

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
COHORTE CANTABRIA	10/10/2023	19/10/2023
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	-Superior Documentation and Health Administration Technician (Excluding requirement: provide justification with the application)	
EXPERIENCE	-Experience in managing documentation of population cohorts (Excluding requirement: provide justification with the application)	
VALUED MERITS /SKYLLS		
EXPERIENCE	-Use of REDCap -Use of Microsoft Office: Excel, Word, Outlook, PowerPoint -Experience in registration of survey data with participants	
LANGUAGES	-English	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Indefinite in accordance with Article 23 Bis of Law 14/2011, of June 1, 2011, on Science, Technology and Innovation.	November	Complete (35 h/week)
ANNUAL GROSS SALARY	DURATION OF THE CONTRACT	
18.026,34€	Indefinite, linked to the duration of the project and economic availability based on RDL8/2022	
WORK LOCATIONS	UNIT/DEPARTMENT	
IDIVAL/HUMV	COHORTE CANTABRIA	
OFFER DESCRIPTION		
Research Support Technician		
DESCRIPTION OF THE TASKS IN THE PROJECT		
<ul style="list-style-type: none"> • Email management and attention to participants • Admission list review and daily project data management • Coordination with call center for appointment modifications of Cohorte Cantabria participants • Registration of survey data with participants • Management of participant attendance certificates • Review of variables collected in REDCap by call center • Documentation record • Management and sending of health documentation related to Cantabria Cohort project • Reception and registry in the database of informed consents and surveys 		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
MARCOS LÓPEZ HOYOS	COHORTE	COHORTE CANTABRIA
RECRUITMENT INFORMATION		
SELECTION PROCESS STAGES (2)		EMPLOYMENT EXCHANGE

Preselection				YES
Interview: maximum interview candidates: 3. Minimum score required: 40 Tribunal report Resolution				
SELECTION BOARD				
<ul style="list-style-type: none"> • Marcos López Hoyos, Project´s Main Researcher • Galo Peralta, IDIVAL´s Management Director • Patricia Álvarez-Ingelmo, IDIVAL Human Resources Coordinator (She will act as registrar of the selection board). 				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
Use of REDCap	Curriculum vitae	Requirement fulfillment	YES/NO	20
Use of Microsoft Office: Excel, Word, Outlook, PowerPoint	Curriculum vitae	Requirement fulfillment	YES/NO	15
Experience in registration of survey data with participants	Curriculum vitae	Requirement fulfillment	YES/NO	15
English	Curriculum vitae	Requirement fulfillment	B1 level	10
FINAL SCORE				
MAXIMUM TOTAL SCORE BY MERITS				60
MAXIMUM TOTAL SCORE IN INTERVIEW				40
MAXIMUM TOTAL SCORE				100

(1) Not subsanable

(2) See duration of each phase in the document "Selection Process"

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