



The Research  
Foundation for  
The State University of New York

*University at Albany*

## ANNOUNCEMENT OF VACANCY

<b>Budget Title:</b>	Research Analyst	<b>Posting No:</b> R17-05
<b>Descriptive Title:</b>	Data Collector	<b>Grade:</b> N.10
<b>Department:</b>	Center for Human Services Research	<b>Reports to:</b> Research Scientist
<b>Salary Range:</b>	\$45,000 - \$55,000 DOE	<b>FLSA Status:</b> Non-Exempt

*Employment is with The Research Foundation for The State University of New York, a private, nonprofit, educational corporation that administers sponsored program activity for the University at Albany.*

**Description of Duties:** The Center for Human Services Research, University at Albany, is seeking a full-time Data Collector to conduct in-home interviews with youth and families involved in children's behavioral health services, in the county of Cayuga, NY. Responsibilities include recruit and interview families, collect information from records, enter data, support other local evaluation activities, track families, ensure principles of cultural competency are met, ensure ongoing protection of participants by strictly adhering to IRB procedures, and participate in meetings. Hours will be variable and include nights and weekends.

**Minimum Qualifications:**

1. Experience interviewing families and collecting data.
2. Computer skills, particularly data entry.
3. Knowledge of or experience with families with children with emotional and behavioral challenges.
4. Demonstrated ability to work with a culturally diverse population.
5. High School Diploma

**Preferred Qualifications:**

1. Knowledge of mental health system navigation and experienced interviewers will be given priority.
2. Some postsecondary education in Social Sciences or Human Services

**SPECIAL NOTES:** Employment is with The Research Foundation for the State University of New York, a private, nonprofit, educational corporation that administers sponsored program activity for the University at Albany. Review of applications will begin immediately and continue until the position is filled. To apply, go to <http://rfhr.interviewexchange.com/jobofferdetails.jsp?JOBID=81305>

Applicants may also visit our website at [www.albany.edu/chsr](http://www.albany.edu/chsr) for more information.

*Federal law and regulations require notice to all prospective employees regarding crimes that have occurred on campus in the current three year period. Please refer to the following website for the complete Annual Security Report ("Clery Report"):* <http://police.albany.edu/asr.htm>

*As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin and veteran or disability status.*

*The Research Foundation for The State University of New York offers exceptional benefits such as healthcare, dental, vision, pension plans, competitive pay, generous paid time off, tuition assistance, life insurance and long-term disability insurance. The University at Albany offers a variety of performing arts, world class libraries, and competitive sporting events.*