

# INSTITUTE FOR SOCIAL RESEARCH & DATA INNOVATION



## EMPLOYMENT OPPORTUNITY

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## Research Coordinator Generalist

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### JOB DESCRIPTION

The Institute for Social Research and Data Innovation ([ISRDI](#)) is collaborating with the Gateway Exposome Coordinating Center ([GECC](#)), and we seek a Research Coordinator to join our team of interdisciplinary researchers at the University of Minnesota (UMN). We are looking for a social scientist broadly interested in the social determinants of health and aging to support our work related to exposome influences on Alzheimer's Disease (AD) and AD-Related Dementias (ADRD).

Our interdisciplinary research team at the UMN is actively working on advancing the state of the science on links between life course exposures and AD and ADRD. We focus on risk and resilience factors, as well as disparities across populations. The wide variety of exposures that people experience in the environments where they live, work, and play throughout life impact one's health, including their risk profile for AD and ADRD. Together, this comprehensive set of exposures across domains (e.g., physical, climate, social, policy, community services, life experiences) constitute the exposome. GECC aims to advance the state of the science on links between life course exposures and AD/ADRD, with a focus on risk and resilience factors, as well as disparities across populations. The Research Coordinator position will support The Center's Goals to (1) identify research priorities and develop guidance and best practices for measuring, harmonizing, and using exposome data; (2) support the development of innovative, novel exposome measures and data; (3) disseminating outputs from center activities, including discovery of data, innovative and novel measures, guidance, and best practices, to the broader AD/ADRD research community.

This position reports to Senior members of ISRDI research staff and will work closely with researchers from ISRDI at the UMN and the GECC at the University of Southern California (USC). The ideal candidate will be resourceful, have previous research experience, a self-starting work-ethic, and be comfortable working in a collaborative, complex, and deadline-driven environment.

### RESPONSIBILITIES

- **60% Research.** Conduct literature and scoping reviews to support work in life experiences and community services domain. Review and synthesize information about a variety of datasets and their uses. Identify leading scholars and practitioners in these domains and connect the domain teams with them. Identify governmental, non-profit, or advocacy organizations working in these domains and connect with them. Conduct descriptive analysis with large-scale population data. Collaborate with life experiences and community service teams on the development of presentations for meetings and writing reports.
- **30% Project coordination.** Attend all GECC town halls, expert panels, and workshops and prepare meeting summaries for the life experiences and community service teams. Coordinate with the GECC leadership team and staff working on other domains (physical, climate, social, policy). Update GECC team about work being done in the life experiences and community services domains. For work that involves multiple domains, coordinate work with participating groups.
- **10% Other duties as assigned.**

***The position has funding for 4 or 5 years, contingent upon a 6-month probationary period and successful completion of duties. Travel will be required to support project activities.***

**Salary Range:** \$50,000 - \$65,000, depending on qualifications.

**Work Location:** This position is eligible for remote, hybrid or fully onsite work arrangements. **Additionally, travel will be required to support project activities.** ISRDI is located at 50 Willey Hall in Minneapolis, MN.

## QUALIFICATIONS

### Required:

- BA/BS in a quantitative social science field (e.g., sociology, public health, gerontology, public affairs) with at least 2 years of work experience or a combination of related education and work experience to equal 6 years
- Experience with literature and/or scoping reviews
- Detail-oriented with exceptional organizational, planning, and problem-solving skills
- Ability to work independently with limited supervision, as a part of a team, and with changing priorities
- Excellent written, verbal, and interpersonal communication skills

### Additional selection criteria\*:

- Master's degree in a relevant field
- Experience working on a multi-disciplinary team
- Experience with technical writing and/or public communication
- Experience with project coordination
- Experience working with large-scale census or survey datasets
- 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 (e.g., coursework, internships, employment, community involvement) addresses the required qualifications listed above.

## ABOUT THE DEPARTMENT

The Institute for Social Research and Data Innovation ([ISRDI](#)) 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](mailto:isrdi-jobs@umn.edu)

