**ERIC Research Coordinator**

**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 Coordinators** 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:**

* Develop and maintain study databases
* Develop, implement, and maintain standard operating procedures and study materials
* Prepare and track IRB submissions and other regulatory documents
* Prepare reports and presentations for local and national research meetings
* Conduct quality control procedures such as consent form audits, documentation tracking, and data reconciliation and support Center-wide and CSP-wide research quality control and safety efforts
* Perform data collection and data entry as described in research protocols

**Qualifications for all positions:**

* Education Requirements:
  + BA/BS in a scientific- or health-related field and 3-4 years of work experience in clinical, epidemiological, or health services research *required* **OR**
  + Master’s or higher degree in a scientific- or health-related field *required* and 1-2 years of work experience in clinical, epidemiological, or health services research *preferred*
* Proficiency in Microsoft Office programs (e.g., Word, Excel, PowerPoint, and Outlook) *required*
* Excellent communication and interpersonal skills with the ability to collaborate with a diverse group of researchers and staff
* Experience with customer service, particularly by telephone and e-mail
* Strong attention to detail and organizational skills
* Solid problem-solving and critical thinking skills
* Excellent time management skills
* Ability to adapt to changing priorities and timelines
* Experience with data management systems (e.g., REDCap, Microsoft Access) *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
* 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:

* Provide research support to Center PIs, researchers, and study teams as needed
  + Coordinate research mailings for study participant recruitment and enrollment
  + Collaborate with study teams to maintain required regulatory documentation and manage IRB submissions
* In collaboration with other CSP centers, develop Center-wide and CSP-wide research operational documents and procedures and fostering collaboration among study teams
* Organize, document, and manage human subjects research trainings for research staff to ensure compliance with research study and VA regulations

Digital Team

The **Digital Team** supports Center and CSP-wide research activities through the management of various research websites and intranet sites.

Digital Key Duties:

* Create new and edit existing research resources on VA websites and intranet sites
* Document research operations processes
* Maintain content consistency using a style guide and governance practices
* Develop and managing a governance plan
* Synthesize human subjects research policies and guidance
* Advocate for plain language, including guiding staff through work adjustments to meet VA requirements
* Conduct fact finding and follow-ups on content ideas to ensure accurate material

Additional Digital Qualifications:

* Experience publishing material through a web platform, such as through a blog, previous job, volunteer work, or as part of education
* Ability to advocate for and write using principles of plain language, user experience (UX) writing, and writing for the web
* Demonstrated building of systems and processes that support attention to detail and quality control
* Strong skills with Microsoft Office SharePoint and OneNote
* Confidence with web technology, especially problem solving within a space that’s bound by regulatory restrictions
* Demonstrated curiosity and willingness to learn

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 Grade 9. 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. Consider a non-research audience when describing your experiences, spelling out abbreviations and explaining any terms and jargon from your background. 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.**