

PUBLIC POLICY CENTER
Iowa Social Science Research Center
Telephone Research Interviewer

University Classification: Research StudentUI Job Code: S140

Position #:

Org/Dept/Sub-dept #: 04 / 0220Position Reports to: Johnson, Dawn00155258

Name

Position #

Does this position have Administrative Supervision? Yes No**Position Specific Summary:**

This is a University of Iowa student position. This position allows students to work in a professional environment while gaining valuable employment and research experience in public policy and opinion polling. Interviewers conduct survey data collection for academic and private business research. This position involves contacting and asking questions of respondents over the telephone. Survey questions are standardized and must be read exactly as written.

Qualifications:

The student must have the following qualifications:

- Absolute attention to detail.
- Efficient, professional manner with good customer service skills.
- Excellent communication skills. English fluency (verbal and written) is required.
- Self-motivated with flawless discretion.
- Works well in a team environment.
- Solid work ethic and reliability.

Experience in research and previous exposure to a Computer Assisted Telephone Interviewing (CATI) system is **not** required.

Duties:

Serving as a Telephone Research Interviewer: Interact by phone with outside parties, such as businesses or private individuals to obtain data for an assigned research project. Recent study topics surround health and health systems as well as opinion research. Review and edit completed interview questionnaires for completeness and accuracy. Maintain accurate records and files pertaining to one or more research studies. Training is provided and paid.

Skills to be Acquired/Refined:

- Customer Service
- Communication and listening.
- Research and survey methodology

Work Schedule:*Moderately Flexible Hours:*

- 10-20 per week, as dictated by our study schedule and your availability.

Hours Available:

- Primarily evenings and weekends.

****This job is temporary. However, extended employment opportunities are possible for successful employees!!**

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.