UNIVERSITY OF SOUTHERN CALIFORNIA
Field Research Representative
Job Code: 185551

Grade: E
OT Eligible: Yes
Comp Approval: 1/13/1995

JOB SUMMARY:
Canvasses Los Angeles County neighborhoods to identify and recruit participants in case/control medical research studies.

JOB ACCOUNTABILITIES:

**E/M/NA**   % TIME

____   _____ Determines location of neighborhood to be canvassed based on predetermined scientific algorithm. Plans routes to be walked in various neighborhoods and routes to be driven between walks to minimize travel time and distance.

____   _____ Prepares any forms, letters or cards to be given to potential subjects or controls. Keeps detailed logs of contacts made, hours worked and miles driven.

____   _____ Drives to neighborhood to be canvassed. Walks door-to-door, talks with residents about research study, asks screening questions. Determines which residents meet the criteria of the study. Compiles information about neighborhood, residents and potential subjects or controls for submission.

____   _____ Trains new employees, as assigned.

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:
Reliable vehicle, current California driver's license, current vehicle insurance required. Ability to interact with a variety of ethnic and age groups. Working knowledge of Los Angeles county cities and freeway systems. Ability to read and understand road maps.

**Preferred Field of Expertise:**

Previous field canvassing work.

**Skills: Administrative:**

Communicate with others to gather information
Gather data
Understand and apply policies and procedures

**Supervises: Level:**

Trains new employees and allocates and monitors work of others

**Supervises: Nature of Work:**

Research

**Comments:**

Exposure to vehicle exhaust during driving on freeways and surface streets.

**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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