**Research Assistant/Research Specialist**

**Seattle Epidemiologic Research and Information Center (ERIC)**

Are you interested in helping to improve the healthcare of our United States Veterans through meaningful work in a collaborative environment? The **Department of Veterans Affairs (VA) Cooperative Studies Program (CSP)** is a nationally renowned program of epidemiology and clinical trial research centers that produce innovative and effective solutions to Veteran and national healthcare problems through high quality multi-site research studies.

The **Seattle Epidemiologic Research and Information Center** is a CSP research center currently hiring full-time **Research Assistants/Research Specialists** who want to be part of our research team. The ERIC is part of the VA Puget Sound Health Care System and works to improve the health outcomes of Veterans through epidemiologic research. **Applicants will be considered for all open positions.**

**Key Duties for all positions:**

* Assist with the development and maintenance of study databases, including data entry and data management
* Assist with the development, implementation, and maintenance of standard operating procedures and study materials
* Assist with the preparation and tracking of IRB submissions and other regulatory documents
* Schedule and prepare for local and national research meetings, assist with the development of scientific presentations and meeting materials

**Qualifications for all positions:**

* BA/BS in a scientific- or health-related field *required*
* Proficiency in Microsoft Office programs (e.g., Word, Excel, PowerPoint, and Outlook) *required*
* Excellent communication and interpersonal skills and the ability to collaborate with a diverse group of researchers and staff
* Strong attention to detail and organizational skills
* Problem-solving and critical thinking
* Excellent time management
* Ability to adapt to changing priorities and timelines
* Experience with data management systems (e.g., REDCap, Microsoft Access) *preferred*
* Experience in clinical, epidemiological, or health services research *preferred*

CSP #595: SHADE Study

The **CSP #595:** **Service and Health Among Deployed Veterans Study (SHADE Study)** is a multi-site observational study. The aim of the study is to characterize the impact of deployment-related pollution exposures during Operation Enduring Freedom (OEF), Operation Iraqi Freedom (OIF), and Operation New Dawn (OND) on current respiratory health.

CSP #595 Key Duties:

* Serve as a liaison with investigators, site personnel, consultants, and contractors
* Monitor subject recruitment and data collection activities and prepare reports and presentations
* Conduct quality assurance/quality control procedures, including consent form audits and data reconciliation
* Track progress and productivity of studies and projects

Core Team

The ERIC **Core team** supports day-to-day research activities for the Center. Members of the Core team also support studies coordinated at our Center and work on national CSP initiatives. Experience with customer service, particularly by telephone and e-mail, is preferred for a position on this team.

Core Key Duties:

* Coordinate and conduct research communications with study participants, including calling research participants and performing study mailings
* Assist with the development of Program- and Center-wide research operational documents and procedures
* Assist with research staff onboarding efforts in support of study teams
* Provide research support to Center PIs, researchers, and study teams as needed

Support Center- and Program-wide research quality control and safety efforts through proper documentation tracking and maintenance

CSP #256 & CSP #2007: Vietnam-Era Registries (VER) Team

The **VER Team** supports the CSP #256: **Vietnam-Era Twin (VET) Registry** and the CSP #2007: **National Vietnam Veterans Longitudinal Study (NVVLS) Registry**. The VET Registry contains data from over 14,000 Vietnam-Era Veteran twins and more than 3,400 of their family members. The NVVLS Registry contains data from over 2,300 Vietnam-Era Veterans. Experience with customer service, particularly by telephone, is preferred for a position on this team.

VER Key Duties:

* Working with the Vietnam-Era Registries team to support day-to-day operational activities
* Engaging with Registry members and maintaining the infrastructure of the Registries
* Conducting recruitment activities for NIH-funded studies and CSP-initiated projects
  + Conducting initial recruitment telephone calls to enroll subjects in research
  + Assembling informational and initial recruitment mailing packets to research subjects
* Serving as a liaison between the Vietnam-Era Registries and key stakeholders
  + Working closely with the Vietnam-Era Registries team, other ERIC teams, lab personnel, oversight bodies, and external researchers and study site staff to ensure effective collaboration and to meet study objectives
  + Engaging with researchers and study participants requesting information on the repositories

Learn more about the ERIC and CSP at:

* Seattle ERIC website: <https://www.seattle.eric.research.va.gov/>
* VA CSP website: <https://www.vacsp.research.va.gov/>

**Application Information**

**All positions are based in Seattle, WA and all candidates must be U.S. citizens.** Top candidates’ education and experience will be evaluated by Human Resources to determine if they meet the criteria for the targeted range of GS-5-GS-7. The General Schedule (GS) salary table for Seattle can be found on the Office of Personnel Management website at [opm.gov.](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2021/SEA.pdf)

**To apply, please send a cover letter and resume to** [**SeattleCSPEC@va.gov**](mailto:SeattleCSPEC@va.gov)**.** See detailed instructions below. If you do not provide sufficient detail or required information, Human Resources may not find you eligible for the position. Applications received before February 13th will be given preference. Applications will be accepted until all positions are filled.

**It is understood that your circumstances may change during the interview process.** **Please be sure to share any updates relevant to your situation such as your employment status and current location throughout the process.**

*Diversity enriches research and promotes the best healthcare. We are committed to building and sustaining an equitable and inclusive environment for our Center. We encourage individuals whose backgrounds or interests align with this commitment, as well as individuals from all backgrounds that are underrepresented in research, to apply.*

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**Please format your resume according to the following guidance for federal submission:**

* + The USAJobs [website](https://www.usajobs.gov/help/faq/application/documents/resume/what-to-include/) has tips on submitting a resume for a federal position. Some of the following items come from that guidance.
  + List all relevant and previous employment in an easy-to-read format
  + List all degrees and years obtained (i.e., MPH or MS, BA or BS, etc.)
  + For each past job or position held, include the following information:
    - * 1. Employer name and address
        2. Salary (if unpaid, list as “$0/hour”) and number of hours worked
        3. Supervisor name and contact information
        4. Permission to contact supervisor: Yes/No
        5. Internships that you received academic credit for should also be listed
        6. Any internships that were not paid and you did not receive academic credit for should be listed in a separate volunteer section
  + Highlight and elaborate on your research and healthcare experience and related academic and presentation/publication achievements, spelling out abbreviations and explaining any terms and jargon from your background. Consider a non-research audience when describing your experiences. It is acceptable for your resume to be longer than 1-2 pages as federal resume are typically quite thorough and detailed. **Please provide as much detail as you can.**