

Interested in helping to 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 two full-time entry-level Research Assistants (RA).

Key responsibilities include the following:

- Provide daily operational/administrative support to meet research objectives
- Conduct recruitment telephone calls to research participants
- Assemble informational and recruitment mailing packets to research participants
- Assist with the development of study materials, IRB documentation, and standard operating procedures
- Schedule and prepare materials and agendas for local and national meetings
- Assist with maintaining and updating study databases

To apply, send a cover letter and a resume to SeattleCSPEC@va.gov. Applications will be accepted and reviewed until the positions are filled; however, materials will be considered starting August 20, 2018.

Ideal candidates for the advertised positions will have the following attributes:

- Candidates must be US citizens
- BA/BS degree in physical or social sciences or a research-related field
 - Or AA/AS with related work experience
- Experience with customer service, particularly by telephone
- Strong organizational skills; excellent written and verbal communication skills
- Proficiency in MS Word, Excel, PowerPoint, and Outlook

Salary will be based on the candidate's experience and education. Salaries for these positions range from grades GS-5 through GS-7.

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>.