program in Public Health at the University of California-Irvine seeks a Project Coordinator/Assistant Specialist for research to examine epidemiology and vector biology of African malaria.

We are seeking to hire a highly motivated, dedicated individual who has excellent organization, time management and communication skills, and understands ecological or molecular biology techniques. This person will 1) perform molecular diagnosis of malaria parasites and vector species; 2) work closely with the principal investigator, project scientists and graduate students to prepare comprehensive action plans, including meeting organization, protocol development, and budgeting for projects; and 3) maintain project documentation and handle financial queries.

Requirements: 1) Bachelor degree in Administration, Biology, Public Health or other related field, 2) Excellent communication (oral and written) and presentation skills; 3) Solid organizational skills, including multitasking and time-management; 4) Strong teamwork skills. Prior experience as a Project Coordinator or similar role is a plus.

This position is grant funded. Position is renewable, contingent on satisfactory performance and funding availability.

Review of applications will continue until the position is filled. The Program in Public Health recognizes the value of diversity in its faculty and encourages all qualified applicants to apply. Qualified applicants must have the demonstrated ability to work with a diverse group of colleagues.

Application Process:
To apply, please log onto UC Irvine’s recruitment site located at https://recruit.ap.uci.edu/apply/JPF04951

Applicants should complete an online application profile and upload the following application materials electronically to be considered for this position:

1. Cover Letter
2. Curriculum Vitae
3. Statement of Current Research
4. Three reference letters
5. Statement of Contributions to Diversity
   a) This is a separate statement that addresses past and/or potential contributions to diversity, equity and inclusion.

UC Irvine is one of ten campuses of the highly regarded University of California system. With
approximately 29,000 students, 1,100 faculty members, a highly ranked medical school, our campus offers a wealth of opportunities for research collaboration and is ranked among the top 10 public universities in the US. Established in 2003, our rapidly growing Program in Public Health offers BA, BS, MPH, and PhD degrees in a variety of emphasis areas. The U.S. News and World Report recently ranked our MPH program as #10 in the country. More information is available on our web site at http://publichealth.uci.edu/.

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy. A recipient of an NSF ADVANCE award for gender equity, UCI is responsive to the needs of dual career couples, supports work-life balance through an array of family-friendly policies, and is dedicated to broadening participation in higher education.