Research Specialist – Position 95264-AS

**Education:** A Bachelor’s degree is required.

**Appointment Percentage:** 60 – 80%

**Full-time Salary Rate:** Minimum: $30,207 annually; Depending on qualifications

**Job Summary:**
The Waisman Center is dedicated to the advancement of knowledge about human development, developmental disabilities, and neurodegenerative diseases throughout the lifespan. One of only 14 centers of its kind in the United States, the Waisman Center encompasses laboratories for biomedical and behavioral research, a brain imaging center, and a clinical biomanufacturing facility for the production of pharmaceuticals for early stage human clinical trials. In addition to its research efforts, the Center provides an array of services to people with developmental disabilities, offers numerous educational and outreach programs to young children and their families, and trains scientists and clinicians who will serve our nation in the future.

This position is a part of The Study to Explore Early Development (SEED) in the Epidemiology of Developmental Disabilities, University Center for Excellence in Developmental Disabilities (UCEDD) work unit, at the Waisman Center. The focus of the SEED project is to conduct a multi-site collaborative epidemiologic study to investigate risk and casual factors for Autism Spectrum Disorders (ASD) and phenotypic subgroups of ASD using a population-based, case-control study design. Over the course of the study, the six sites (Colorado, Georgia, Maryland, Missouri, North Carolina and Wisconsin) will each enroll approximately 600 children to address specific hypothesis in six broad domains: 1) the ASD phenotype 2) infection and immune function, including autoimmunity 3) reproductive and hormonal features 4) gastrointestinal features 5) genetic features and 6) socio-demographic features. This position functions as an integral part of the SEED project and will primarily be responsible for performing complex data entry and analysis for validation and accurate final case classification and reporting.

**Minimum Qualifications:**
Well-qualified candidates will have the following preferred knowledge and experience:

- Previous human subjects’ research experience.
- Experience with computerized data collection and complex data entry, preferably in a confidential environment.
- Experience working with confidential or private health data.
- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, etc.)
- Excellent written and verbal communications as well as strong interpersonal skills and organizational skills.
- Demonstrated ability to work both independently and as part of a team.
- Experience adhering to a project or study protocol.
- Experience providing administrative support (e.g., preparing for visits, mailing reminders, ordering and maintaining supplies, etc.)

For a complete list of duties and qualifications, please see: https://www.ohr.wisc.edu/weblisting/External/PVLSummaryPrint.aspx?pvl_num=95264

**How to Apply:**
To be considered for this position, applicant materials must be submitted online. Applicants will be asked to upload a cover letter and resume detailing their interest and qualifications as it relates to the position.

Please click on the “Apply Now” button at the following link to start the application process: http://jobs.hr.wisc.edu/cw/en-us/job/498625/research-specialist

Questions about the position can be directed to Melissa Henning at 608-890-1388 or melissa.henning@wisc.edu.

*To ensure consideration applications must be received by July 31, 2018.*

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm

**NOTE:** Please indicate in writing if you request that your identity be kept confidential. If you do not indicate your preference to remain confidential, the University may be required to disclose your identify and/or application materials. The identity of finalists and successful candidates will be revealed upon request. See Wis. Stat. sec. 19.36(7).

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply. A criminal background check will be conducted prior to hiring. A period of evaluation will be required.