



HBCD Research Assistant Position Description (for posting 352161)

The Minnesota Center for Twin and Family Research (MCTFR) seeks to hire one HBCD Research Assistant (8352P1: Research Professional 1) responsible for executing all tasks associated with the HBCD (Healthy Brain and Child Development: <https://heal.nih.gov/research/infants-and-children/healthy-brain>) Study protocol. The HBCD Study is recruiting people during pregnancy and following their infants through the first five years of their lives. HBCD Study protocol tasks include recruitment and retention, scheduling study assessments, and conducting parent interview/questionnaire assessments designed to assess eligibility criteria, substance use, psychopathology, medical health, and psychosocial functioning; parent interview/questionnaire, neurocognitive, and observational assessments designed to assess infant/child development, temperament, and psychopathology; parent interview/questionnaire and parent/infant/child biospecimens (e.g., blood, saliva, nails, urine) designed to assess medical health and environmental exposures; and collecting infant/child MRI and EEG data. In addition to these responsibilities, the HBCD Research Assistant will review data to assure quality, will provide the HBCD Site Coordinator with regular reports, and will transfer data to the HBCD Data Informatics Center. The HBCD Research Assistant will work closely with HBCD parent/infant/child participants assessing infant/child development and complex psychological traits so required qualifications include: a bachelor's degree in Psychology, Human Development, Cognitive or Affective Neuroscience, or a related field; a flexible work schedule (including evenings and weekends, with an expected 3 nights per week conducting MRI assessments); and the ability to work onsite at the Masonic Institute for the Developing Brain (MIDB), Center for Magnetic Resonance Research (CMRR), Institute of Child Development, and Elliott Hall. Preferred qualifications include: HBCD or MCTFR research experience; experience working with infants and/or young children in a research context; prior research experience; excellent attention to detail, organizational, interpersonal, communication, and problem-solving skills.

Major Responsibilities

- (25%) Acts as a research representative of the HBCD Study:
 - HBCD Research Assistant contacts study participants; describes study goals, assessment tasks, confidentiality limitations and potential risks; plus schedules assessment appointments;
 - Greets study participants;
 - Describes study procedures thoroughly;
 - Obtains informed consent;
 - Answers participant questions and conducts a family de-briefing at the end of the visit;
 - Maintains required recruitment and assessment documentation;
- (30%) Assesses research participants:
 - HBCD Research Assistant conducts study assessments with parent and infants/children, at MIDB/CMRR, participant homes, or elsewhere;
 - Familiar with the entire HBCD Study protocol;
 - Completes in-person, phone, and remote video conference assessments;
 - Conducts interviews and questionnaires in-person, via phone, and via remote video conference;
 - Conducts neurocognitive assessments;
 - Understands emergency procedures and responds to clinical alerts.
- (10%) Schedules research participants:
 - HBCD Research Assistant schedules participant assessment appointments;
 - Uses Google and MIDB/CMRR calendars for scheduling;
 - Reminds participants of their upcoming assessment appointments.
- (30%) Assists with collecting neurohealth data from research participants:

- HBCD Research Assistant collects neurohealth data from parents and infants/children;
- Collects biospecimens (blood, saliva, nails, urine, other possible biospecimens; assists in collection of blood draws) as required by HBCD protocol;
- Assists with collecting MRI data with infants/children, including acting as second-chair at MIDB/CMRR during MRI protocol alongside a trained scanner operator;
- Helps infants fall asleep for their MRI scan, remains with infant during the scan
- Assists with collecting EEG data with infants/children;
- Executes E-Prime tasks;
- (5%) Carries out independent tasks:
 - Reviews study assessments post-visit to assure completeness and readiness for data entry and HBCD Informatics/Coordinating Center review;
 - Participates in team meetings and teleconference calls;
 - Assists with HBCD data management and other miscellaneous projects.

Essential Qualifications

- BA/BS in Psychology, Human Development, Cognitive or Affective Neuroscience, or a related field, and/or an equivalent combination of research experience totaling at least 4 years.
- Required to work evenings and weekends with ability to accommodate a flexible work schedule.
- Ability to work on-site at the Masonic Institute for the Developing Brain (MIDB), Center for Magnetic Resonance (CMRR), Institute of Child Development (ICD), and Elliott Hall.

Preferred Qualifications

- Demonstrated commitment to diversity, equity, and inclusion.
- Experience with HBCD Study or MCTFR research.
- Prior research experience in a research lab, interviewing research participants, conducting clinical interviews, neuropsych tests, and collecting biospecimens, including drawing blood.
- Prior experience collecting MRI and/or EEG data.
- Prior experience working with infants and/or young children in a research context.
- Prior experience with data entry, management and reporting tools.
- Excellent verbal communication skills.
- Problem-solving skills and attention to detail to work independently and assure accuracy.
- Demonstrated leadership skills and ability to improve performance by analysis of data, tracking progress and making work adjustments when needed.

HBCD/MCTFR

The HBCD Study Consortium is a collaborative effort of 25 sites across the United States that will seek to address many questions related to child development and the effects of substance exposure during pregnancy on child brain and behavioral development that will help inform prevention and treatment research priorities, public health strategies, and policy decisions. The HBCD Study will enroll about 7,500 pregnant people nationwide. Researchers will collect data on substance use and other risk and protective factors during the pregnancy, and then study the effects on brain and behavioral development of the children at various time points from birth through early childhood. The Minnesota Center for Twin and Family Research seeks to identify environmental and genetic influences on psychological traits in family studies in a variety of projects that include assessment of risk and protective factors, substance use, psychopathology, psychophysiology, MRI, and DNA samples.

Appointment

The HBCD Research Assistant is appointed by the MCTFR's Director and reports to the HBCD Site Coordinator and HBCD PIs. Position is 100%-time and classified as a civil-service appointment. It is contingent upon the availability of funds and/or work for the position. Appointment will provide health, dental, vacation and sick-time benefits plus is covered by Social Security and Minnesota State Retirement

System. Position requires a background check and applicant must verify authorization to work in United States. Appointment is renewable with acceptable performance. Salary is competitive and commensurate with education and experience.

Diversity

The University of Minnesota recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University of Minnesota is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the University of Minnesota: <http://diversity.umn.edu>.

Background Check Information

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.

Applications

JOB ID: 352161

External Applicants:

https://www.myu.umn.edu/psprd/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=325715&PostingSeq=1

Current UofM Employee:

https://www.myu.umn.edu/psprd/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Employee&SiteId=1&JobOpeningId=325715&PostingSeq=1

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. This document is available in alternative formats upon request.