

# Research Professional in the Minnesota Center for Twin and Family Research

## About the Job

### Position Overview:

The Minnesota Center for Twin and Family Research (MCTFR) seeks to hire a Research Professional (Job code: 8352P1: "Research Professional 1") responsible for recruitment and assessment of participants for MCTFR research protocols. Successful applicants will have: (1) prior recruitment, family or community engagement, or customer service experience; (2) understanding of the scientific nature of longitudinal research and the ability to communicate its significance to participants; (3) excellence in communication, verbally and written, with research participants, coworkers, and supervisors; (4) ability to develop and use electronic applications to track progress; (5) ability to keep careful electronic records of daily activities, including participant contact and progression through the study protocol; and (6) ability to work well and have flexibly with a larger team to achieve the organization's missions. This position works closely with the MCTFR COMN PATH Study Coordinator, other MCTFR assessment staff, and the general public, so outstanding communication and organizational skills are essential. Position has a uniquely flexible work schedule distributed across evenings, weekends and daytime, to best meet participant needs. Individuals filling this position have flexible work options, but are expected to spend the majority of their time in MCTFR offices within the Department of Psychology in Elliott Hall.

### Job Responsibilities:

(50%) Recruit Research Participants and manage their progression through a research protocol:

- Contact by telephone for recruitment and encourage current and potential new research participants to engage in a research protocol, which may consist of an in-person visit, a video conference interview, an online questionnaire, the collection of biospecimens (e.g., saliva, blood), neurocognitive testing, and brain scans.
- Schedule research participants' visits and arrange associated logistical support (e.g., mailings, payment, parking, lodging).
- Electronically track the progress of research participants through the study protocol, identifying potential bottle-necks.
- Understand the scientific goals and significance of the study; explain those goals to participants and others in ways that are engaging and easily understood.

(30%) Develop recruitment procedures and plan:

- In collaboration with colleagues:
  - Develop strategies for searching online databases to help in locating participants.
  - Develop participant recruitment strategies informed by similar recruitment efforts in epidemiology, psychology and sociology.
  - Develop innovative and individualized strategies for hard-to-recruit participants.

(20%) Administer clinical assessments, with an understanding of their scientific basis, including:

- Mental health and cognitive evaluations.
- Video conference interviews, online questionnaires, and other assessments in the research protocol.
- Score/code clinical assessments, as appropriate.

## Qualifications

### Required Qualifications:

- Bachelor's degree, or an equivalent combination of education and/or research experience totaling at least four (4) years.
- Required to work evenings and weekends as needed to meet participant needs, with ability to accommodate a flexible work schedule.
- Enthusiastic to empathically communicate and engage with a diverse participant pool and encourage them to participate in research.
- Availability to work predominantly on-site at Elliott Hall, with some flexibility to work off-site to meet participant needs.
- Must be comfortable speaking on the phone during recruitment and assessment calls.
- Ability to understand and describe the scientific mission of the MCTFR and constituent studies.

#### **Preferred Qualifications:**

- Demonstrated commitment to diversity, equity, and inclusion.
- Prior experience screening and recruiting human subjects in longitudinal or clinical trial research.
- Knowledge of research ethics and IRB rules and policies concerning the recruitment and assessment of research subjects.
- Bachelor's degree in psychology, or an equivalent combination of psychology-related education and/or research experience totaling at least four (4) years.
- 1-2 years' experience conducting structured clinical interviews and neuropsychological tests with study participants.
- Coursework in psychopathology and/or familiarity with psychiatric diagnostic systems.  
- Excellent verbal communication skills.
- Problem-solving skills and attention to detail to work independently and assure accuracy.

#### **About the Department**

##### **About the Minnesota Center for Twin and Family Research (MCTFR)**

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The MCTFR 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

The Department of Psychology ranks among the top academic departments in the nation and throughout the world. Psychology has 46 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](http://cla.umn.edu/psychology).

## About the College of Liberal Arts (College)

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

### 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**

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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](mailto:employ@umn.edu) or call (612) 624-UOHR (8647).

## **Diversity**

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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**

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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!](#)