



## **CHARLESTON RESEARCH INSTITUTE POSITION #2018-009**

**Title:** Research Assistant I

**Classification:** Regular Part-Time (16 hours/week)

**Salary:** TBN

### **Duties & Responsibilities:**

- Assist with all phases of data collection and entry
- Assist with subject recruitment
- Maintain regulatory binder
- Obtain informed consent
- Assist with regulatory duties
- Responsible for project management and monitoring subject flow
- Collect medical histories, vital signs, ECG's, POC testing, etc.
- Collection of specimens (blood, urine)
- Complete other tasks as requested by PI.

### **Supervision:**

Report directly to Principal Investigator

### **Qualifications and Hiring Criteria:**

- You must be authorized to work in the US to apply for this job and are subject to a background/suitability investigation
- Level of Education: Bachelor's Degree
- Minimum three (3) years clinical research experience
- Knowledge of MS Office Products (Excel, Word, Power Point, Access and Outlook) required
- Must be able to work independently

**Company Information:** Charleston Research Institute (CRI) supports the research-related activities of the VA (principally the Ralph H Johnson VA Medical Center) while enhancing its revenue and sustainability.

Email signed and completed application with the position number to:

Charleston Research Institute

Attn: Executive Director

[kelly@chsri.org](mailto:kelly@chsri.org)

*Charleston Research Institute is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable by federal, state, or local laws.*