Research Coordinator

The Seattle Epidemiologic Research and Information Center (ERIC) hires high-caliber individuals to advance state-of-the-art epidemiologic research to improve the health and well-being of Veterans. The Center is a supportive environment that encourages collaboration, innovation, and professional growth while conducting high-quality research.

The Seattle ERIC is one of five epidemiologic centers within the national Cooperative Studies Program (CSP) at the Department of Veterans Affairs (VA). Together these centers implement the CSP Epidemiology Analytics Resource (CSPEAR), a national initiative to support decision-making within the VA Office of Research & Development (ORD). CSPEAR provides summary epidemiologic data on Veterans' disease burden and treatment to help inform VA research priorities and anticipate future health care issues.

We are currently accepting applications for a full-time Research Coordinator to support CSPEAR and other epidemiologic projects coordinated by the Center. The position provides day-to-day operational, administrative, and scientific support to projects. Duties are under the supervision of the CSPEAR Project Manager.

Key responsibilities include the following:

▪ Provide daily operational/administrative support to meet project objectives;
▪ Assist with the development of project protocols, standard operating procedures, and other documentation;
▪ Schedule and prepare for local and national meetings;
▪ Prepare and present scientific reports and visual presentations to project leadership and investigators;
▪ Build and maintain professional relationships with project staff, investigators, and collaborators across CSP and other VA entities;
▪ Assist with maintaining and updating project databases and websites; and
▪ Other duties as assigned.

Ideal candidates will have the following attributes:

▪ Masters-level degree in a public health or scientific research-related field such as epidemiology;
▪ 1-4 years of experience in clinical, epidemiological, or health services research;
▪ 1-4 years of experience with research compliance and regulations;
▪ Familiarity with administrative and health record data preferred;
▪ Demonstration of strong organizational and analytic skills;
▪ Excellent written, verbal, and interpersonal communication skills and the ability to work effectively in a team setting; and
▪ Proficiency in MS Word, Excel, PowerPoint, and Outlook required; experience with MS SharePoint, Access, and Publisher preferred.

Candidates must be US citizens. Candidates' experience and education will be evaluated to determine eligibility at the General Schedule (GS) level 9.

Please send a cover letter and resume to SeattleCSPEC@va.gov. Applications will be accepted until the position is filled; however, materials received by December 4, 2018 will be considered first.