

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
COHORTE CANTABRIA	19/07/2024	28/07/2024
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	Advanced Vocational Training/Equivalent (Excluding requirement: proof must be provided with application)	
EXPERIENCE	Experience in telephone recruitment of participants of population-based cohorts (Pre-requisite: justification must be provided with the application)	
VALUED MERITS / SKYLLS		
EXPERIENCE	-Previous experience in telephone assistance to participants, receiving and issuing calls related to research studies. -REDCap management -ICT skills -Microsoft Office skills -Experience working in a healthcare environment	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Contract for scientific-technical activities (article 23.bis of Law 14/2011, of June 1, on Science, Technology and Innovation)	August	Full time. 1575 hours per year (aprox. 35 h/week)
ANNUAL GROSS SALARY	DURATION OF THE CONTRACT	
18.476,56 € without prejudice to the basic update established in state legislation for 2024.	Indefinite (linked to the duration of the project or to external financing or financing from public grants in full competition).	
WORK LOCATIONS	UNIT/DEPARTMENT	
IDIVAL/HUMV	COHORTE CANTABRIA	
JOB DETAILS		
OFFER DESCRIPTION		
Research support technician		
NUMBER OF PLACES OFFERED		
3		
FUNCTIONS		
<ul style="list-style-type: none"> <li>• Issuing recruitment calls and summoning volunteers to TICARES.</li> <li>• Reception of calls and attention to participants</li> <li>• Data collection and registration in databases (REDCap)</li> <li>• Resolving queries in coordination with the Documentation and Coordination team.</li> <li>• Attention to participants at reception and related administrative tasks.</li> </ul>		
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
Marcos López Hoyos	COHORTE CANTABRIA	COHORTE CANTABRIA
RECRUITMENT INFORMATION		
SELECTION PROCESS STAGES (2)		EMPLOYMENT EXCHANGE



<b>1. Admission of applications.</b> <b>2. Competition phase.</b> <b>3. Interview phase:</b> maximum number of candidates to be interviewed: 5. Minimum score for this phase: 40. <b>4. Report of the Tribunal.</b> <b>5. Resolution.</b>  <b>Note: in order for candidates to be considered for recruitment and employment exchange purposes, they must have a total score of at least 30 points.</b>				<b>YES</b>
<b>SELECTION BOARD</b>				
<ul style="list-style-type: none"> <li>• <b>President:</b> Marcos López Hoyos, Principal Investigator.</li> <li>• <b>Member:</b> Francisco Galo Peralta, IDIVAL Management Director.</li> <li>• <b>Member and secretary:</b> Maria José Marín Vialled, Coordinator of IDIVAL's Technological Services.</li> </ul>				
<b>VALUATION OF MERITS</b>				
MERITS	EVALUATION	SCORE		MAXIMUM
Previous experience in telephone support to participants, reception and issuing of calls related to research studies	Curricular	Time worked	8 points per year worked	24
Use of REDCap	Curricular	Merit fulfilment	YES/NOT	16
Handling of TICARES	Curricular	Merit fulfilment	YES/NOT	10
Microsoft Office skills	Curricular	Merit fulfilment	YES/NOT	4
Work experience in health care environment	Curricular	Merit fulfilment	2 points per year worked	6
<b>FINAL SCORE</b>				
<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/Politica-de-Privacidad](http://www.idival.org/es/Politica-de-Privacidad)*

Santander as of the date of electronic signature

Fdo. Francisco Galo Peralta Fernandez

