

JOB OFFER				
REFERENCE	OPENING DATE	DEADLINE		
COHORTE CANTABRIA	12/01/2026	21/01/2026		
PROFILE REQUIREMENTS				
EXCLUSIVE REQUIREMENTS: (1)				
ACADEMIC DEGREE	<ul style="list-style-type: none"> Higher Level Vocational Training or Equivalent: Healthcare Documentation and Administration (provide proof with your application) 			
EXPERIENCE	<ul style="list-style-type: none"> Experience in administrative management of population cohorts (provide justification with application) 			
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)	17/02/2026	Full time. 1575 hours per year (aprox. 35h/week)		
ANNUAL GROSS SALARY	DURATION OF THE CONTRACT			
19.410,55 €, without prejudice to the basic update established in state legislation for 2026.	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				
FUNCTIONS				
<ul style="list-style-type: none"> Assisting participants at reception and performing related administrative tasks Calling volunteers to schedule appointments, change appointments, and send reminders Collecting data and entering it into databases (REDCap) Completing questionnaires in person with participants or by telephone and entering them into RECCap Management of informed consent forms Management and handling of data collected with activity trackers Other tasks in support of the Call Centre and reception teams, Documentation and Coordination 				
PRINCIPAL INVESTIGATOR / RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT		
Dr. Marcos López Hoyos	COHORTE CANTABRIA	COHORTE CANTABRIA		
RECRUITMENT INFORMATION				
SELECTION PROCESS STAGES (2)	EMPLOYMENT EXCHANGE			



<ol style="list-style-type: none"> 1. Admission of applications. 2. Competition phase. 3. Interview phase 4. Report of the Tribunal 5. Resolution. <p>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.</p>	NOT		
SELECTION BOARD			
<ul style="list-style-type: none"> • President: Marta Díaz Martínez, Project Coordinator • Member: Ana Peleteiro Vigil, Project Coordinator • Member and Secretary: María José Marín Villaleda, IDIVAL Health and Safety Coordinator 			
VALUATION OF MERITS			
MERITS	EVALUATION	SCORE	MAXIMUM
Experience in receiving participants and managing informed consent forms for research studies.	Curricular (specify time)	Compliance with the merit 3-9 months: 7 points More than 10 months: 15 points	15
Previous experience in telephone support and scheduling participants for research studies	Curricular (specify time)	Compliance with the merit 3-9 months: 7 points More than 10 months: 15 points	15
REDCap Management	Curricular (specify time)	Compliance with the merit 3-9 months: 7 points More than 10 months: 20 points	20
FINAL SCORE			
MAXIMUM TOTAL SCORE BY MERITS		50	
MAXIMUM TOTAL SCORE IN INTERVIEW		50	
MAXIMUM TOTAL SCORE		100	

(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

Santander as of the date of electronic signature

Fdo. Francisco Galo Peralta Fernandez

