Research Specialist - PVL 85615

**Education:** A Bachelor's degree is required. A degree in child development, psychology, special education, public health, social work, or field related to development disabilities is preferred.

**Appointment Percentage:** 50 – 100%

Full Time Salary Rate: minimum $30,207 annual – depending on qualifications.

**Number of Positions:** 1

**Qualifications:**
Well-qualified candidates would possess the following preferred knowledge and experience:
Knowledge of developmental disabilities (e.g. autism spectrum disorders, cerebral palsy, intellectual disabilities); academic preparation (work experience preferred) in child development, psychology, special education, public health, social work or related area; Excellent typing and computer skills; Previous experience with computerized data collection and familiarity with medical records; Excellent interpersonal skills including: interacting professionally with staff at our data sources; ability to work collaboratively with project coordinator and engage with team members to meet project goals; ability to communicate effectively with project coordinator and staff via phone, email and written communication; commitment to the job and team members; and represent the work group in a positive manner; Strong work ethic, including: ability to self-direct using initiative and sound judgment; ability to work well under deadlines; proven productivity, accountability, and follow-through; ability to effectively anticipate problems and troubleshoot; ability to learn and apply new concepts; ability to prioritize and remain focused; and meticulous attention to detail; Experience or familiarity with Microsoft Word and Excel.

**Job Summary:**
The individual will serve as a public health record abstractor within the Epidemiology of Developmental Disabilities work unit, working on the Wisconsin Surveillance of Autism and Other Developmental Disabilities System (WISADDS) project, a project funded as part of the Centers for Disease Control and Prevention's (CDC) Autism and Developmental Disabilities Monitoring (ADDM) Network. WISADDS is a public health project that conducts population-based, multi-source surveillance of autism spectrum disorders and cerebral palsy among children in a 10-county area of southeastern Wisconsin. WISADDS adheres to a surveillance methodology developed by CDC involving screening and abstraction of data from records at multiple sources.

For a complete list of duties and qualifications please see: 

We offer an excellent benefits package as well as a competitive salary based on qualifications.

**How to Apply:**
To apply, please send your resume and a detailed cover letter explaining your qualifications and experience related to your ability to successfully perform the duties of this position and a list of three references to Pamela Imm at imm@waisman.wisc.edu. Please specify PVL 85615 in your subject line.

Questions about the position can be directed to Pamela Imm at 608-263-8222 or imm@waisman.wisc.edu

To ensure consideration, applications must be received by March 9, 2016.

Note: Unless confidentiality is requested in writing, information regarding applicants and nominees must be released upon request. Finalists cannot be guaranteed confidentiality.

The UW-Madison is an EEO/AA Employer. A criminal background check will be conducted.