Call for Applicants
Clinical Research Coordinator

JOIN OUR TEAM
We seek an outstanding Clinical Research Coordinator.

This full-time position is intended to support mental health research at the White River Junction VA under the direction of Dr. Paul Holtzheimer. The position is through the Veterans Education and Research Association of Northern New England, Inc. (VERANNE). The office will be located at the VA Medical Center in White River Junction, VT. This position is anticipated to be available through May 31, 2024, with the possibility of extension depending on research funding and for the right candidate.

Responsibilities
• Recruit participants
• Consent patients for research studies
• Administer assessments
• Maintain and track study data
• Communicate with the local IRB

General Qualifications
• Bachelor’s or Graduate degree in a discipline grounded in scientific method and data analysis (e.g., STEM, health sciences, public health, or social science)
• Ability to adapt to a changing environment and handle multiple priorities
• Experience working directly with patients in a healthcare setting
• Excellent writing, organizational, and analytical skills
• Excellent interpersonal and communication skills and ability to work effectively as a team member.
• Strong ability to organize, take initiative and operate independently with minimal direction.
• Strong resource information skills with library and internet search engines.
• Mastery of MS Excel, Word, and PowerPoint.
• Mastery of the English language and elements of technical writing needed for dissemination of results.
• Meticulous attention to detail and ability to prioritize own work and to adjust priorities as necessary.
• Ability to maintain confidentiality of information.
• Ability to interact with project team members with high degree of tact, discretion and sensitivity to participant concerns.
• Willing to travel on occasion for project meetings and other activities.
• Commitment to diversity and to serving the needs of a diverse community.

Preferred Qualifications:
• Prior experience working in a medical or mental healthcare setting.
• Experience conducting interviews and observation for data collection.
• Experience contributing to formal reports, presentations and technical paper writing.
Benefits

- Competitive salary, commensurate with experience.
- Benefits package to include medical coverage, 401K retirement plan, paid vacation and holidays.

APPLICATION MATERIALS

Qualified applicants should send a cover letter describing their career goals and qualifications for the position, a CV, and contact information for three references.

It is the policy of VERANNE to provide Equal Employment Opportunity with regard to all terms and conditions of employment. VERANNE complies with federal and state laws prohibiting discrimination on the basis of race, religion, color, nationality, sex, sexual orientation, gender identity, age, ancestry, disability, pregnancy, genetic information, military service, or any other classification protected by applicable law. VERANNE may only employ individuals who are legally authorized to work in the United States as established by providing documents as specified in the Immigration Reform and Control Act of 1986, if hired. Post-offer of employment, candidates may be subject to a pre-employment background check, consistent with applicable state and federal law. A separate disclosure and authorization form will be provided to prior to any background check.

Interested applicants should direct inquiries and materials to:

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