



# CENTER FOR HUMAN SERVICES RESEARCH

## UNIVERSITY AT ALBANY State University of New York

### **HIRING TELEPHONE INTERVIEWER HALF TIME (20 HOURS/WEEK)**

The Center for Human Services Research at the University at Albany is seeking a part-time telephone interviewer to conduct data collection for a study on foster care youths throughout New York State. Candidates must be able to follow all confidentiality laws and maintain a high standard for best data collection practices. The position will require flexible work hours; evening and weekend hours are required and the schedule will sometimes vary from week to week. Candidates must be able to work independently with minimal supervision. Responsibilities will include but are not limited to conducting telephone interviews with youth; contacting caseworkers and family members by phone to track youth; accurately entering data; and distributing survey incentive payments.

#### **Minimum Qualifications**

- Bachelor's degree and enrolled in graduate studies
- Excellent telephone and communication skills
- Good computer skills
- Evening and weekend availability
- Strong organizational skills
- Ability to work with minimal supervision

#### **Preferred Qualifications**

- Telephone interviewing experience
- Experience with adolescents
- Experience with/knowledge of the foster care system
- Social science research background

#### **Pay Rate**

\$15-\$18 per hour depending on skills and experience

#### **How to Apply**

Please send a resume and cover letter to: Denise Carner, [dcarner@albany.edu](mailto:dcarner@albany.edu)