
Research Assistant – Non-Exempt
Boston VA Research Institute, Inc. (BVARI)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Working under general supervision of the Principal Investigator, Jennifer Wachen, Ph.D., the Research Assistant will support a recently funded project to develop and study an online-delivered, self-directed version of cognitive processing therapy for PTSD in a randomized controlled trial with a Veteran sample. The Research Assistant will assist with the study team with the day-to-day operations and implementation of all research procedures and systems, including regulatory requirements, coordination of content development for the intervention across sites, recruitment and participant tracking, and data management. The Research Assistant will assist with report generation and will conduct literature reviews for manuscript production. Opportunities exist for collaborations for professional presentations and publications.

SUPERVISION RECEIVED:

Reports to Principal Investigator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides coordination and support to applied research projects
- Works with the Investigator on grant-funded studies in the area of PTSD in Veterans and military personnel
- Provides support with research operations, regulatory submissions, data entry and management, report writing, and project management.
- Recruits, schedules, and consents participants
- Assists with development and submission of new grant proposals.
- Handles multiple projects within a rich research environment and is open to challenge and change

ADDITIONAL RESPONSIBILITIES

- Performs general program support work such as the collection, compilation, research, and/or tracking of data and program information.
- Contacts study participants throughout study and conducts brief assessment measures.
- Performs literature searches and literature reviews and assists with presentations and manuscript preparation.
- Reviews and evaluates documents/reports and/or applications for omissions and inconsistencies, and ensures data is complete and accurate.
- Maintains file system of program specific data to track milestones, progress reports and funding accomplishments.
- Communicates with study sites via telephone and e-mail disseminating study related information.
- Maintains study files and study binders
- Maintains recruitment database and data entry
- Keeps meeting minutes and disseminates them to the study sites.

QUALIFICATIONS

- Bachelor's degree in psychology or other related fields preferred
- 1-2 years of experience in human subject research preferred
- Well organized and detail-oriented
- Excellent written and verbal communication skills
- Computer and database skills preferred
- Committed to high quality work
- Demonstrated experience in managing study projects
- Should be enthusiastic and highly self-motivated, able to work independently

Please note we are unable to provide work authorization and/or visa sponsorship.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The employee must be a resident of Massachusetts upon start date.

Selected Service

If you are male application born after December 31, 1959, you must certify that you have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.

Physical Demands

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee frequently is required to stand; walk; use hands; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 4:30 p.m.

Travel

No travel is expected for this position.

Work Authorization/Security Clearance

An employee in this position must complete all appropriate background checks at the time of hire and periodic reappointment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Equal Opportunity Employer

Boston VA Research Institute provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absences, compensation, and training.

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