



TEMPORARY POSITION: Data Collection Assistants
Student Health Data Collection
September through December 2012

General Description

As part of a major community based research project, CARE will be collecting health data from 6th grade students in 12 New Haven Public Schools this fall. CARE is recruiting 6 mature, reliable people to assist with survey administration and to collect physical measurements from students for approximately 12 weeks from mid-September through December.

Under the direct supervision of Program Director, the Data Collection staff will participate in intensive protocol and practical training sessions (last week of September), and assist with administering health surveys to classes in computer labs during October, and collect physical measures during PE classes in November/December (height, weight, blood pressure, heart rate and waist circumference) on approximately 700 school students (though the project may end earlier when all data is collected).

Schedule/Hours:

Date of Hire: September 17 - Hiring requirements & Training

October-December - Administer health surveys and collect physical measures in schools

Hours: 7:00-4:00 M-F (or shorter periods within that timeframe-with weekly staff meetings on Fridays 4:30-5:30)

The typical number of hours of work expected each week is approximately 25 hours, but may vary depending on school scheduling- (would not exceed 30 hours, except possibly for team leaders).

Rate of Pay: Data Collection Staff: 4 @ \$13/hour
Data Collection Team Leaders: 2 @\$15/hour

*A few team leaders will be selected to serve as on-site leaders to ensure that protocols and data entry are correctly followed, to be primary liaison between school and CARE leadership, and to prepare daily field summaries for the Director (see additional responsibilities below)

Essential Duties:

- Attend all training sessions and assignments in preparation for data collection
- Complete all certification/tasks required from Yale University
- Follow all study protocols exactly as described in the field and assist with documenting and maintaining all study protocols, as indicated
- Work professionally as a team to complete all preparation and documentation for data collection when in the schools (loading computer ids, collecting opt out forms, summary reports, etc.)
- Professionally and respectfully interact with school staff, students and colleagues during all phases of data collection process
- Assist with managing, tracking, and transporting all study equipment /materials needed to/from the schools

- Participate in all weekly staff meetings
- Participate in weekly team leader meetings, complete record-keeping paperwork and perform other research related procedures as established by Director
- Must have reliable transportation for the day (may need to go to multiple locations within the day)

Additional Responsibilities for *Team Leaders:

- Serve as primary interface with school administration and staff while on –site and report any issues that arise to Director
- Prepare/submit daily field summary reports to Director
- Provide on-site instruction, guidance and oversight of team
- Responsible for data entry, and managing daily updates of daily data that was entered
- Responsible for assuring all equipment is brought/returned to schools and that they are functioning, and charged, if needed, and securely stored at CARE once returned
- Responsible for promptly reporting any concerns/issues that need addressing by Director
- Responsible for assigning transportation of study equipment among team members

Skills and Abilities:

1. Ability to work well with school staff and children (specifically ages 10-13)
2. Ability to follow instructions exactly as described consistently
3. Excellent verbal communication skills
4. Well organized and excellent attention to detail
5. Ability to exercise independent judgment and take initiative
6. Experience working in a research setting
7. Comfort with taking physical measurements on people/children
8. Valid CT driver's license with available, reliable transportation
9. Access to Internet (with email address) and cell phone
10. Must be at least 18 years of age
11. Available for the entire duration of data collection
12. Preferred: Bilingual in Spanish

If you are interested in this position please send resume to Suzette Benitez via email:
suzette.benitez@yale.edu