

Research Assistant

Kaiser Permanente: Division of Research

POSITION TYPE: Full-Time

NUMBER OF OPENINGS: 1

COMPENSATION TYPE: Hourly

JOB FUNCTION: Research

APPROX HOURS/WEEK: 40

JOB DESCRIPTION

The Clinical Research on Emergency Services and Treatments (CREST) Network is a multi-center, collaborative network at Kaiser Permanente that encourages, enables, and executes research in emergency medicine. More information can be found at: www.kprest.net.

The CREST Network is hiring a Research Assistant. The ideal timeline for this position is full time beginning May/June 2023, and with a *preferred two-year commitment*. Job tasks will include the following:

- Provide assistance to physician investigators and network project manager on a range of emergency medicine-related research studies
- Support grant preparation and submissions
- Perform literature searches, retrieve journal articles, and organize references for publications
- Assist with tables, figures, and references for study publications
- Proofread and copyedit page proofs and presentations
- Track study enrollment, maintain databases, and generate reports in Excel
- Keep accurate records and files with attention to detail
- Attend weekly staff meetings; write and distribute detailed meeting minutes
- Help maintain and update website
- Assist with Institutional Review Board submissions
- Perform additional administrative tasks as necessary, including but not limited to scheduling study team meetings, ordering supplies, processing expense reports
- May review questionnaires for completeness and accuracy, check for inconsistencies, and code open-ended questions
- May contact study participants and conduct phone and/or email surveys
- May participate in the production of manuscripts and abstracts and present research findings at national conferences
- This position will be based at the Kaiser Permanente Division of Research in Oakland with possible option to work remotely

QUALIFICATIONS

- Candidates will have strong communication skills, attention to detail, ability to work both collaboratively and independently, strong critical thinking skills, and interest or experience in projects involving emergency medicine research and dissemination.
- Bachelor's degree or equivalent experience in science, public health, or related field required
- Previous experience in a research/health care environment preferred
- Excellent interpersonal and communication skills required
- Professional manner with a high degree of courtesy and sensitivity required
- Previous interviewing or other patient-facing experience preferred
- Working knowledge of research methodology and study design preferred
- Ability to design questionnaires and interpret data strongly preferred
- Previous experience using MS Office, PubMed, EndNote, and working with references, tables, and figures preferred

ALONG WITH YOUR RESUME PLEASE SUBMIT

Cover Letter

DURATION

Two-year commitment strongly preferred. Position may continue pending grant/contract funding.

LOCATION

Oakland, California / online

COMPENSATION DETAILS

Based on experience

CONTACT INFORMATION

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