

HBCD Research Assistant in the Minnesota Center for Twin and Family Research

About the Job

The Minnesota Center for Twin and Family Research (MCTFR) seeks to hire one HBCD Research Assistant (job classification title: Research Professional 1, job code 8352P1) 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. 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

Job Responsibilities:

(30%) Assesses research participants:

- Through familiarity with the entire HBCD Study protocol, the HBCD Research Assistant conducts study assessments with parent and infants/children, at MIDB/CMRR, participant homes, or elsewhere;
- 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.

(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;

(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;

(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.

(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.

Qualifications

Required 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.

About the Department

About the HBCD Study Consortium

The Healthy Brain and Child Development 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.

About the MCTFR

The Minnesota Center for Twin and Family Research has assembled a nationally recognized team of researchers whose mission is:

To understand vulnerability to negative mental and physical health outcomes, and related behavioral problems such as substance use disorders.

To identify risk and protective factors for adaptive and maladaptive development across the lifespan, including environmental, family, and sociodemographic and contextual factors.

To uncover the interplay of genetic and environmental factors in the etiology of mental and physical health outcomes.

To track the developmental trajectory of aspects of mental and physical health across the lifespan, from the prenatal period into older adulthood.

To identify the neural circuits and neurobiological processes associated with mental and physical health outcomes.

To identify and characterize genes that affect psychopathology and addiction.

To promote the training, translational and diversity missions of NIH institutes that support our efforts (e.g. NIDA, NIAAA, NIMH, NICHD, and NIA).

About the Department of Psychology

The Department of Psychology ranks among the top academic departments in the nation and throughout the world. Psychology has 43+ core faculty members and graduate programs in Clinical Science and Psychopathology Research; Cognitive and Brain Sciences; Counseling Psychology; Industrial/Organizational Psychology; Personality, Individual Differences, and Behavioral Genetics; Quantitative/Psychometric Methods; and Social Psychology. The Department of Psychology offers programs leading to B.A., B.S., and Ph.D. degrees. For additional information, please visit the Department of Psychology website, at cla.umn.edu/psychology.

About the College of Liberal Arts

Home to the arts, social sciences and humanities disciplines and programs, the College of Liberal Arts is the largest college in the University of Minnesota and comprises 31 academic departments, and over 20 interdisciplinary research centers and administrative/support units. CLA has over 1,300 faculty and staff spanning research, teaching, advising, outreach, and administrative functions. CLA units reside in over twenty buildings on the East Bank and West Bank of the Twin Cities campus. CLA enrolls nearly 13,000 undergraduate students, over 40% of the undergraduate enrollment on the Twin Cities campus, 1,400 graduate students, and has an annual all-funds budget of \$290 million.

CLA is a destination for curious, compassionate individuals who are committed to making our increasingly interdependent and diverse global community work for everyone. That foundational commitment begins in our [CLA Constitution](#). CLA is committed to increasing enrollment of underrepresented and under-resourced students, diversifying our faculty across all disciplines, recruiting, and retaining a diverse staff, and promoting the expression and exploration of diverse perspectives and viewpoints—so that we all gain the background knowledge and analytical skills we need to understand and respect differences.

[Diversity, Equity, and Inclusion in CLA](#)

[Working in CLA](#)

[The Benefits of Working at the U](#)

Benefits

Working at the University

At the University of Minnesota, you'll find a flexible work environment and supportive colleagues who are interested in lifelong learning. We prioritize work-life balance, allowing you to invest in the future of your career and in your life outside of work.

The University also offers a comprehensive benefits package that includes:

- Competitive wages, paid holidays, and generous time off
- Continuous learning opportunities through professional training and degree-seeking programs supported by the [Regents Scholarship](#)
- Low-cost medical, dental, and pharmacy plans
- Healthcare and dependent care flexible spending accounts
- University HSA contributions
- Disability and employer-paid life insurance
- Employee wellbeing program
- Excellent retirement plans with employer contribution
- Public Service Loan Forgiveness (PSLF) [opportunity](#)
- Financial counseling services
- Employee Assistance Program with eight sessions of counseling at no cost
- [Employee Transit Pass](#) with free or reduced rates in the Twin Cities metro area

Please visit the [Office of Human Resources website](#) for more information regarding benefits.

How To Apply

Applications must be submitted online. To be considered for this position, please click the Apply button and follow the instructions. You will be given the opportunity to complete an online application for the position and attach a cover letter and resume.

Additional documents may be attached after application by accessing your "My Job Applications" page and uploading documents in the "My Cover Letters and Attachments" section.

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647).

Diversity

The University 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 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 U: <http://diversity.umn.edu>

Employment Requirements

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.

[Apply Here!](#)