Recruitment Specialist  
Northwestern University, Feinberg School of Medicine, Department of Medical Social Sciences

We are seeking an experienced, enthusiastic Recruitment Specialist to provide recruitment and screening support within a study of diverse toddlers and their families. The ideal candidate will be familiar with the neighborhoods and communities of Chicago, and will bring a high-energy approach to successfully recruiting research subjects and establishing rapport with diverse families and community-based organizations. The position will be within the Developmental Mechanisms Research Program, as part of the When To Worry About Language study, exploring early irritability and language delay as risk factors for later problems in young children.

The Recruitment Specialist will be responsible for identifying locations in the community for participant recruitment, establishing working relationships with these locations, and approaching and screening of potential participants. This person will work closely with the research team and may also support scheduling and other research activities.

Duties involve:

- Traveling to sites in neighborhoods and communities to locate potential participants.
- Entering and maintaining screening information in a database. Must ensure consistent quality of participant information.
- Obtaining consenting to screen, and administering screening survey.
- Communicating effectively with Project Coordinators, Project Directors and lead scientists about the study.

The ideal candidate will possess:

- Associate’s or Bachelor’s degree, or equivalent experience on a research study with human participants.
- Experience recruiting participants and engaging community partners, field experience is strongly preferred.
- Understanding of the importance of obtaining a high level of participation of families from diverse backgrounds.
- Experience or demonstrated interest in working with families of young children, preferably within the context of a research study. Must have sensitivity to complex issues experienced by diverse young children and families.
- Ability to effectively establish rapport and communicate research process and goals to study participants.
- Skill and creativity in using phone, internet, and direct contact methods for study recruitment and retention.
• Strong communication skills; well-organized; excellent attention to detail; ability to multi-task.
• Ability to work independently, as well as part of a larger research team.
• An enthusiastic, proactive approach to recruitment.
• Knowledge of Chicago neighborhoods and communities.
• Consistent access to a car.
• Weekend and evening work required.

This is a temporary position: start date is as soon as possible. Study originates from Northwestern University, Feinberg School of Medicine, Department of Medical Social Sciences. Send letter of interest and resume with names of three references to Amy Biel, Research Manager (amy.biel@northwestern.edu).