



Job Opportunity Details

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Posting Date

January 10, 2018

Position Title

Research Participant Recruitment Coordinator - RYTE

Vacancy

Temp - 11018

Department

College of Education and Human Services

Division

Academic Affairs

Job Description

Overview:

The Research Participant Recruitment Coordinator will be overseeing all aspects of participant recruitment for the national scale Boy Scouts of America National Character Initiative study. This will include recruiting adult volunteers and youth members of Boy Scouts from across the country. The Research Participant Recruitment Coordinator will work as a member of the Institute for Research on Youth Thriving and Evaluation (RYTE) at Montclair State University in Montclair, NJ, under the supervision of co-Directors Dr. Jennifer Urban & Dr. Miriam Linver (<http://www.montclair.edu/ryte-institute/>).

Responsibilities:

The Research Participant Recruitment Coordinator will be critical to the success of the study. This individual will develop and implement practices and strategies to aid in recruitment of all study participants. The Coordinator will work with Boy Scouts of America staff to identify local council staff who will assist with recruiting youth and adult volunteers for the study. The recruitment coordinator will be responsible for establishing relationships with the local council staff, ensuring data collection happens in a timely manner, and when necessary, will be dispatched to local sites to assist with and mitigate any potential barriers to data collection. The Coordinator will be responsible for developing recruitment materials, advertising, social media outreach, giving presentations to groups of Scouts across the country, and other techniques to enhance participant recruitment. This individual will also be in charge of screening potential participants, as well as securing informed consent for study participation. They will be responsible for maintaining an internal participant database (e.g., tracking and updating contact information, geographical locations, consent, etc.) and for communicating with the

leadership team to determine the effectiveness of recruitment plans. This individual will also be responsible for scheduling study visits across 15 to 30 sites across the country, booking travel, and working closely with the project co-Directors, research scientists, and post-docs to assure that recruitment milestones are met.

The position will be located within the College of Education and Human Services at Montclair State University and the initial appointment will be for 1 year, with an option to renew for a 2nd year. The above statements reflect the general details considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

Qualifications & Requirements

The successful candidate will be a highly motivated individual able to work efficiently and productively in a fast-paced research environment. Candidates must have a Master's, Ph.D. or Ed.D. in a social science field with a focus on human development, evaluation, or a related field (e.g., psychology, education, sociology, family science), as determined by the Principal Investigators. Candidates with a bachelor's degree and extensive experience as a research participant recruitment coordinator will be considered.

Candidates must have excellent oral and written communication skills, be energetic, personable, and detail-oriented. Candidates must also have the ability to operate with considerable independence and initiative, to deal in confidence with sensitive information, and to multi-task and manage multiple competing priorities. Candidates must also demonstrate enthusiasm for intellectual rigor and engagement; excellent organizational and planning skills and excellent interpersonal skills. Candidates should be creative problem solvers. The successful candidate will be a persuasive communicator, an excellent network builder and an experienced project manager, who will be driven to deliver their recruitment targets.

Preference will be given to candidates with prior experience managing large-scale participant recruitment efforts for a research study.

Send cover letter and resume to
(include vacancy # if above)

When creating your profile, you will need to combine your resume and cover letter into one single document (PDF or MS Word).

Email:

Colette Killian
Assistant Director of Budget and Grants
PRISM/REDSS

[killianco@mail.montclair.edu \(mailto:killianco@mail.montclair.edu\)](mailto:killianco@mail.montclair.edu)

Organizational Marketing Statement:

Montclair State University

With a proud history and a vibrant future, Montclair State University is one of New Jersey's most diverse and dynamic institutions of higher education. One of four public research institutions in the state, Montclair State is designated a Research Doctoral 3 University

by the Carnegie Classification of Institutions of Higher Education.

Located 12 miles west of New York City on a 252-acre suburban campus which boasts modern, state-of-the-art facilities complemented by green spaces, public plazas and striking Spanish Mission architecture, the University offers a comprehensive undergraduate curriculum with a global focus; a broad variety of superior graduate programs through the doctoral level; and a highly productive, dedicated and diverse faculty and student body.

The University's 10 colleges and schools offer more than 300 undergraduate and graduate majors, minors, concentrations and certificate programs, and with more than 120 student organizations and 18 NCAA Division III athletic teams for men and women, Montclair State offers its students a comprehensive college experience.

EEO/AA Statement:

Montclair State University is an Equal Opportunity/Affirmative Action institution with a strong commitment to diversity.

Additional information can be found on the website at www.montclair.edu/human-resources/about-us/eo-aa-and-diversity/
(<http://montclair.edu/human-resources/about-us/eo-aa-and-diversity/>)