Full time:

The Henry M Jackson Foundation (HJF) is seeking **Clinical Research Assistants II** for the Norovirus Clinical Trial Research Program located at the Naval Hospital located in Great Lakes, Illinois. HJF provides scientific, technical and programmatic support services to the Norovirus Clinical Trial Research Program.

**Responsibilities**

1. Provides research services, administrative support, and assistance to the Clinical Research Study Site Coordinator, Principal Investigator(s), and other assigned study personnel to facilitate biomedical human research protocols.
2. Meets with potential research subjects to explain the research project in detail and determine if subject meets study eligibility based on the protocol’s delineated inclusion and exclusion criteria.
3. Enrolls eligible subjects into the study by obtaining a fully completed signed/written informed consent document, in accordance with Good Clinical Practices.
4. Consistently administers enrollment Case Report Forms for each study subject; ensuring 100% accuracy.
5. Serves as a ‘study buddy’ for enrolled subjects, directing them through the enrollment process – eventually returning the enrolled subject back to their unit.
6. Deliver laboratory reports and data to Clinical Research Study Site Coordinator, Principal Investigator(s), and other assigned study personnel
7. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:** Knowledge of conducting interviews and surveys; ability to review documentation for completion; ability to understand and utilize medical terminology in oral and written communications; ability to meet timelines of projects in a team environment; excellent communication, organization, and prioritization skills.

**Minimum Education/Training Requirements:** Bachelor’s degree in a scientific discipline

**Minimum Experience:** 2 to 4 years recent experience required.

**Physical Capabilities:** Long periods of standing and sitting; handling various chemicals.

**Work Environment:** Office and clinic environment

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Vice President of Human Resources.

HJF is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

To complete an application:

**DIRECTIONS:**


2. Sign In to access your account or if you are not an existing user select the Register Here / Register Now link to create one.

3. Review the job description and select the Apply button to begin your application.