**Job Title**  
Data Collector – Casual - CHPPR

**Employer/Agency**  
UTHealth School of Public Health

**Job Description**  
This position is for a casual data collector position (less than 19.5 hours per week). The data collector is responsible for recruiting, scheduling and interviewing study participants in the field and in jail settings. She/He will ensure that surveys and all project forms are completed accurately and turned into the office in a timely manner. Data collector is also responsible for distributing participants’ incentives. As needed, the data collector will also participate in the delivery of the educational session to participants regarding sexually transmitted infections and HIV prevention. Data collectors will also conduct follow up surveys over the phone or in person and mail out incentives following established protocols.
1. Recruits and interview participants establishing rapport with study participants in order to encourage complete accurate responses and continuing participation in the study.
2. Track participants location in the jail system and in the community
3. Maintain timely and accurate records on the progress of the data collection
4. Meet with research staff to provide completed study forms and discuss questions and updates on the progress of the study
5. Conducts data entry and codes data entry into database as needed.
6. Other duties as assigned.

**Qualifications**  
Trained by project staff on techniques to interview, complete questionnaires, HIPPA and operate equipment and interview software. Required: 
- Excellent interpersonal skills and attention to detail 
- Reliable transportation 
- Basic computer/laptop proficiency 
- Be hard working, reliable and have a flexible schedule 
- Must be comfortable working with diverse populations in jail settings 
- Must past background check for jail clearance. Preferred: Work experience with community organizations and outreach programs in the community. Familiarity with the MSM community and HIV risk behaviors.

Minimum Education: High School diploma  
Minimum Experience: Two years related experience with emphasis on public contact.

Physical Requirements: Exerts up to 20 pounds of force occasionally and/or up to 10 pounds frequently and/or a negligible amount constantly to move objects.

Security Sensitive: This job class may contain positions that are security sensitive and thereby subject to the provisions of Texas Education Code § 51.215

**Salary/Hours**  
Casual/PRN

**Employer/Agency**  
UTHealth School of Public Health

**City, State, Zip**  
Houston, TX

**Application Method**  
http://p.rfer.us/UTHqWt6HW

**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.