Seattle Epidemiologic Research and Information Center
Research Assistant

Interested in helping enhance the health and care of our United States Veterans? Looking for meaningful work in a collaborative environment that produces innovative and effective solutions to Veteran and national healthcare problems through multi-site cooperative research studies?

The Seattle Epidemiologic Research and Information Center (ERIC), a component of the Veterans Affairs (VA) Cooperative Studies Program (CSP), is hiring a full-time research assistant. The position will support the Service and Health Among Deployed Veterans Study (SHADE Study, CSP #595), a 5-year multi-site observational study.

Key responsibilities for the position include the following:
- Provide operational and administrative support to meet research objectives
- Serve as liaison with investigators, site personnel, consultants, and contractors
- Assist with development and implementation of standard operating procedures and study materials
- Assist with maintenance of study databases and files, including data entry and data management
- Assist with preparation and tracking of IRB submissions and other regulatory documents
- Conduct quality assurance/quality control procedures, including consent form audits and data reconciliation
- Monitor participant recruitment and data collection activities and prepare reports and presentations
- Coordinate and facilitate local and national meetings and trainings
- Track progress and productivity of studies and projects

To apply, send a cover letter and resume to SeattleCSPEC@va.gov. Applications will be accepted until the position is filled; however, materials received by May 23, 2018 will be considered first.

Ideal candidates for the position will have the following attributes:
- Must be US citizen
- BA/BS or higher degree in a scientific research-related field
- Experience in clinical, epidemiological, or health services research
- Experience with research compliance and regulations
- Strong organizational and analytic skills
- Excellent written and verbal communication skills
- Proficiency in MS Word, Excel, PowerPoint, and Outlook
- Experience with MS SharePoint and Access
- Experience with Research Electronic Data Capture (REDCap) or other survey application

Salary will be based on the candidate's experience and education. Salaries for this position range from grades GS-5 through GS-7.

For more information about the Center's research, please visit the Seattle ERIC website, http://www.seattle.eric.research.va.gov. For more information about the VA Office of Research and Development and CSP, visit the CSP website, http://www.research.va.gov/programs/csp/default.cfm.