Public Health Record Abstractor (Research Specialist) – PVL 90127

**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:** 50%  
**Full-time Salary Rate:** Minimum: $34,000 annually

**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 15 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.

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.

**Minimum 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.

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:**
Please click on the "Apply Now" button to begin the application process. You will be asked to upload a resume and cover letter. Please address in your application materials, your experience or familiarity with Microsoft Word and Excel.  

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

To ensure consideration applications must be received by April 10, 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