

CREATE Project Coordinator

Salary Range: GS 0601 09 (\$53,496 - \$69,539)
Houston Health Services Research and Development,
Center of Excellence
Michael E. DeBakey VA Medical Center

The Project Coordinator will be responsible for coordination and management of a study that will develop an automated communication aid for use by staff in primary care settings. This communication aid will assist with beta blocker titration in patients with congestive heart failure seeking care in a VA Network made up of 7 hospitals and over 30 outpatient clinics. This candidate will join a multidisciplinary team of clinicians, researchers, a health economist, and informatics experts in Natural language processing.

Tasks and Responsibilities

- Prepare and organize meetings and agendas across all study sites whose members are dispersed in multiple locations across the country.
- Serve as the first line of communication for the project to team members and outside contacts.
- Document important team decisions, goals, and milestones.
- Assist with writing and organizing data.
- Monitor IRB and data security requirements and assist with related communication and submissions
- Organize and update the research study binders as needed.
- Participate in preparation for abstract, presentation, and manuscript submissions.

Additional tasks include conducting thorough searches of the literature, summarizing of the literature, and gathering reference materials for publications. Authorship on manuscripts and abstracts is possible, but not required. The coordinator will be involved in aspects of future grant submissions. S/He will perform other job-related duties as assigned.

Qualifications:

- Master's degree in public health, science, or related area strongly preferred. Those currently enrolled in a master's degree program in public health will also be considered.
- Two to four years of research experience preferred.
- Must be able to communicate well, orally and in writing.
- Must be computer literate and have experience using Microsoft Office software including Outlook, Word, Excel, and Powerpoint.
- A successful candidate will have good interpersonal skills, high attention to detail, ability to stay well organized and meet timelines, ability to work independently and make informed decisions as needed, seek further clarification from PI and co-PI as needed, and ability to think creatively when troubleshooting.

Additional Qualification:

- Applicants must be a **United States Citizen**. Permanent residents are not eligible.
- Ability to work effectively as a member of an interdisciplinary team.
- Excellent interpersonal and communications skills in both written and spoken English.

Contact:

Interested applicants should e-mail resume and cover letter to Ms. Melissa Knox, Overall CREATE Coordinator, MEDVAMC HSR&D at melissa.knox@va.gov. Please reference "CREATE Project 4" in the subject line.