UNIVERSITY OF SOUTHERN CALIFORNIA
Research Project Interviewer
Job Code: 135009

Grade: G
OT Eligible: Yes
Comp Approval: 11/10/2010

JOB SUMMARY:
Assists with research project or study data collection by screening, scheduling, and interviewing participants. Gathers research data and maintains detailed records. Performs basic analysis and data maintenance functions.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME

Conducts interviews for research project or study via telephone, electronic correspondence, or in person. Provides information to the interviewees regarding the research project and outlines how the research will be used. Screens potential participants and determines eligibility based on pre-defined criteria.

Collects pertinent information from study participants through interviews, administration of tests or surveys or questionnaires, scheduling of medical procedures, or other collection procedures. Records interview data on forms, video or on to a computer. Follows established data collection and management procedures to prepare, collect, record, or enter data.

Coordinates study participant activities, including recruitment, correspondence, screening and orientation. Schedules appointments and procedures, coordinating with external providers, as needed.

Maintains accurate and detailed records. Cleans and edits data and performs basic analysis. Produces reports, correspondence and other materials, as needed. Maintains databases for reporting and compliance purposes.

Arranges and attends meetings, seminars, symposia and other events related to project efforts. Stays informed of developments in field.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:

High school or equivalent

Minimum Experience:

0 - 6 months

Minimum Field of Expertise:

Knowledge of data collection procedures and some experience with data analysis. Excellent interpersonal skills needed for interaction with participants.

Preferred Education:

Associate's degree

Preferred Experience:

1 year

Skills: Administrative:

Answer telephones
Assemble and organize numerical data
Communicate with others to gather information
Compose correspondence
Gather data
Input data
Interpersonal skills
Maintain filing systems
Maintain logs
Maintain records
Read handwritten text
Schedule appointments
Understand and apply policies and procedures
Use computerized spreadsheets
Use database and/or word processing software

Skills: Other:

Active listening
Analysis
Assessment/evaluation
Interviewing

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May supervise student, temporary and/or resource workers.
SIGNATURES:

Employee: _______________________________  Date: _______________________________

Supervisor: _______________________________  Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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