VA PORTLAND HEALTH CARE SYSTEM (VAPORHCS)
Job Vacancy List

This document is updated as vacancies become available, please check back often. Application instructions are unique to each vacancy, please read each vacancy carefully.

Quick Links: Clinical Research  Biomedical Research  Administration  PVARF

Clinical Research

Health Technician, full-time, $38,803 (GS-6) / $43,120 (GS-7) + Benefits
Under the supervision of the VA PI for the CART (Collaborative Aging Research Using Technology) initiative, a Health Services Research & Development (HSR&D) project, the Technical Research Assistant serves the CART project which intendeds to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. This research will create a nationwide home-based system for research that will determine how we can optimally enhance the health and wellbeing of all older adults. This position will require driving to Portland VA study participant homes, up to 250 miles away from Portland.

Research Assistant, full-time, $38,022 (GS-6) / $46,793 (GS-7) / $51,683 (GS-9) + Benefits
Under the supervision of the Director of multiple Partnered Evaluation Initiatives within the VA Center to Improve Veteran Involvement in Care (CIVIC), a Health Services Research & Development (HSR&D) Center, the Research Assistant serves multiple projects intended to advance knowledge around the implementation of innovative educational, staff skill-building, and clinical care process improvement programs across VA. Current projects work with VA operational partners nationally to evaluate interprofessional education and staff training programs, developing and implementing data collection strategies to improve measurement of impact for patients, employees, and health system resources, as well as identifying pathways for dissemination of innovations.

Research Assistant, full-time, $38,022 (GS-6) / $46,793 (GS-7) / $51,683 (GS-9) + Benefits
The Research Assistant serves multiple projects intended to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. Current research includes projects related to Veteran-centric care and strategies to enhance Veteran-clinician collaboration, as well as studies of chronic and comorbid conditions, pain and substance use disorders, suicide prevention, lung cancer, social networking, post-deployment conditions, and inter-professional learning.

Clinical Research Assistant, full-time, $43,120-$50,309 + Benefits
This position will entail extensive patient contact and coordinating, managing and executing multiple elements of human subjects’ research to provide necessary
support to CSP research with primary emphasis on enrollment, regulatory compliance, data quality, and other approved enhancements of research efforts. Successful candidates must be comfortable stepping in as a CSP support study staff facilitator on short notice; flexibility, time management and a team-based aptitude are key.

**Health Science Specialist, full-time, $52,745-$61,537 + Benefits**

Under the supervision of the VA PI for the CART (Collaborative Aging Research Using Technology) initiative, a Health Services Research & Development (HSR&D) project, the Research Health Science Specialist serves CART project which intendeds to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. This research will create a nationwide home-based system for research that will determine how we can optimally enhance the health and wellbeing of all older adults. This position will require driving to areas within 250 miles of Portland, OR for recruitment events.

**Clinical Research Study Coordinator, full-time, $63,815-$74,449 + Benefits**

This position will entail extensive patient contact and coordinating, managing and executing multiple elements of human subjects’ research to provide necessary support to CSP research with primary emphasis on enrollment, regulatory compliance, data quality, and other approved enhancements of research efforts. Successful candidates must be comfortable stepping in as a CSP support study staff facilitator on short notice; flexibility, time management and a team-based aptitude are key.

**Nurse, full-time, salary commensurate with education and experience, Benefits**

The Nurse Care Management (NCM) will provide clinical services as part of a randomized clinical trial aimed at improving the safety of prescription opioid medications for patients with chronic pain. The NCM will conduct initial assessments of patients with chronic pain to assess issues related to medication safety. The NCM will track patients enrolled in the trial and offer decision support to primary care clinical teams. The NCM will document all services provided to patients in a research database.

**Biomedical Research**

No current openings

**Administration Positions**

No current openings

**Portland VA Research Foundation Positions**
Additional career opportunities can be found at the VAPORHCS affiliate non-profit Web site at: http://www.pvarf.org/careers.php
Title: Research Assistant/Associate (GS-6 / GS-7 / GS-9)
Expected starting salary: $38,022 (GS-6) / $46,793 (GS-7) / $51,683 (GS-9) + Benefits
FTE: 1.0

Position Summary
Under the supervision of the Director and/or Associate Director of the VA Center to Improve Veteran Involvement in Care (CIVIC), a Health Services Research & Development (HSR&D) Center, and Principal Investigators (PIs), the Research Assistant serves multiple projects intended to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. Current research includes projects related to Veteran-centric care and strategies to enhance Veteran-clinician collaboration, as well as studies of chronic and comorbid conditions, pain and substance use disorders, suicide prevention, lung cancer, social networking, post-deployment conditions, and inter-professional learning.

Responsibilities
The Research Assistant/Associate will perform a variety of research support tasks for several research teams and/or for the Center. Tasks will be commensurate with training and experience and may include:

- Managing communications/paperwork related to Institutional Review Board approvals or data requests;
- Supporting Veteran engagement initiatives;
- Transcription of research audio recordings;
- Recruiting, interviewing, and/or tracking study participants;
- Data entry, database management, and in some cases, data analysis;
- Monitoring regulatory compliance of projects with various regulators and/or funders;
- Serving as liaison to the Information Technology department, fulfilling Center needs;
- Assisting with grant preparation and other writing tasks;
- Assisting with pre-award or post-award grants management;
- Liaison with IT services to ensure research teams have access to software/hardware
- Web design/website management
- Completing additional administrative tasks to support individual projects and the Center.

Experience
Qualifications:

- **Required:**
  - Bachelor’s degree in social or biological science;
  - At least one year experience in human subjects research;
CLINICAL RESEARCH

- Strong organizational and computer skills.
- Proficiency with database software such as Access, Excel and/or REDCap.
- Demonstrated ability to communicate effectively (both written and oral); to attend to numerous details and to multitask efficiently; to organize and maintain project records; and to work independently and collaboratively

- Preferred:
  - Basic website maintenance skills and experience;
  - Pre & Post grant management experience;
  - Experience coordinating regulatory paperwork for human subjects research;
  - Experience with study recruitment and interviews with human subjects.

Candidates must be US citizens. Depending on the candidate’s experience, the target salary will be in the GS-6 to GS-9 range according to the Office of Personnel Management General Schedule table at opm.gov.

Interested candidates should send a cover letter and resume/CV to Ben Laman-Maharg, by email at benjamin.laman-maharg@va.gov with the subject line ‘Research Assistant/Associate’.
**Title:** Research Nurse Coordinator  
Salary Commensurate with Education and Experience ($67,652-$113,737) + Benefits  
FTE: 1.0  

Research and Development Service, located within the VA Portland Health Care System (in Portland, Oregon), is recruiting for a full-time Nurse Care Manager (NCM) for a clinical research project. The incumbent will provide clinical services as part of a randomized clinical trial aimed at improving the safety of prescription opioid medications for patients with chronic pain.

The NCM will conduct initial assessments of patients with chronic pain to assess issues related to medication safety. The NCM will track patients enrolled in the trial and offer decision support to primary care clinical teams. The NCM will document all services provided to patients in a research database.

**Basic Entry Level Requirements:**  
Applicants must be graduates from a school of professional nursing approved by the appropriate State-accrediting agency and accredited by one of the following accrediting bodies at the time the program was completed by the applicant: The National League for Nursing Accrediting Commission (NLNAC) or The Commission on Collegiate Nursing Education (CCNE); have a current, full, active, and unrestricted registration as a graduate professional nurse in a State, Territory or Commonwealth (i.e., Puerto Rico) of the United States, or the District of Columbia (in cases of graduates of foreign schools of professional nursing, possession of current, full, active and unrestricted registration will meet the requirement of graduation from an approved school of professional nursing); must be proficient in spoken and written English and must be a citizen of the United States.

The Nurse Care Manager will have clinical training as a registered nurse and have a clinical background in chronic disease management and outpatient treatment. The preferred candidate will have experience working with patients with chronic pain, substance use disorders, and/or prior experience in clinical research.

**How to Apply:**  
Interested candidates should send a resume/CV and cover letter to Melissa Adams, M.A., Study Coordinator, melissa.adams1@va.gov.
Title: Research Health Science Specialist
Clinical Research Study Coordinator

Expected Salary: $63,815 year + Benefits
FTE: 1.0

Position Summary
This is a Clinical Reposition is located in the Research and Development Service of the Veterans Administration Portland Health Care Systems (VAPORHCS) in Portland, Oregon. The incumbent will support Local Site Investigators (LSIs) in the coordination of one or more VA Cooperative Studies Programs (CSP) randomized, double-blind, placebo-controlled clinical trial and/or interventional clinical trial involving experimental and observational research in healthcare. The incumbent will primarily be working with a diversified population of United States Veterans, as well as the potential of working within the community and with other collaborating research institutions in the Portland, Oregon/SW Washington region, including the VAPORHCS Community Based Outpatient Clinics (CBOCs) within the Portland, Oregon Metro area.

This position will entail extensive patient contact and coordinating, managing and executing multiple elements of human subjects’ research to provide necessary support to CSP research with primary emphasis on enrollment, regulatory compliance, data quality, and other approved enhancements of research efforts. Successful candidates must be comfortable stepping in as a CSP support study staff facilitator on short notice; flexibility, time management and a team-based aptitude are key.

Job Requirements
- Bachelors degree or higher; preferably in a scientific or social science discipline (e.g., public health, biology, psychology/psychiatry/mental health, sociology, hematology/oncology, cardiology, endocrinology, endoscopy, gastroenterology, geriatrics, nephrology, pulmonology, rheumatology, or other similar field).
- Previous experience with human subjects research, including but not limited to knowledge of Good Clinical Practices (GCP), patient screening and informed consent, baseline, pre, post and follow-up interviewing, IRB, regulatory documentation
- Experience in the principles of health sciences research, including policies and guidelines involved with human subjects’ studies including accreditation agencies, FDA, DHHA and PHS policies, regulations and guidelines.
- Experience working with clinicians, engineers, scientists, specialists, pre- and postdoctoral student trainees and technicians and other other staff affiliates in associated with clinical trial research.
- Work independently and as part of a team
- Take initiative to take on new and varied tasks associated with implementation of novel research
- Proficient in MS Applications, including Word, MS Excel, MS Outlook, and a working knowledge of MS Access, MS PowerPoint, and MS Publisher.
Experience with VA CPRS, VISTA, and other VA databases, and statistical programs a plus. Quickly learn new computer skills specific to the project.

- Communicate effectively and empathetically with patients and staff from diverse backgrounds
- Extreme detail orientation, organization and ability to maintain written procedures
- Ability to work under pressure and with time constraints.
- Accurately transcribe and input written and recorded data into a database
- Excellent customer service and patient centered focus.
- Preferred experience in: (a) minimum 3 years Human Subjects healthcare/clinical trials and research investigatory processes; (b) study interviewing, including psychological and surgical survey administration; (c) compilation of data and development; (d) interview assessments, including psychological and surgical survey administration; (e) standard clinical procedures and clinical care; (f) carrying out routine clinical tasks, including collection of biological specimens (e.g., blood/phlebotomy; urine) and administering routine clinical tests (e.g., weighing participants, vital signs, EKG); (g) multi-project support administration; (h) pharmaceutical, genomic, surgical/procedural, mental health and/or standard-of-care research programs, including randomized, double-blind, placebo-controlled clinical trial and/or interventional clinical trials; (i) valid driver’s license, as this position may require driving to Community Based Outpatient Clinics (CBOCs) within VA PORHCS region.

**Detailed Description**

- Manage administrative requirements involving the Central and local VA IRBs. Maintain organized, accurate and IRB compliant study records.
- Coordinate and schedule multiple subject visits including following VA policies for processing patient reimbursements (when appropriate).
- Recruit patients in the VA community, including initial screening and engaging with the Veteran population.
- Review medical records and analyzes the patient population for research and recruitment purposes (inclusion/exclusion criteria),
- Conduct informed consent and administer surveys to study subjects, including baseline and follow-up, which may include in-person, teleconferencing and telephone communication.
- Assess the operational status of test equipment to ensure tests are conducted within appropriate limits.
- Execute safe, optimal testing; maintain research or laboratory environment in terms of equipment, supplies, calibration, and safety.
- Administer test procedures, which may include collecting, securing, processing, and shipping of blood/specimen samples; performing routine clinical tests.
- Develop and maintain electronic databases; assist and promote equipment interfacing and data compatibility within the research program.
- Provide timely assistance to the Local Site Investigator (LSI), the local CSP and other team members.
Promote optimal utilization of the efforts of the staff and systems integration for optimal utilization throughout the research program(s) in support of CSP.

Effectively coordinate multiple administrative tasks.

Participate in regularly scheduled multi-site investigator and/or facilitator conference calls; Attend regular clinical and research team meetings.

Maintaining local site documentation and records, adhering all regulatory requirements

Respond to general inquiries from study participants and family members, research and clinical staff and other study personnel; assisting with training personnel, including the consideration of the relative needs for services within the research program(s).

Assist in coordinating the work for the research team, including multidisciplinary teams of clinicians, technicians, and students in research activities of the assigned CSP.

Respond to other research-related tasks as assigned.

**Physical Demands**

- The work is mainly sedentary with some walking, lifting, pushing and standing. Because the research may involve disabled and/or hospitalized patients, this position occasionally requires the ability to assist patients, if needed, during interactions (e.g., with transfers) and/or interventions.

**Work Environment**

- The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals.

- The work area is adequately lighted, heated, and ventilated. Instructing subjects during research appointments may require demonstration of equipment or interventions. Some work is performed in the presence of study participants most often considered not to have a communicable disease but this possibility can exist.

Interested candidates should send a resume/CV to Tawni Kenworthy-Heinige by email at tawni.kenworthy-heinige@va.gov. This posting will be open until a candidate has been selected.

PLEASE DO NOT ATTEMPT TO APPLY BY FILLING OUT AN ONLINE OR HANDWRITTEN OSHU EMPLOYMENT APPLICATION.
Title: Health Technician  
Clinical Research Assistant  
Expected Salary: $43,120 year + Benefits  
FTE: 1.0

Position Summary  
This is a Clinical Reposition is located in the Research and Development Service of the Veterans Administration Portland Health Care Systems (VAPORHCS) in Portland, Oregon. The incumbent will support Local Site Investigators (LSIs) in the coordination of one or more VA Cooperative Studies Programs (CSP) randomized, double-blind, placebo-controlled clinical trial and/or interventional clinical trial involving experimental and observational research in healthcare. The incumbent will primarily be working with a diversified population of United States Veterans, as well as the potential of working within the community and with other collaborating research institutions in the Portland, Oregon/SW Washington region, including the VAPORHCS Community Based Outpatient Clinics (CBOCs) within the Portland, Oregon Metro area.

This position will entail extensive patient contact and coordinating, managing and executing multiple elements of human subjects’ research to provide necessary support to CSP research with primary emphasis on enrollment, regulatory compliance, data quality, and other approved enhancements of research efforts. Successful candidates must be comfortable stepping in as a CSP support study staff facilitator on short notice; flexibility, time management and a team-based aptitude are key.

Job Requirements  
- Bachelor’s degree; preferably in a scientific or social science discipline (e.g., public health, biology, psychology/psychiatry/mental health, sociology, hematology/oncology, cardiology, endocrinology, endoscopy, gastroenterology, geriatrics, nephrology, pulmonology, rheumatology, or other similar field).
- Previous experience with human subjects research, including but not limited to knowledge of Good Clinical Practices (GCP), patient screening and informed consent, baseline, pre, post and follow-up interviewing, IRB, regulatory documentation,
- Experience working with clinicians, engineers, scientists, specialists, pre- and postdoctoral student trainees and technicians and other other staff affiliates in associated with clinical trial research.
- Work independently and as part of a team
- Take initiative to take on new and varied tasks associated with implementation of novel research
- Proficient with: MS Word, MS Excel, MS Access, MS Outlook , PowerPoint; a working knowledge of CPRS, VISTA, and other VA databases, and statistical programs a plus.
- Quickly learn new computer skills specific to the project.
• Communicate effectively and empathetically with patients and staff from diverse backgrounds
• Extremely detail oriented
• Accurately transcribe and input written and recorded data into a database
• Excellent customer service and patient centered focus.
• Preferred experience in: (a) research investigatory processes; (b) study interviewing, including psychological and surgical survey administration; (c) compilation of data and development; (d) standard clinical procedures and clinical care sufficient to carry out routine clinical tasks, which may include collection of biological specimens (e.g. blood/phlebotomy); administration of routine clinical tests (e.g. weighing participants); multi-site studies; pharmaceutical, genomic, surgical/procedural, mental health and/or standard-of-care research programs, including randomized, double-blind, placebo-controlled clinical trial and/or interventional clinical trial.

Detailed Description
• Manage administrative requirements involving the Central and local VA IRBs. Maintain organized, accurate and IRB compliant study records.
• Coordinate and schedule multiple subject visits including following VA policies for processing patient reimbursements (when appropriate).
• Recruit patients in the VA community, including initial screening and engaging with the Veteran population.
• Review medical records and analyzes the patient population for research and recruitment purposes (inclusion/exclusion criteria),
• Conduct informed consent and administer surveys to study subjects, including baseline and follow-up, which may include in-person, teleconferencing and telephone communication.
• Assess the operational status of test equipment to ensure tests are conducted within appropriate limits.
• Execute safe, optimal testing; maintain research or laboratory environment in terms of equipment, supplies, calibration, and safety.
• Administer test procedures, which may include collecting, securing, processing, and shipping of blood/specimen samples; performing routine clinical tests.
• Develop and maintain electronic databases; assist and promote equipment interfacing and data compatibility within the research program.
• Provide timely assistance to the Local Site Investigator (LSI), the local CSP and other team members.
• Promote optimal utilization of the efforts of the staff and systems integration for optimal utilization throughout the research program(s) in support of CSP.
• Effectively coordinate multiple administrative tasks.
• Participate in regularly scheduled multi-site investigator and/or facilitator conference calls; Attend regular clinical and research team meetings.
• Maintaining local site documentation and records, adhering all regulatory requirements
• Respond to general inquiries from study participants and family members, research and clinical staff and other study personnel; assisting with training personnel, including the consideration of the relative needs for services within the research program(s).
• Assist in coordinating the work for the research team, including multidisciplinary teams of clinicians, technicians, and students in research activities of the assigned CSP.
• Respond to other research-related tasks as assigned.

Physical Demands
• The work is mainly sedentary with some walking, lifting, pushing and standing. Because the research may involve disabled and/or hospitalized patients, this position occasionally requires the ability to assist patients, if needed, during interactions (e.g., with transfers) and/or interventions.

Work Environment
• The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals.
• The work area is adequately lighted, heated, and ventilated. Instructing subjects during research appointments may require demonstration of equipment or interventions. Some work is performed in the presence of study participants most often considered not to have a communicable disease but this possibility can exist.

Interested candidates should send a resume/CV to Tawni Kenworthy-Heinige by email at tawni.kenworthy-heinige@va.gov. This posting will be open until a candidate has been selected.

PLEASE DO NOT ATTEMPT TO APPLY BY FILLING OUT AN ONLINE OR HANDWRITTEN OSHU EMPLOYMENT APPLICATION.
Title: Health Technician (GS-6 / GS-7)  
Expected starting salary: $38,022 (GS-6) / $46,793 (GS-7) + Benefits  
FTE: 1.0

Position Summary  
Under the supervision of the VA PI for the CART (Collaborative Aging Research Using Technology) initiative, a Health Services Research & Development (HSR&D) project, the Technical Research Assistant serves the CART project which intends to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. This research will create a nationwide home-based system for research that will determine how we can optimally enhance the health and wellbeing of all older adults. This position will require driving to Portland VA study participant homes, up to 250 miles away from Portland.

Responsibilities  
The Research Assistant/Associate will perform a variety of research support tasks. Tasks will be commensurate with training and experience and may include:

- Unpack, setup, configure and install the CART in-home technology platforms for the home of CART study participants;
- Maintain equipment inventory for project, ensuring that new hardware is entered into the system when it arrives and that all equipment is properly signed out;
- Troubleshooting both software and hardware, including wireless setup and configuration;
- Monitoring the data quality from the CART homes;
- Data entry, database management, and in some cases, data analysis;
- Testing new equipment;
- Liaison with VA IT services to ensure research team has access to software/hardware;
- Completing additional administrative tasks in support of the CART project.

Experience  
Qualifications:

- **Required:**
  - Bachelor’s degree in social, technical or biological science;
  - Strong organizational and computer skills;
  - Critical thinking skills and the ability to learn and integrate new information quickly;
  - Demonstrated ability to communicate effectively (both written and oral); to attend to numerous details and to multitask efficiently; to organize and maintain project records; and to work independently and collaboratively;
  - Ability to interact patiently and respectfully with elderly Veteran volunteers.

- **Preferred:**
CLINICAL RESEARCH

- Experience working with elderly populations or Veterans;
- Computer programming experience;
- Technology support experience;
- Research experience, familiarity with research methods;
- Experience with command-line Linux;
- MySQL server experience.

Candidates must be US citizens. Depending on the candidate’s experience, the target salary will be in the GS-6 to GS-9 range according to the Office of Personnel Management General Schedule table at opm.gov.

Interested candidates should send a cover letter and resume/CV to Nicole Sharma, by email at sharmani@ohsu.edu with the subject line ‘VA CART Technical Research Assistant’.
Title: Research Health Science Specialist (GS-9)
Expected starting salary: $51,683 (GS-9) + Benefits
FTE: 0.5-1.0

Position Summary
Under the supervision of the VA PI for the CART (Collaborative Aging Research Using Technology) initiative, a Health Services Research & Development (HSR&D) project, the Research Health Science Specialist serves CART project which intends to advance the scientific understanding of common and important health care problems and conditions that affect Veterans. This research will create a nationwide home-based system for research that will determine how we can optimally enhance the health and wellbeing of all older adults. This position will require driving to areas within 250 miles of Portland, OR for recruitment events.

Responsibilities
The primary responsibility is to support the PIs of the CART initiative.

The Research Health Science Specialist will use experience and training to:

- Support Program Manager(s) and PIs by performing a range of research-related tasks including:
  - study coordination;
  - subject recruitment, informed consent, and interviews;
  - survey construction and administration;
  - database management, data entry and organization;
  - basic data analysis and reporting;
  - Managing communications/paperwork related to Institutional Review Board;
  - data audits, compliance, and detailed record keeping.
- Assist with writing of reports, presentations, grants and manuscripts, which may include gathering background data, literature review, writing, editing, and coordinating submissions.
- Coordinate and/or assist with all necessary administrative-related tasks.

Experience
Qualifications:
- Bachelor’s degree in a related field, and 2+ years of human subjects research experience
- Preference given to candidates demonstrating experience working in human subject research, and/or with knowledge of VA policies, procedures, and data sources.
- Experience working on multiple prior research studies as a research assistant or similar position;
• Sound judgment and ability to implement good clinical research practices and human subjects regulatory procedures;
• Demonstrated ability to work collaboratively;
• Rigorous attention to detail and record keeping;
• Proficiency with database software such as SPSS, Excel, and REDCap;
• Ability to multitask and prioritize projects; and
• Strong conceptual and analytic skills, professional oral and written communication skills, and ability to work independently.

Interested candidates should send a cover letter and resume/CV to Nicole Sharma, by email at sharmani@ohsu.edu with the subject line ‘VA CART Site Coordinator’.
Title: Research Assistant/Associate (GS-6 / GS-7 / GS-9)
Expected starting salary: $38,022 (GS-6) / $46,793 (GS-7) / $52,745 (GS-9) + Benefits
FTE: 1.0

Position Summary
Under the supervision of the Director of multiple Partnered Evaluation Initiatives within the VA Center to Improve Veteran Involvement in Care (CIVIC), a Health Services Research & Development (HSR&D) Center, the Research Assistant serves multiple projects intended to advance knowledge around the implementation of innovative educational, staff skill-building, and clinical care process improvement programs across VA. Current projects work with VA operational partners nationally to evaluate interprofessional education and staff training programs, developing and implementing data collection strategies to improve measurement of impact for patients, employees, and health system resources, as well as identifying pathways for dissemination of innovations.

Responsibilities
The Research Assistant/Associate will perform a variety of research support tasks for several research teams and/or for the Center. Tasks will be commensurate with training and experience and may include:

- Managing communications/paperwork related to Institutional Review Board approvals or data requests;
- Supporting employee and trainee engagement initiatives;
- Transcription of research audio recordings;
- Recruiting, interviewing, and/or tracking study participants;
- Data entry, database management, and in some cases, data analysis;
- Monitoring regulatory compliance of projects with various regulators and/or funders;
- Serving as liaison to the Information Technology department, fulfilling Center needs;
- Assisting with grant preparation and other writing tasks;
- Assisting with pre-award or post-award grants management;
- Liaison with IT services to ensure research teams have access to software/hardware
- Web design/website management
- Completing additional administrative tasks to support individual projects and the CIVIC.

Experience
Qualifications:

- **Required:**
  - Bachelor’s degree in social or biological science;
At least one year experience in human subjects research;
- Strong organizational and computer skills.
- Proficiency with database software such as Access, Excel and/or REDCap.
- Demonstrated ability to communicate effectively (both written and oral); to attend to numerous details and to multitask efficiently; to organize and maintain project records; and to work independently and collaboratively

- **Preferred:**
  - Basic website maintenance skills and experience;
  - Multi-site project management experience;
  - Experience with study recruitment and interviews with human subjects.

Candidates must be US citizens. Depending on the candidate’s experience, the target salary will be in the GS-6 to GS-7 range according to the Office of Personnel Management General Schedule table at [opm.gov](http://opm.gov).

Interested candidates should send a cover letter and resume/CV to Summer Newell, by email at [summer.newell@va.gov](mailto:summer.newell@va.gov) with the subject line ‘Research Assistant’.