RESEARCH SUPPORT PROFESSIONAL
JOB OPENING ID 338329

JOB DESCRIPTION
The High School and Beyond (HSB) study is one of the National Center for Education Statistics (NCES) longest running longitudinal studies examining how education and early life factors shape later life outcomes. HSB is launching a new round of data collection in 2021 that will collect survey data, assess cognitive function, and collect biomarker data, with the goal of examining how education and genes interact to shape mild cognitive impairment (MCI) in midlife. This is an exciting opportunity to join the HSB team as it embarks on the next follow-up.

We seek a research support professional to join our diverse team of researchers. We are looking for someone who enjoys coordinating all aspects of the research process, and also enjoys working with data. Diversity and inclusion are core values of our organization. We aspire to create a team that represents the diversity of our city, our region, and our world, and to create a space that encourages and embraces inclusiveness, equal opportunity, and respect. We strongly encourage women and members of under-represented groups to apply.

This position is housed in the Institute for Social Research and Data Innovation (ISRDI), a University-wide research institute that provides a vibrant and highly collaborative interdisciplinary research environment for four interrelated research centers (IPUMS, the Minnesota Population Center, the Life Course Center, and the Minnesota Research Data Center). The environment is highly collaborative, and you will work closely with the principal investigators, research scientists, student research assistants, and contractors who have been hired to collect the survey and biomarker data. You will report to Rob Warren, Director of the Minnesota Population Center and Professor of Sociology. The Institute supports the work-life balance of our staff with 40-hour work weeks and flexible work hours, and encourages and supports staff training and development. The University also offers excellent health insurance, retirement benefits, and tuition assistance.

RESPONSIBILITIES
Your primary responsibility is to facilitate the implementation and monitoring of the proposed fieldwork, which includes:

- **Project coordination (50%)**: Communicating and coordinating with the investigator team and the vendors in the collection and processing of the survey and biomarker data; monitoring daily and weekly reports on the status of collected blood and saliva samples; assisting with training and overseeing undergraduate research assistants in the coding of audio recorded cognitive assessments
- **Technical writing and documentation (45%)**: Creating documentation (e.g., codebooks, documenting study
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procedures) for the survey and biomarker data; filing paperwork associated with administrative record linkages (e.g., data agreements, IRB protocols); assisting with writing NIH annual reports
- Data analysis (5%): Data analysis to support technical reports and documentation

Annual salary range: $40,000 - $48,000, commensurate with experience.

QUALIFICATIONS

Required Qualifications:
- Bachelor’s degree or a combination of related education and work experience to equal 4 years
- Exposure to various aspects of research (e.g., primary data collection, variable coding, or creating study documentation)
- Experience using Google suite (e.g., Google Docs, Google Calendar), video conferencing software (e.g. Zoom), and folder sharing applications (e.g., Box)
- Strong written, verbal and interpersonal communication skills
- Excellent time management skills with a proven ability to meet deadlines consistently
- Excellent organizational skills and attention to detail
- Demonstrated ability to work independently and as a member of a diverse team

Preferred Qualifications:
- Experience with training and/or supervising research staff
- Experience with data analysis and related software desired (e.g., Stata or similar statistical software)
- Exposure to biomarker data collection
- Exposure to social sciences or biological/health sciences

APPLICATION PROCEDURE

Please apply using the University of Minnesota’s online employment system humanresources.umn.edu/jobs and search job opening ID 338329. You may also apply directly using the following link: jobsearch.cla.umn.edu/338329. Application requirements include a resume, and a cover letter describing your interest and qualifications in the position. Questions concerning the application process may be addressed to Mia Riza, HR & Operations Manager, at isrdi-jobs@umn.edu.

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.