

SHPPS Data Collectors

JOB SUMMARY:

Aspen of DC/ICF Macro is seeking Data Collectors for the national School Health Policies and Practices Study (SHPPS) 2012 conducted on behalf of the Division of Adolescent and School Health (DASH), National Center for Chronic Disease Prevention and Health Promotion, Centers for Disease Control and Prevention (CDC). SHPPS 2012 will describe school policies and programs nationwide at the state, district, school, and classroom levels related to health education; physical education and activity; health services; mental health and social services; nutrition services; faculty and staff health promotion; and healthy and safe school environment. Additionally, SHPPS 2012 will look at vending machine offerings to students in schools across the country.

The position is for full-time, temporary employment, and includes a mandatory 9-day training (travel, hotel & expenses paid) in Arlington, VA (near Washington, DC) from February 1-9, 2012. Assuming acceptable completion of training, data collectors will work assignments at various locations, some close to home and some that require air travel. Data collection is scheduled for February, March, and part of April. Some staff may be asked to continue working beyond this time frame, based on performance and project needs. **Travel requirements are not negotiable. Background check required.**

JOB LOCATION:

Schools and educational facilities in various locations and travel is required.

RESPONSIBILITIES:

- Travel to schools and conduct multiple face-to-face interviews with school personnel on an array of health topics
- Conduct interviews using a laptop and computer-assisted interviewing software
- Upload data daily via an internet-based system
- Photograph selected school vending machines
- Act as on-site liaison with school personnel
- Report in via telephone on a daily/weekly basis regarding study activities, including non-response
- Maintain detailed logs and progress reports
- Review completion of interviews with respondents prior to submitting data
- Submit weekly expense reports

EXPERIENCE PREFERRED:

- Some college. Ideal for graduate/thesis students able to work full time and with no travel limitations
- Experience in field data collection, social science research, Computer Assisted Personal Interviewing (CAPI) and/or any kind of in-person interviewing
- Technological skills, including but not limited to: working with wireless connections, emailing and attaching files, internet navigation, software installation, reasonable typing speed, and digital camera use.
- Experience working in schools and/or with school personnel

PERSONAL ATTRIBUTES REQUIRED:

- Able to read aloud well and in a clear speaking voice
- Personable and professional demeanor
- Punctuality and ability to adhere to strict time schedules
- Ability to adapt to unfamiliar situations
- Well-organized
- Ability and willingness to work and travel alone
- Ability to do stays away from home for multiple nights
- Ability to travel over the weekend, if required
- Valid driver's license and use of a car in good condition
- Valid major credit card