

Job Title	Telephone Interviewer
PVN ID	BA-1506-000562
Category	Research
Location	BARUCH COLLEGE
Department	Baruch College Survey Research
Status	Part Time
Hourly Rate	\$0.00-\$11.00
Hour(s) a Week	0.00-18.00
Closing Date	Dec 31, 2015 (Or Until Filled)

General Description

ABOUT US

The Baruch College Survey Research unit designs and conducts surveys for government agencies, nonprofit organizations, media and academic partners on a wide range of public affairs topics. Our full-service survey research facility has the expertise and resources to conduct all phases of the survey research process. We are currently seeking research interviewers for our upcoming research projects.

Phone interviewers administer interviews via telephone to the public regarding various research topics. They record responses using our Computer Assisted Telephone Interviewing (CATI) Program, following specific, project-driven protocols and procedures.

REQUIREMENTS

Fluency in reading, writing, and speaking English is required. Fluency in Spanish, Chinese or Russian is a plus. Previous research interviewing experience is preferred. Hired individuals will be trained and are required to complete the Collaborative Institutional Training Initiative (CITI) certification.

HOURS/SALARY

Max 18 hours per week. \$11 per hour. This is a part-time, seasonal position. There will be periods without work. This is an ideal position for college students and others looking for opportunities to supplement their income

Other Duties

Responsibilities include but are not limited to:

- Gain cooperation of the Respondent
- Administer interviews following scripts and using approved interviewing techniques and project-specific protocols
- Accurately & completely record interview responses on CATI system
- Test questionnaires in development
- Provide feedback to supervisor
- Identify study problems
- Attend project trainings as scheduled
- Attend internal trainings as needed

Qualifications

The ideal candidate will:

- Speak, read and write clearly in English
- Understand and retain interviewing and study material and follow protocols
- Document information as given by the respondent
- Remain neutral while being friendly
- Be receptive to constructive feedback on an ongoing basis