**The general nature or purpose of the job:** Participant Recruiter for the Neuroplasticity and Development Lab is a part-time position (between 19 and 27 hours per week, with part-time benefits) responsible for recruiting, scheduling and testing blind and control participants, managing participant database, serving as liaison between the lab and the blind community, collaborate with research program coordinator in IRB protocol preparation and maintenance, ensuring accessibility of materials such as consent forms, lab website, internet survey and stimuli to blind participants. The primary duties and responsibilities of the job:

**Participant Recruitment:** • Advertise in-person studies to blind communities of Baltimore/metro area and Boston, MA area. • Advertise in-person studies to be conducted at blindness conferences. • Advertise online studies to blind community at large. • Disseminate information about lab to blind community through local, national, and international blindness organizations, publications and conferences. • Explain lab mission and study purpose to participants. • Liaise between lab and blind community.

**Working with Research Participants:** • Recruit research participants. • Consent research participants. • Schedule research participants. • Conduct phone and in-person screening. • Coordinate participant visits, collect data, maintain records and regulatory documentation.

**Participant Database Management:** • Enter participant information into secure database. • Secure maintenance of participant information. • Understand the organization of the database.

**Accessibility Assurance:** • Prepare accessible materials (e.g. Braille consent forms, screen readers for web surveys). • Ensure website accessibility to blind individuals.

**Internal and external contacts required as part of the job:** Principal Investigator; JHU graduate and undergrad students; research study participants; JHU staff: Baltimore Blind Community.

Qualifications:

**Strong Braille reading skills (required)**. High school diploma/GED required, Bachelors degree preferred. Additional education may substitute for required experience to the extent permitted by the JHU equivalency formula.

Previous work experience that involves organizational, interpersonal and computer literacy skills and excellent recommendations from prior employers. • Prefer some related coursework or administrative experience. Focus on carrying out the empirics of the protocol as written.

Excellent interpersonal skills. • Strong organization skills. • Strong computer literacy skills knowledge of MS Office suite (Word, Excel), email software (MS Exchange or similar), Adobe, internet browsers, various screen readers, adaptive technology; SAP (preferred). • Ability to work independently as well as in groups.

NOTE: The successful candidate(s) for this position will be subject to a pre-employment background check.

To Apply:

<https://hrnt.jhu.edu/jhujobs/job_view.cfm?view_req_id=58640&view=sch>