

Job Title	Data Collector - SPH (CHPPR)
Employer/ Agency	UTHealth School of Public Health
Job Description	<p>Position Summary: Interviews research subjects, primarily in the field. Collects data. Records data for various health studies.</p> <p>Position Key Accountabilities:</p> <ol style="list-style-type: none"> 1. Contacts study participants to schedule interviews in the research study, usually by telephone. 2. Interviews and establishes rapport with study participants in order to encourage complete accurate responses and continuing participation in the study. Works in the field, either going to homes or places of business or at specified exercise areas. Conducts interviews in an environment, which may be dirty, have unpleasant odors, or be in generally unfavorable locations or weather conditions. 3. Decides methods of tracing participants (map tracing, phone and address verification, check public records), how to conduct interviews (whether some questions are inappropriate), and whether callbacks are necessary to get further information while coding. Researches newspaper files, hospital records, funeral homes, and all other available resources to obtain names, addresses, phone numbers, and other information about study participants. 4. Project manager or principal reviews work. 5. Conducts intervention with research subjects and refers to appropriate physician or healthcare practitioner. 6. Schedules tests and physicals. 7. Utilizes the equipment as trained by project manager or principal in order to obtain the required information. 8. Codes and edits information for research projects for entry into database. 9. Handles administrative details (ex. time and effort reports, mileage reports) 10. Other duties as assigned.
Qualifications	<p>Certification/Skills: Trained by project manager or principal on techniques to interview, complete questionnaires, and operate equipment. May need to be bilingual.</p> <p>Minimum Education: High School diploma</p> <p>Minimum Experience: Two years related experience with emphasis on public contact. May substitute required experience with equivalent years of education beyond the minimum education requirement.</p>
Salary/Hours	DOE
Employer/Agency	UTHealth School of Public Health
City, State, Zip	Texas Medical Center-Houston, Texas
Application Method	Apply online https://uth.referrals.selectminds.com/jobs/data-collector-sph-chppr-660?et=1ZzEIYmr
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.