

## JOB OFFER

REFERENCE	OPENING DATE	DEADLINE
<b>CNS2022-136110</b>	<b>11/01/2024</b>	<b>20/01/2024</b>

## PROFILE REQUIREMENTS

### EXCLUSIVE REQUIREMENTS:(1)

<b>ACADEMIC DEGREE</b>	<ul style="list-style-type: none"> <li>Higher Technician in Administration and Finance (<i>Exclusive requirement: provide justification with the application</i>).</li> <li>Level B1 of English (<i>Exclusive requirement: provide justification with the application</i>).</li> </ul>
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### VALUED MERITS / SKILLS

<b>EXPERIENCIE</b>	<ul style="list-style-type: none"> <li>User service</li> <li>Data management</li> <li>Purchasing and billing</li> <li>Coordination of team tasks</li> </ul>
<b>OTHERS</b>	<ul style="list-style-type: none"> <li>Advanced level of Microsoft Office or similar programs</li> </ul>

## CONTRACT INFORMATION

TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
<b>Indefinite in accordance with Article 23 Bis of Law 14/2011, of June 1, 2011, on Science, Technology and Innovation.</b>	<b>February 2024</b>	<b>Full-time 1575 h/year (35 h/ week)</b>
ANUAL GROSS SALARY	DURATION OF THE CONTRACT	
<b>18.144,28 €</b>	<b>Indefinite, linked to the duration of the project and economic availability based on RDL8/2022.</b>	
CENTRO DE TRABAJO	SERVICIO / DEPARTAMENTO	
<b>IDIVAL</b>	<b>Psychiatry</b>	

## JOB DATA

### OFFER DESCRIPTION

**Research support technician**

### FUNCIONES

- Management of appointments of participants in research studies.
- Data management of participants in research studies.
- Coordination of tasks carried out by different researchers.
- Management of purchases and contracting of external services.

PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	PROYECTO DE INVESTIGACIÓN		
Rosa Ayesa Arriola	Grupo de Investigación en Enfermedades Mentales	This call for employment is part of the R+D+i project entitled : "Prevention and early detection of schizophrenia spectrum disorders through language". Grant CNS2022-136110, funded by MCIN/AEI/10.13039/501100011033 and by the "European Union NextGenerationEUR/PRTR."		
RECRUITMENT INFORMATION				
SELECTION PROCESS STAGES <sup>(2)</sup>			EMPLOYMENT EXCHANGE	
1. Pre-selection 2. Interview: Minimum score for this phase: 30 3. Report of the Selection Board 4. Resolution			YES	
SELECTION BOARD				
<ul style="list-style-type: none"> <li>María Rosa Ayesa Arriola (Principal Investigator)</li> <li>Galo Peralta, IDIVAL's Management Director</li> <li>Patricia Álvarez, IDIVAL Human Resources Coordinator (She will act as registrar of the selection board).</li> </ul>				
MERIT SCORE TABLE				
MERITS	EVALUATION	SCORE		MAXIMUM
Customer services	CV	Fulfillment of the merit	YES/NO	20
Data management	CV	Fulfillment of the merit	YES/NO	10
Purchasing and billing	CV	Fulfillment of the merit	YES/NO	10
Coordination of team tasks	CV	Fulfillment of the merit	YES/NO	10
Microsoft Office	CV	Fulfillment of the merit	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)