



CHARLESTON RESEARCH INSTITUTE POSITION #2013-051

Title: Research Coordinator

Classification: Full time

Salary: Negotiable

Duties & Responsibilities:

- Prepare human subjects compliance documentation, which includes IRB submissions, amendments, and continuing reviews
- Compliance with VA R&D and other regulatory activities
- Develop procedures for data collection, data management, and data entry
- Complete, file and organize study-related paperwork and documentation
- Assist the PI with other project relevant tasks as needed
- Procure necessary supplies while adhering to the policies of the organization
- Meet with study participants in person and via telephone according to the treatment protocol outlined in the intervention protocol of the study
- Complete the shorter questionnaires outlined in the assessment schedule, including inquiries about suicidality each session
- Perform phlebotomy/venipuncture procedures
- Supervise Research Assistant I
- Assist in the preparation of manuscripts, abstracts, posters, Power Point presentations

Supervision: Reports directly to Principal Investigator

Qualifications and Hiring Criteria:

- Bachelor of Science degree
- You must be a U.S. citizen to apply for this job and are subject to a background/suitability investigation.

Experience:

- Minimum 2 years research experience
- Knowledge of MS Office Products (Excel, Word, Power Point, Access and Outlook)
- Must be able to work independently

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 VAMC, Charleston, South Carolina through the support of research-related activities.

Fax signed and completed application with the position number, declaration for federal employment, and WOC appointment request form 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 by federal, state, or local laws.