

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



<div>1. Admission of applications.</div> <div>2. Competition phase.</div> <div>3. Interview pase</div> <div>4. Report of the Tribunal</div> <div>5. Resolution.</div>	NOT			
<div>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.</div>				
SELECTION BOARD				
<div><div><div>• President: Marta Díaz Martínez, Project Coordinator</div><div>• Member: Ana Peleteiro Vigil, Project Coordinator</div><div>• Member and Secretary: María José Marín Villaled, IDIVAL Health and Safety Coordinator</div></div></div>				
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/Política-de-Privacidad

Santander as of the date of electronic signature

Fdo. Francisco Galo Peralta Fernandez

