

Clinical Research Assistant at the Palo Alto Veterans Institute for Research

Palo Alto Veterans Institute for Research (PAVIR) supports the nation's second largest research program conducted among the VA Hospitals and is looking for a full-time **Research Assistant**. The Research Assistant will manage the day-to-day conduct of a post-traumatic stress disorder (PTSD) and sleep disorder clinical trial. Duties will include assisting the PI with overall management and coordination of the study, including the preparation, review, and editing of study materials and activities related to the Stanford IRB and DoD sponsor reports.

Schedule: Work from home is acceptable. Expected to be onsite at Menlo Park two days per week.

BENEFITS

PAVIR offers **generous benefits**, including comprehensive health insurance, vision, dental, **14 paid holidays**, paid vacation time, sick pay, a **401(k) with a fully vested 6% company match and 3% profit share**, a wellness program, commuter benefits, and professional development training. Plus, we pay for life, short-term disability, and long-term disability insurance.

JOB RESPONSIBILITIES

- Ensure the study standard operating procedures relating to data collection, study training, and implementation intervention activities are being followed;
- Help with the preparation, review, and editing of study materials;
- Prepare IRB amendments and reports;
- Prepare sponsor reports;
- Perform literature search and assist with the dissemination of study findings;
- Coordinating day-to-day project and office activities;
- Communicate any deviations, including delays, in a timely fashion;
- Assist with other study-related duties as needed.

QUALIFICATIONS

- **Required:** Bachelor's degree or equivalent experience;
- 0 - 2 years of experience supporting research activities (may include experience accumulated while completing a college degree);
- **Preferred:** Statistical analysis expertise and experience with IRB preparation and maintenance strongly preferred. Leadership experience preferred;
- Organized, detail-oriented, self-directed, and dependable;
- Strong time management skills and ability to prioritize workload;
- Ability to work as part of a team;

- Excellent Microsoft Office computer skills;
- Able to learn VA regulations and procedures regarding research;
- Effective interpersonal skills, excellent verbal communication and written skills.

ABOUT PALO ALTO VETERANS INSTITUTE FOR RESEARCH (PAVIR)

PAVIR facilitates research and education activities conducted at the VA Palo Alto Health Care System. At PAVIR we work with more than 160 uniquely talented medical scientists. We recruit and retain talented employees who believe in making a difference in the lives of others through innovative health research.

READY TO JOIN OUR RESEARCH TEAM?

If you feel that you would be right for this job, please fill out our initial **3-minute, mobile-friendly application**. We look forward to meeting you!

PAVIR is a nonprofit foundation affiliated with the Veterans Affairs Palo Alto Health Care System (VAPAHCS). As a condition of employment, all PAVIR employees are required to have an approved appointment with VAPAHCS and **complete a background check before they can commence work**.

PAVIR is pleased to be an Equal Opportunity Employer. Minorities, Women, Veterans, and Individuals with a Disability are encouraged to apply. We welcome and encourage diversity in the workplace regardless of race, color, religion, age, gender, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law. If you need special assistance or an accommodation to apply for a posted position, please contact jobs@pavir.org - Human Resources department.

[Apply here!](#)