

SURVEY INTERVIEWER

The University of Florida, in partnership with the Health Equity Alliance of Tallahassee (HEAT), announces openings for the position of **survey interviewer** as part of a study about heart disease prevention among African Americans in Tallahassee.

Job Description

Survey interviewers are the most important part of any study, because the quality of information the study produces depends on the quality of each interview. Interviewers are the eyes and ears of the research team, and they are the most visible sign of the study's presence in the community. These roles mean that interviewers are key to the long-term success of our efforts to understand and address heart disease among African Americans in Tallahassee.

The primary responsibilities of survey interviewers are: (1) to locate and enlist the cooperation of selected respondents, (2) to conduct interviews in a standardized way and ensure that information is recorded correctly, (3) to motivate respondents to provide complete and accurate answers, and (4) to ensure that materials and information are returned to the field office.

This is a time-limited position requiring a minimum three-month commitment.

Requirements

- High school diploma or equivalent
- Valid driver's license, dependable transportation, and willingness to travel to all parts of Tallahassee
- Excellent verbal skills, including a clear speaking voice and ability to deliver questions in a uniform way
- Good listening skills, including attention to respondents' nonverbal cues
- Genuine enjoyment for interacting with people in diverse settings
- Attention to detail and dedication to obtaining high-quality interviews
- Willingness to follow set procedures
- Responsive to constructive feedback from supervisors to improve interviewing technique
- Ability to work 15–40 hours per week, including evenings and weekends on a weekly basis
- Familiarity with laptop and desktop computers
- Ability to carry 15–20 pounds of field equipment
- Successful completion of interviewer training (16 hours) and certification interview
- Successful completion of a background check

Characteristic Responsibilities

- Locate selected housing units and determine eligibility of residents for participation
- Make contact with selected respondents and establish rapport
- Describe the study and answer questions in a professional and ethical manner
- Schedule in-home interviews at a time that is convenient for respondents
- Conduct the interview using standardized techniques you will learn during training
- Enter respondents' answers and other information into laptop computer during interview
- Measure blood pressure, height, weight, and other physical measurements
- Collect saliva and dried blood spots to measure biological indicators of health
- Maintain the security and confidentiality of all information you collect from respondents
- Complete and submit administrative materials, including informed consent, coversheets, timesheets, incentive receipts, and mileage reports
- Provide constructive feedback to supervisors about interviews and data collection procedures

Pay

- Rate of pay is \$10 per hour plus \$20 per completed interview
- Hourly pay will be administered biweekly from the University of Florida; interview completion payments will be administered monthly
- Regular payroll deductions (withholding taxes, FICA, etc.) will be made from all payroll checks
- Documented mileage for travel from field office to study housing units will be reimbursed at the State of Florida rate

About HEAT Heart Health

Heart disease is the leading cause of death in the United States and in Leon County. Heart disease is also more common among African Americans than among other groups, making it the most important cause of racial inequalities in life expectancy. **HEAT Heart Health** is a community-based participatory research project that will work to understand how stress, the social environment, and inherited (genetic) factors related to family health history affect the risk of heart disease among African Americans in Tallahassee. The information we gain from this study will guide the development of community outreach programs for heart disease prevention.

HEAT Heart Health includes a survey of about 350 African Americans adults in Tallahassee. We will select people at random (like the toss of a coin) to make the results representative of African Americans in Tallahassee. We will ask people to participate in interviews about stress, the social environment, and health. We will also measure blood pressure, weight, biological markers of stress, and genetic (inherited) factors related to heart disease and related conditions. All information will be kept strictly confidential. We will never publish information that could be used to identify participants.

The survey is scheduled to run between May and August 2011.

HEAT Heart Health is run by a Steering Committee of researchers from the University of Florida and community members from Tallahassee. We strive to involve community members as partners, not just as participants, in the research. We are also committed to making our study relevant to the community. The project is affiliated with the Health Equity Alliance of Tallahassee (HEAT), whose mission is to bridge the gap between research and action. We will organize community events to share results of the study and develop recommendations and outreach programs about heart disease prevention.

How to Apply

To apply for this position, go to the following website, complete the applicant tutorial, and then create your application.

<https://jobs.ufl.edu/applicants/Central?quickFind=68808>

Application materials will be reviewed immediately and continue until positions are filled. The University of Florida is an equal opportunity institution dedicated to building a broadly diverse and inclusive faculty and staff. Minorities, women and those from other underserved groups are encouraged to apply.

For more information, please contact Dr. Lance Gravlee at the University of Florida (352-392-2253 x. 240 or cgravlee@ufl.edu).