MCTFR Principal Recruiter
Position Description  (for posting 307815)

The Minnesota Center for Twin and Family Research seeks to hire a “Principal Recruiter” (8352P3: Research Professional 3) responsible for overseeing research participant enrollment/recruitment in four MCTFR longitudinal research protocols. These protocols include both intake and follow-up assessments. Position coordinates activities of two additional recruiters and tracks progress towards recruitment goals. It requires maintaining recruitment training materials, documentation and ethical standards. Candidate expectations are: (1) prior recruitment experience; (2) demonstrated ability to communicate well via multiple modalities; (3) track record of achieving enrollment goals; and (4) must be able to work with a diverse participant pool. Position works closely with MCTFR Director, Principal Investigators, other committee leads and all staff within the MCTFR so outstanding communication and organizational skills are essential.

Major Responsibilities

• (40%) Recruits Research Participants:
  o Recruiter must persuade research participants enrolled in our twin registry to visit the University for one or two days for intake or follow up assessments. Twins younger than 18 years old must be recruited via parental contact. Follow-up assessments may occur monthly to every several years depending on the research protocol.
  o This task involves multiple phone calls to schedule families, letter writing to confirm appointments, making hotel and food service arrangements, preparing welcome information packets.
  o This task also includes keeping computer records to store recruitment information such as visit dates and cooperation status.
• (15%) Conducts Screening Surveys:
  o Recruiter conducts participation screening surveys to assess inclusion and exclusion criteria for intake and MRI safety;
  o This task involves scheduling and administering short pre-recruitment surveys on the telephone. Some surveys screen participants for study participation others collect demographic data;
  o It also includes writing thank you letters and sending a honorarium to research participants;
  o Records also are maintained.
• (5%) Acts as Research Participant Representative:
  o Principal Recruiter meets visiting project participants and conducts a family de-briefing at the end of the visit. This tasks includes answering and asking questions about the visit such as what EEG recordings tell us about relaxation, what was the most pleasant experience, and what was unpleasant about the visit.
  o Principal Recruiter attends to any special needs the family may require such as handicap parking or arranging special hotel or food service accommodations.
  o Position creates our public relations presence with newsletters, website site updates, facebook and twitter account management.
  o Provides Director and PIs with research participants concerns and feedback.
  o Performs outreach to Center participants and others.
• (10%) Train Recruiters and Screeners:
  o The principal recruiter has primary responsibility for training the other recruiters, screeners, and locators.
• (30%) Team Leader:
  o The principal recruiter is responsible for preparing committee agenda, productivity statistics, and committee reports.
  o This person must attend investigator meetings;
  o Position assures compliance with recruitment protocol and IRB ethical standards, inclusion and exclusion criteria
  o Position prepares and maintains appropriate recruitment documentation;
  o Position analyzes data; articulates conclusions, limitations, etc. and prepares reports for evaluation by Center Director and Principal Investigators;
  o Position coordinates staff schedules and work flow plus has the authority to recommend hiring and monitor performance of recruitment committee members.
Essential Qualifications

• BA/BS plus at least 4 years of experience in a unit funded by sponsored awards or a combination of education and work experience to equal eight years;
• Demonstrated ability to work independently and assume responsibility for team performance;
• Requires working on evenings and weekends;
• Comfortable communicating with people and persuading individuals to participate in research;

Preferred Qualifications

• Prior experience screening and recruiting human subjects in a longitudinal or clinical trial research;
• Prior experience recruiting MRI assessments and conducting MRI safety screens;
• Ability to empathically connect with mothers of twins and understand their needs and concerns;
• Knowledge of research ethics and IRB rules and policies concerning the recruitment of research subjects.
• Knowledge of research design and methods commonly used in psychology or epidemiology.
• Organizational, time-management, decision-making and problem solving skills
• Team leadership skills

MCTFR/ABCD

The Minnesota Center for Twin and Family Research seeks to identify environmental and genetic influences on psychological traits. Focusing on adolescent children and their parents, the MCTFR includes studies of twins, adoptees, and biologically related adolescent siblings. MCTFR participants are involved in a variety of projects including: assessment of psychopathology, psychophysiology and collection of DNA samples in collaboration with the National Institute of Health's Genetics Consortium. The ABCD Study Consortium is a collaborative effort of 19 sites across the US that will seek to address many questions related to substance use and development that will help inform prevention and treatment research priorities, public health strategies, and policy decisions, including: (1) What is the impact of occasional versus regular use of marijuana, alcohol, tobacco, and other substances, alone or in combination, on the structure and function of the developing brain; (2) How does the use of specific substances impact the risk for using other substances; (3) What are the brain pathways that link adolescent substance use and risk for mental illnesses; (4) What impact does substance use have on physical health, psychological development, information processing, learning and memory, academic achievement, social development, and other behaviors; (5) What factors (such as prenatal exposure, genetics, head trauma, and demographics) influence the development of substance use and its consequences?

Appointment

MCTFR Principal Recruiter is appointed by the MCTFR’s Director and reports to its Principal Investigators. Position is 100%-time and is classified as a civil-service appointment. It is contingent upon the availability of funds and/or work for the position. Appointment will provided 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.

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.