

## Research Assistant

### Kaiser Permanente Division of Research

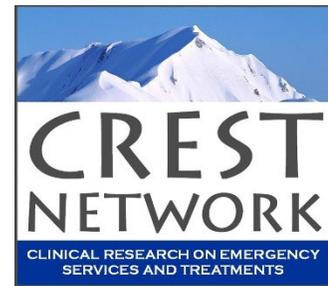
POSITION TYPE: Full-Time

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's Division of Research that encourages, enables, and executes research in emergency medicine. More information can be found at: [kpcrest.net](http://kpcrest.net).

The CREST Network is hiring a Research Assistant. The ideal timeline for this position is full-time beginning June 2026, with a *preferred two-year commitment*. Job tasks include the following:

- Assist physician investigators, research scientists, and network project manager on a range of emergency medicine-related research studies
- Support grant preparation and submissions
- Prepare publication-ready tables, figures, and references for manuscripts, abstracts, and presentations
- Assist with manuscript submissions and help coordinate revisions, ensuring adherence to journal-specific formatting and guidelines
- Proofread and copyedit journal page proofs and meeting presentations
- Perform literature reviews, retrieve journal articles, and organize references using reference management applications (e.g., Zotero)
- Track study enrollment, maintain databases, and generate reports in Excel; assist with distribution of incentives for research participants
- Keep accurate records and files with attention to detail, ensuring version control and accessibility for study teams
- Prepare agendas, attend weekly staff and study team meetings, document action items, and distribute detailed meeting minutes
- Help maintain and update network website
- Assist with Institutional Review Board submissions
- Perform additional administrative tasks as necessary, including but not limited to: scheduling study team meetings, ordering supplies, and processing expense reports
- Review questionnaires for completeness and accuracy, check for inconsistencies, and code open-ended questions as needed
- Contact study participants and conduct phone and/or email surveys as needed
- Assist with the production of study abstracts, posters, and presentations; support dissemination of research findings at regional and national conferences as needed
- Position location is flexible between remote and the Kaiser Permanente Division of Research offices in Pleasanton, CA

## **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, and working with references, tables, and figures preferred

## **TO APPLY, EMAIL COVER LETTER AND RESUME TO:**

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