

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
COHORTE/CANTABRIA	10/10/2023	19/10/2023
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
<b>ACADEMIC DEGREE</b>	Higher Technician in Administration and Finance (Excluding requirement: provide justification with the application)	
<b>EXPERIENCE</b>	Experience in telephone recruitment of population cohort participants (Excluding requirement: provide justification with the application)	
VALUED MERITS /SKYLLS		
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Use of REDCap</li> <li>• Use of TICARES</li> <li>• Use of Microsoft Office</li> </ul>	
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 2023	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"> <li>• Recruitment phone calls and management of appointments in TICARES</li> <li>• Phone calls reception and attention to participants</li> <li>• Data recording and registry in the database (REDCap)</li> <li>• Query resolution in coordination with the Documentation and Coordination team</li> </ul>		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
MARCOS LÓPEZ HOYOS	COHORTE	COHORTE CANTABRIA
RECRUITMENT INFORMATION		
SELECTION PROCESS STAGES (2)	EMPLOYMENT EXCHANGE	
<ol style="list-style-type: none"> <li>1. Preselection</li> <li>2. Interview: maximum interview candidates: 3. Minimum score required: 40</li> <li>3. Tribunal report</li> <li>4. Resolution</li> </ol>	YES	

SELECTION BOARD				
<ul style="list-style-type: none"> <li>• <b>Marcos López Hoyos, Project´s Main Researcher</b></li> <li>• <b>Galo Peralta, IDIVAL´s Management Director</b></li> <li>• <b>Patricia Álvarez-Ingelmo, IDIVAL Human Resources Coordinator (She will act as registrar of the selection board).</b></li> </ul>				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
Use of REDCap	Curriculum vitae	Requirement fulfillment	YES/NO	25
Use of TICARES	Curriculum vitae	Requirement fulfillment	YES/NO	25
Use of Microsoft Office	Curriculum vitae	Requirement fulfillment	YES/NO	10
FINAL SCORE				
<b>MAXIMUM TOTAL SCORE BY MERITS</b>				<b>60</b>
<b>MAXIMUM TOTAL SCORE IN INTERVIEW</b>				<b>40</b>
<b>MAXIMUM TOTAL SCORE</b>				<b>100</b>

(1) Not subsanable

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

*In compliance with the provisions of Article 11 of Organic Law 3/2018, you are informed that the person responsible for the processing of your personal data is the MARQUES DE VALDECILLA INSTITUTE OF INVESTIGATION FOUNDATION (IDIVAL), your data will be treated in order to be treated to the extent that they were necessary or convenient for the development of the legal relationship established between the parties. You can exercise your rights of access, rectification, deletion, opposition, portability or limitation of the treatment, by contacting the IDIVAL FOUNDATION at the following address: AVDA. CARDENAL HERRERA ORIA, S / N 39007, SANTANDER. More information at [www.idival.org/es/Política-de-Privacidad](http://www.idival.org/es/Política-de-Privacidad)*