Research Data and Biospecimen Repository Project Manager

Are you interested in helping to improve the health and care of our United States Veterans through meaningful work in a collaborative environment? The **Department of Veterans Affairs (VA) Cooperative Studies Program (CSP)** is a nationally-renowned program that produces innovative solutions to Veteran and national healthcare problems through multi-site research studies.

The **Seattle Epidemiologic Research and Information Center (ERIC)** is a CSP epidemiology center conducting state-of-the-art health research on Veterans. The ERIC is seeking a full-time **Project Manager to support the CSP Data and Biospecimen Repository ('CSP Repository')** under the Integrated Veteran Epidemiologic Study Data Resource (INVESTD-R) open science initiative.

The INVESTD-R team is developing the CSP Repository, a new program-wide repository to enable storage, sharing, discoverability, and re-use of resources from multiple CSP studies. Its research repository will responsibly share CSP data and biospecimens with qualified investigators for secondary research. It will also include a participant registry that supports the recruitment of participants into future research studies.

The Project Manager will manage the CSP Repository under the direction of the INVESTD-R Program Manager. A successful candidate is a self-starter with proven ability to manage complex projects, strong communication skills, and a keen attention to detail who can help build the repository from the ground up and manage its activities as it matures.

Key duties:

- **Working with the INVESTD-R team to develop and expand the repository as interest grows**
    - Creating and maintaining written policies, protocols, and procedures
    - Assisting with the design of the repository's data management and tracking systems
    - Developing and implementing effective quality control standards to ensure repository holdings are accurate and well-managed
    - Devising strategies and workflows for repository operations

- **Managing the CSP Repository's day-to-day operational activities**
    - Monitoring and tracking key documentation and records, such as IRB documentation and data use agreements
    - Managing the ingestion, maintenance, and provision of the repository's data and biospecimens in close collaboration with CSP study teams, data managers, and technical experts
    - Ensuring and facilitating compliance with the requirements outlined in relevant regulations, policies, access agreements, licenses, and contracts
    - Overseeing initial recruitment activities to enroll participants in research studies
    - Organizing relevant trainings and meetings with personnel responsible for carrying out the repository protocol

- **Serving as a liaison between INVESTD-R and key stakeholders**

- o Working closely with all stakeholders to ensure effective collaboration, such as repository staff, study teams, lab personnel, and oversight bodies
- o Serving as the first point of contact for investigators requesting access to the repository (i.e., answering general inquiries, fulfilling requests, and providing other support)

Qualifications:
- Masters-level degree in a public health or scientific research-related field and/or 4-6 years of relevant work experience (e.g., human subjects research, repository management, information management)
- Self-starter with demonstrated ability to effectively lead and manage complex projects
- Experience building internal systems that support attention to detail and quality control
- An ability to understand and clearly communicate complex regulations and procedures
- Excellent communication and interpersonal skills with the ability to collaborate with a diverse group of people with a wide range of professional backgrounds and expertise
- Proficiency in Microsoft Office programs (e.g., Word, Excel) required; experience with Microsoft Access, REDCap, and SharePoint programs preferred

About INVESTD-R, Seattle ERIC, and VA Cooperative Studies Program (CSP)
The Seattle ERIC is a research center within the VA Puget Sound Health Care System that works to improve the health and care of Veterans through epidemiologic research. We are part of the VA CSP, a national VA research group of 12 epidemiology and clinical trial research centers. The Seattle ERIC is 1 of 2 centers managing the INVESTD-R open science initiative. INVESTD-R is spearheading VA CSP's efforts to expand access to research resources produced by Veteran-focused studies.

Learn more at:
- Seattle ERIC website: https://www.seattle.eric.research.va.gov/
- INVESTD-R website: https://www.vacsp.research.va.gov/vacspresearch/CSPEC/studies/INVESTD-R/Main.asp
- VA CSP website: https://www.vacsp.research.va.gov/

Application information:
Candidates must be U.S. citizens. Education and experience will be evaluated by Human Resources to determine if the top candidate meets the criteria for the GS-11 level. The General Schedule (GS) salary table for Seattle can be found on the Office of Personnel Management website at opm.gov.

Please send a cover letter and resume to SeattleCSPEC@va.gov. Applications will be accepted until the position is filled; however, materials received by February 28, 2020 will be considered first. Only complete applications will be considered.