Seattle ERIC
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.

Key responsibilities for the research assistant position include the following:
- Provide daily operational and administrative support to meet research objectives;
- Assist with the development of study materials, IRB documentation, and standard operating procedures;
- Prepare and present reports and visual presentations to investigators, contractors, and consultants;
- Schedule and prepare for local and national meetings and assemble documents;
- Assist with maintaining and updating study databases;
- Audit forms and databases for quality assurance/quality control;
- Conduct recruitment activities for studies that involve our Vietnam-Era Registry members (study participants);
- Engage via telephone with members to answer questions about current studies and administer short surveys;
- Monitor participant recruitment and data collection activities; and
- Track the progress and productivity studies and projects.

To apply, send a cover letter and a resume to SeattleCSPEC@va.gov. Applications will be accepted until the position is filled; however, materials received by January 5, 2018 will be considered first.

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

Ideal candidates should also enjoy working on multiple projects simultaneously. Ideal candidates should be flexible and adaptable as tasks will be varied and may change periodically, and should demonstrate a desire to learn new tasks as well as a desire to investigate and develop best practices to be shared Center-wide.

Salary will be based on the candidate's experience and education. Salaries for this position range from grades GS-5 through GS-7; see the Office of Personnel Management's Seattle salary table at https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/. VA also offers a comprehensive benefits package; for an overview, please see www.vacareers.va.gov/why-choose-va/benefits/index.asp. The official 2018 GS pay scale and locality tables will likely be released in late December.

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