

Denver Research Institute (DRI) serves as the nonprofit research management organization affiliated with the VA Eastern Colorado Health Care System. It is dedicated to research and its associated educational and scientific endeavors.

**POSITION DESCRIPTION:** Administrative Officer in Denver, CO for the Seattle-Denver Center of Innovation (COIN) for Veteran-Centered and Value Driven Care

## INTRODUCTION

### Primary Purpose:

The position's major responsibilities are to provide research support assistance and management of regulatory requirements on behalf of the Center of Innovation (COIN). Duties are conducted in consultation with the Director of the COIN. This position is located in the Eastern Colorado Health Care System's COIN to Improve Veteran-Centric and Value-Based Care, Denver, Colorado.

## MAJOR DUTIES

### Regulatory Oversight

**30 Percent**

Manage multiple investigator-initiated grants and research career development awards by ensuring compliance with VA and Federal regulations and VA Office of Research & Development mandates and reporting requirements. Oversee the IRB/HIPAA approval/renewal processes for all COIN projects. Develop and manage all documents required by VA Central Office and serve as liaison to HSR&D Annual Report Team (ART).

### Project Management, Financial Management and Data Control

**40 Percent**

Perform project management duties for the COIN's projects and studies by establishing and maintaining workflows, databases, performance measures, cost analyses, accountability measures, and program review. Perform tracking, budgeting, reconciliation and financial management for the COIN and all of its funded projects and resolve all issues related to WOC and IPA appointments to the COIN's projects. Ensure that all office desktop and laptop computers comply with VA-mandated security protocols. Ensure that all VA data used in the COIN's studies is kept under secure conditions and that off-site computers where VA data resides comply with the security mandates of the VA. Facilitate recruitment of new COIN investigators by working with VA HR in developing position postings and screening CVs submitted by candidates. Manage all contracts, payments and reimbursements for the COIN's contractors and vendors. Procure all office supplies and equipment. Coordinate and supervise office relocations.

### Communication/Information Dissemination Activities

**30 Percent**

Establish, implement, and evaluate methods to support the internal communication and collaboration of COIN investigators in order to achieve COIN program goals. Develop written and visual materials that transmit information concerning the nature and purpose of the COIN or concerning the research objectives of the COIN and its affiliated investigators. Perform analytical and evaluative work associated with COIN program mission and activities. Submit and follow-up on all articles submitted to scientific, economic and health journals on behalf of the COIN's investigators.

### Skills and Expertise

- Ability to work collaboratively with all levels of staff in diverse disciplines and with a wide variety of people with different personalities and background
- Excellent written and verbal communication skills
- Ability to codify ideas into coherently written text
- Ability to prioritize, pay attention to detail and maintain accurate records

- Ability to maintain confidentiality
- Solid organizational and time management skills; ability to self-motivate
- Willing to multi-task
- High degree of professional integrity
- Strong client service orientation
- Intermediate or above skills in current MS Office suite in a Windows environment, especially Outlook, Word and Excel
- Ability to analyze financial statements in relation to programmatic activities
- Some travel may be required

Position will be hired through Denver Research Institute, a nonprofit affiliate of the Denver VAMC, based in Denver, CO; benefits available for full-time position. Candidate required to hold Without Compensation appointment at Denver VA which requires background check. Position will start ASAP. Interested applicants, please send CV and cover letter to Michael Ho, MD ([DenverResearchInstitute@gmail.com](mailto:DenverResearchInstitute@gmail.com)).