Graduate ☑ Is this a Grad Master Workstudy? Yes ☐ No ☑

Undergraduate ☐

Number of Available Positions: 1

Period Needed Academic Year 19/20

Total Hours Per Week 20 Hourly Rate of Pay (Minimum is $14.25): $

Interviewer’s Name: Allan D. Wu, MD Phone: 310-206-3183 Fax: 310-206-9819 Interviewer’s Email: allanwu@mednet.ucla.edu

Job Category (required, check one only):

Clerical/Office ☐ Community Srv ☐ Laboratory ☐ Reader Tutor Program ☐ Research/Lab ☐ Computer/Tech Support ☑

Other ☐

If you do not wish to have this position advertised for student recruitment, check this box: ☐

Job Title: Student 1 Title Code: 4922

Dept/Agency Name: Neurology Address: 710 Westwood Plaza

City/State (Agencies only): Los Angeles, Ca Mail Code (Dept. Only): 176919

Job Description (must be more than one line):

The UCLA Department of Neurology seeks a part-time programmer to support a Data Center which provides information about clinical operations to leadership and faculty members. Under the direction and supervision of the Lead Data Analyst, the incumbent will work with a multidisciplinary team which includes medical directors, Department CAO, Director of Strategy, and physician informaticists to extract meaningful and actionable insights with the goal of understanding the current state of operations within the Department of Neurology, identifying areas where operational improvements can be made and monitoring achievement of targets. In conjunction with the Lead Data Analyst, the individual will assist in collection, analysis, aggregation, and integration of data from multiple sources, including but not limited to clinical, financial, and other department-related information. The incumbent will be responsible for modifying Excel spreadsheets, updating reporting tasks priority registers, create service/optimization requests and follow up on them, preparing presentations and maintaining both databases and analytics tools such as custom reports and Tableau dashboards.
Qualification (must be more than one line):

- Graduate in a computational/quantitative field (e.g., mathematics, computer science, physics, economics, engineering, statistics, public health, operations research, quantitative social science, etc.) preferably desired or equivalent work experience.
- Proficient user of Windows and Mac operating systems and Microsoft’s Office Suite applications (i.e. Word, Excel, Outlook and PowerPoint).
- Basic knowledge of programming for data analysis, including but not limited to SQL, Python, and/or R, and of data visualization tools (Tableau and/or similar) are a plus. Experience with healthcare data and/or EHR data, querying and updating of relational databases such as MySQL and/or Microsoft SQL Server, and knowledge of software development principles and architecture are preferred.
- Knowledge of desktop ticketing system (Service Now), cloud computing (Box and Citrix), and multi-media tools (Zoom).
- Demonstrated strong analytical and problem-solving abilities in the context of synthesizing and analyzing large, real-world datasets that may contain inconsistent, missing, and/or conflicting information.
- Skilled at oral and written communication with prior experience in giving presentations, writing technical reports, and documenting code. The ability to present technical concepts and results in a manner that is understandable to other technical and non-technical stakeholders is requested.
- Experience in interacting with operational leaders, physicians, and IT staff.
- Effective planning, time management, troubleshooting, and organizational skills.
- Self-motivated, curious, and able to work independently as well as in a team environment.