

Program Assistant

This is a full-time position in the Center for Health Care Evaluation (CHCE), a mental health services research center affiliated with the Department of Veterans Affairs (VA) and Stanford University School of Medicine. The successful candidate will be involved in providing support to research staff. Tasks include developing, documenting, and maintaining administrative databases and files to track the status of grants, progress to date, publications, funding and budgets, and other administrative recordkeeping; conducting bibliographic searches; developing and maintaining systems to ensure that projects comply with administrative policies, procedures, and requirements of the research office, Institutional Review Boards, and data security guidelines; summarizing data in tables and graphs, and providing assistance with the preparation of project-related reports and presentations for professional meetings. The successful candidate will be involved in working with a diverse group of friendly and collegial research staff. The mission, activities and staff of CHCE are described in detail on our website (www.chce.info).

REQUIRED: U.S. citizenship, social or health-related science BA/BS. Experience in a research setting preferred, as is a strong detail orientation, accurate recordkeeping skills, and excellent interpersonal and organizational skills.

Salary: \$44,976 - \$55,015 (DOE) plus federal civil service benefits. Please submit cover letter and resume to: VAPAHCS-RHSS (152), 795 Willow Road, Menlo Park, CA 94025 or FAX: 650.617.2736 or chcejobs@live.com