Research Specialist (Supervising Public Health Record Abstractor) – PVL 92755

**Education:** A Bachelor’s degree is required. A degree in Child Development, Psychology, Special Education, Public Health, Social Work or a field related to developmental disabilities is preferred.

**Appointment Percentage:** 100%
**Full-time Salary Rate:** Minimum: $37,000 Annually; Depending on qualifications

**Job Summary:**
The Waisman Center is dedicated to the advancement of knowledge about human development, developmental disabilities, and neurodegenerative diseases throughout the lifespan. One of only 14 centers of its kind in the United States, the Waisman Center encompasses laboratories for biomedical and behavioral research, a brain imaging center, and a clinical biomanufacturing facility for the production of pharmaceuticals for early stage human clinical trials. In addition to its research efforts, the Center provides an array of services to people with developmental disabilities, offers numerous educational and outreach programs to young children and their families, and trains scientists and clinicians who will serve our nation in the future.

This position will serve as the supervising 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.

**Minimum Qualifications:**
A minimum of one year of experience with supervision of staff is **required**.

Well-qualified candidates will have the following preferred knowledge and experience:
- Knowledge of developmental disabilities and intellectual disabilities (e.g., autism spectrum disorders, cerebral palsy, etc.)
- Previous work experience (or academic preparation) in Child Development, Psychology, Special Education, Public Health, Social Work or a related area.
- Previous experience working with computerized data collection and familiarity with medical records is highly preferred.
- Excellent typing and computer skills as well as proficiency with Microsoft Office (Word and Excel) is highly preferred.
- Excellent interpersonal and written and verbal communication skills, as well as attention to detail and strong work ethic.
- Demonstrated ability to work both independently and as part of a team.
- Experience adhering to a project or study protocol.

For a complete list of duties and qualifications, please see:

**How to Apply:**
To be considered for this position, applicant materials must be submitted online. Applicants will be asked to upload a cover letter and resume detailing their interest and qualifications as it relates to the position.

Please click on the “Apply Now” button to start the application process at the following link:

Questions about the position can be directed to Melissa Henning at 608-890-1388 or melissa.henning@wisc.edu.

**To ensure consideration applications must be received by December 22, 2017**

If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm

**NOTE:** Please indicate in writing if you request that your identity be kept confidential. If you do not indicate your preference to remain confidential, the University may be required to disclose your identify and/or application materials. The identity of finalists and successful candidates will be revealed upon request. See Wis. Stat. sec. 19.36(7).

UW-Madison is an equal opportunity/affirmative action employer.
We promote excellence through diversity and encourage all qualified individuals to apply.
A criminal background check will be conducted prior to hiring.
A period of evaluation will be required.