

**Organization:** Seattle Institute for Biomedical and Clinical Research (SIBCR)  
**Position Title:** Clinical Research Assistant  
**Job Class:** Non-Exempt  
**PIs:** David H. Au, MD, MS; Laura Feemster, MD, MS

## **POSITION DESCRIPTION**

### **Summary:**

The Clinical Research Assistant will work as a key team member on a series of pulmonary studies based at the VA Puget Sound Health Care System Center of Innovation, including trials sponsored by the American Lung Association Airways Clinical Research Centers. This position will require an individual who understands the principles of scientific investigation and clinical trials and is capable of in-depth understanding of the study protocol. The candidate must possess strong scientific, organizational, and interpersonal skills. A BA/BS or higher is required, with a degree in a science-related field strongly recommended. The position is full-time, Monday through Friday approximately 8:00 – 4:30 pm. Salary will be based according to the applicant's research experience and includes benefits (\$41,600-\$49,300/year).

### **Responsibilities may include:**

- Provide daily operational support
- Support recruitment, screening, enrollment, consent, and follow-up of clinical trial participants according to study protocols, including:
  - reviewing medical charts
  - conducting study visits
  - administering questionnaires
  - measuring participant vital signs including height, weight, and blood pressure
  - timely and accurate data entry
  - preparing participant mailings
  - tracking study activities
- Ensure compliance with applicable IRB, human subjects, and data security guidelines and regulations
- Assist with development and maintenance of databases and files
- Prepare written reports and document procedures

### **Position Requirements:**

- BA/BS in scientific or health related field
- Experience in human subjects research (2+ years preferred)
- Outstanding organizational and communication skills
- Keen attention to detail
- Ability to work in a collaborative team environment

### **Desirable Knowledge and Experience:**

- Health care or clinical research experience
- Experience with electronic medical record systems
- Knowledge of research compliance regulations
- Experience using Microsoft applications including Outlook, Word, Excel, and Access
- Experience using a reference manager

Diversity enriches research and promotes the best healthcare. We are committed to building and sustaining an equitable and inclusive environment. We encourage individuals whose backgrounds or interests align with this commitment, as well as individuals from all backgrounds that are underrepresented in research, to apply.

**Learn more about:**

- Center of Innovation: <https://www.seattledenvercoin.research.va.gov/>
- ACRC: <https://www.lung.org/research/airways-clinical-research-centers>

**To Apply:**

- Submit resume and cover letter (**required**) to [jobs@sibcr.org](mailto:jobs@sibcr.org)
- We will not review applications submitted without a cover letter
- If you have any questions about this application, please email [jobs@sibcr.org](mailto:jobs@sibcr.org)