



## **CHARLESTON RESEARCH INSTITUTE POSITION #2012-040**

**Title:** Veteran PTSD Community Liaison

**Location:** Charleston, SC

**Classification:** Regular Part-Time (20 hours/week))

**Salary:** Negotiable

### **Duties:**

- Coordinating community based participant recruitment and enrollment activities
- Updating study staff weekly about community referrals
- Screening potential participants for study eligibility
- Completing necessary paperwork for referrals
- Responsible for filing and organizing study-related paperwork and documentation

### **Supervision:**

- Reports directly to Principal Investigator

**Company Information:** The sole purpose of Charleston Research Institute is to advance the research mission of the Department of Veterans Affairs, and specifically the Ralph H. Johnson VA Medical Center, Charleston, South Carolina through the support of research-related activities.

### **Qualifications and Hiring Criteria:**

Level of Education: BS

Experience: Previous administrative work in a mental health-related field, basic knowledge of SPSS and Microsoft Office. Requires travel; must have SC Driver's License.

Fax signed and completed application with the position number to:

Charleston Research Institute

Attn: Executive Director

(843) 277-2285

*Charleston Research Institute is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.*