

## 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.kpcrest.net](http://www.kpcrest.net). The CREST Network is looking to hire a Research Assistant. The ideal timeline for this position would be full time beginning June 2019, with part-time availability (to be discussed) beginning in May 2019, and with a preferred two-year commitment. Job tasks will include the following:

- Assist with research projects for the emergency medicine research network, including but not limited to: scheduling of study meetings, grant application submissions, database maintenance, conducting phone surveys, and reporting study data
- Collect emergency department core data measurements according to specific requirements and assist in preparing summary reports for the research team
- Assist in literature searches and retrieval of journal articles
- Assist with tables, figures, and references for study publications
- Assist in tracking study participants
- Enter data into Excel databases and generate reports
- Keep accurate records and files
- Attend weekly staff meetings; write and distribute detailed meeting minutes
- Order supplies and process expense reports
- May conduct structured telephone interviews with study participants
- May review questionnaires for completeness and accuracy, check for inconsistencies, and code open-ended questions
- May participate in the production of manuscripts and abstracts and present at national conferences
- Help maintain website
- Perform additional administrative tasks as necessary
- This position will be based at the Kaiser Permanente Division of Research in Oakland

### QUALIFICATIONS

- Bachelor's degree or equivalent experience in science, public health, or other related field required
- Previous experience in a research/health care environment preferred
- Training, experience or interest in emergency medicine research preferred
- Strong knowledge of computer applications, such as word processing, spreadsheets, and database applications required
- Excellent interpersonal and communication skills required
- Professional manner with a high degree of courtesy and sensitivity required
- Extremely well organized and detail oriented 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 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

**COMPENSATION DETAILS**

Based on experience

**CONTACT INFORMATION**

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