

**Research Associate (9702)**  
**InformeDesign®**  
**Department of Design, Housing, and Apparel**  
**University of Minnesota**

The mission of InformeDesign®, a searchable database of design and human behavior research, is to facilitate interior designers' and architects' use of current, research-based information as a decision-making tool in the design process, thereby integrating research and practice. Research Summaries are written by undergraduate and graduate staff members in a practitioner-friendly voice and used by interior designers and architects. The site currently contains over 900 Research Summaries, seen by over 10,000 users, per month from around the world. This Web-based project is a collaboration between the American Society of Interior Designers (ASID) and the University of Minnesota. Co-creators of InformeDesign are Drs. Denise Guerin, Coordinator, and Caren Martin, Director. InformeDesign is supported by a \$1.18 million grant from ASID.

**Position**

The person in this position must be interested in writing and editing Research Summaries that transform research findings from scholarly journal articles (from over 100 refereed journals) into design criteria using a concise, accurate writing style that follows an established protocol. The Research Associate will also review final Research Summary content, assign keywords, and publish the final work to the Web site. The Research Associate will also participate in staff training (both writers and editors), define terms for the Glossary of Terms on the site, and develop the editorial calendar and administer the identification of authors for *Implications*, the site's monthly newsletter, and editing and publishing it to the site. Creation of research tutorials for users of the site will also be the responsibility of the Research Associate. Other administrative duties include participation with the Associate Director and Director on various tasks, focusing on those that are tied to the research embedded in the site. The Research Associate reports to the Director of InformeDesign. This position is a full-time, 12 month, annually renewable academic professional (P&A) appointment. Renewal is dependent on funding and performance.

**Responsibilities**

Working with Original Literature from Research Journals (80%)

Edit Research Summaries (RSs) written by InformeDesign® staff; train editors. Review original literature to confirm that it is relevant for inclusion in the InformeDesign® Web site, based on established protocols. Write RSs using an established protocol. Review finalized RSs; make final edits; load into the Web site administrative database; identify/load "keywords" (core concepts) of the RS into the administrative taxonomy; identify words to be added to the Glossary of Terms. Define terms/phrases identified in the RSs for insertion in the Glossary of Terms database.

Web Site Related and Administrative Tasks (20%)

Develop an editorial calendar for *Implications* through consultation with the Director; secure author commitments a minimum of nine months in advance. Notify authors of *Implication's* content requirements and due dates and subsequent reminders; review content submitted and edit written material as necessary; assist the Associate Director with production of *Implications* as directed. Track conference presentation submission deadlines, assist with submittals, and preparation of presentations. Participate in development of content and submittal materials for conference speaking engagements; work with ASID to either author or contribute to produce such

submittals; prepare attendee handouts; occasionally participate in presentations. Identify needed additions to the Web site taxonomy; add them as necessary per review by the Director. Contribute in the production of the 90-Day Progress Reports due to ASID. Contribute to and shepherd production of research related tutorials (1/yr); engage in final edits using the established template; coordinate review of content; arrange for continuing education credits tracking with ASID, publish the tutorial to the Web site. Support the work of the Associate Director and Director through participation in various tasks, carrying out the mission of InformeDesign®. Contribute to Technical Review Board (TRB) agenda and meeting planning; implement protocols/processes identified by the TRB in a timely and consistent manner. Participate in the process of adding necessary information to the Web site. Act as an ambassador for InformeDesign to the University, the design professions, and the public at large.

### **Qualifications**

Required: Master's degree with a minimum of one degree in interior design, architecture, landscape architecture, graphic design, or housing. Demonstrated understanding of research methods. Experience in reviewing research. Evidence of written synthesis and interpretation skills. Evidence of solid written and verbal communication skills. Demonstrated computer skills, such as experience with word processing, Internet searches or databases.

Desired: Earned doctorate with an emphasis in interior design, architecture, landscape architecture, housing, human behavior/human factors, or related fields. Interior design or architecture practice experience. Extensive writing experience, such as journal or trade articles or technical reports. Demonstrated database computer skills (MS Access, Excel, and ProCite) and graphic software (Adobe Photoshop, Illustrator; Quark)

### **Compensation**

Salary commensurate with experience. Benefits include health, disability, dental, sick and vacation. Retirement benefits after 3 years.

### **Application Process**

A completed application will consist of a cover letter, resume, official transcripts, and contact information for three references. Final candidates will be required to submit a writing exercise, which will consist of 1) a written research summary, 2) an edited research summary, both typical of the work of this position, and 3) a statement of equal opportunity accomplishments (1 page maximum). Review of applications will begin May 1, 2005. Position is open until filled.

Send applications to Caren Martin, Department of Design, Housing, and Apparel, University of Minnesota, 240 McNeal Hall, 1985 Buford Avenue, St. Paul, MN 55108. [cmartin@che.umn.edu](mailto:cmartin@che.umn.edu)  
Phone: 612.624.5318; Fax: 612.624.2750. For more info, go to <http://dha.che.umn.edu/>.

For information regarding **InformeDesign®**, the Technical Review Board, and examples of Research Summaries, go to <http://www.informedesign.umn.edu>.

*The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.*