

EMPLOYMENT OPPORTUNITY

Be a part of something BIG.

RESEARCH & TRAINING ADMIN COORDINATOR

LEARN MORE AND APPLY HERE! - Application review will begin September 23, 2024.

JOB DESCRIPTION

The Institute for Social Research and Data Innovation (ISRDI) is seeking a motivated and detail-oriented individual to join our team as a Research & Training Administrative Coordinator. This critical role supports our training program in population studies, performs administrative tasks for grant proposals and research projects, and provides essential administrative support for our Institute. The ideal candidate will be resourceful, eager to learn, and comfortable working in a collaborative, complex, and deadline-driven environment. This position reports to the Centers and Training Manager and will work closely with the ISRDI administrative group and ISRDI Center Directors.

RESPONSIBILITIES

- **45% Training Duties.** Provide administrative support for the training program in population studies and the Population Studies Minor, including recruitment and onboarding of new trainees and monitoring trainee progress; manage student member requests for funding and support for applications; coordinate projects for the short-term research assistant service; and assist with running the Friday professional development workshops.
- 45% Grant and Research Duties
 - Assist with grant proposal development and submission including budget development, preparation of administrative documents, submission of proposals through application systems and University approval processes, and assist with submission of annual and final grant reports.
 - Assist with various other research processes, including data contracts, IRB applications and continuing reviews, and adherence to publication compliance requirements for NIH and NSF.
- 10% Center Administration Support. Manage the ISRDI Seminar Series logistics; oversee MPC and LCC member databases and email lists; monitor center email accounts and direct questions to appropriate contacts at ISRDI and follow up as necessary; provide administrative support to center programs (emailing announcements, managing applications, and coordinating reviews); work with center directors to coordinate advisory board elections; and other tasks as needed.

Salary range: \$50,000 - \$65,000, depending on qualifications

Work Location: This position is eligible for hybrid (**on-site presence for seminars and events is required 2 days per week**) or fully onsite work arrangements. ISRDI is located at 50 Willey Hall in Minneapolis, MN on the west bank of the University of Minnesota-Twin Cities campus.

QUALIFICATIONS

Required:

BA/BS or a combination of education and work experience to equal four years

- Demonstrated ability to manage multiple tasks and deadlines simultaneously
- Excellent organizational and communication skills
- Strong commitment to accuracy and thoroughness
- Event management experience
- Demonstrated ability to learn and use new technologies
- Experience with research administration or a background in social science and/or health research
- Experience with Google Suite (specifically Docs, Sheets, and Forms), Google Drive and Zoom (including scheduling)
- Must be able to work in the ISRDI offices at least 2 days per week

Additional selection criteria*:

- Experience collecting, managing, or summarizing survey responses from Google Forms and similar tools
- Communication experience writing emails for groups, creating promotional materials (flyers), and making website updates
- Research administration experience supporting grant submissions and funded research projects
- Experience in University systems like MN-GEMS, Chrome River, UMarket
- Prior experience working in higher education
- Demonstrated commitment to diversity, equity, inclusion, and justice

*Are you excited about this job and meet the required qualifications, but your past experience doesn't align perfectly with every preferred qualification? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. If this is you, we strongly encourage you to apply because you just may be the right candidate for this role.

APPLICATION REQUIREMENTS

All applications should include a cover letter and a resume. Please detail in your cover letter how your experience addresses the required qualifications listed above.

Application review will begin September 23, 2024.

ABOUT THE DEPARTMENT

The Institute for Social Research and Data Innovation (<u>ISRDI</u>) supports the work-life balance of our staff with 40-hour work weeks and flexible work hours. The University also offers excellent health insurance, retirement benefits, and tuition assistance. ISRDI encourages and supports staff training and development.

Diversity, equity, and inclusion are core values of our organization! We are committed to creating a work environment that celebrates and promotes diversity and advances a culture of inclusion for persons from historically excluded and underrepresented groups. We aspire to create a space that encourages and embraces inclusiveness, equal opportunity, and respect! We strongly encourage women and members of underrepresented groups to apply.

QUESTIONS?

Questions concerning the application process, including requests for accommodation, may be addressed to Sophia Yohannes-Smadi, HR & Operations Coordinator, at isrdi-jobs@umn.edu