POSITION ANNOUNCEMENT

TITLE: TELEPHONE INTERVIEWER/RESEARCH ASSISTANT
DEPARTMENT: SOCIAL SCIENCE CENTER (SSRC)
REPORTS TO: OFFICE MANANGER
HOURS: PART-TIME (MINIMUM OF 12 HOURS PER WEEK; EVENINGS AND WEEKENDS)
SALARY RANGE: $9.75 / PER HOUR
FLSA STATUS: NON-EXEMPT

*Please be aware that funding for this position is awarded through a Grant/Contract over a specified period. Employment for this position beyond current Grant/Contract funding is contingent upon continued funding or new Grant/Contract.

POSITION SUMMARY:
The Telephone Interviewer/ Research Assistant will provide broad support to the Director, the CATI Project Manager. This position: is responsible for data collection and / or entry into a database. Data collection is due over the telephone with sample respondents; this requires good oral communication skills in order to convey the importance of the research.

ESSENTIAL FUNCTIONS:
- Survey data collection
- Survey data entry
- Maintain a good working relationship with the public
- Maintain a professional work environment
- Follow supervisory staff instructions
- Know what is important to each study to become more productive
- Keep station clean

MINIMUM QUALIFICATIONS:
- Telephone experience
- Accurate typing
- Oral and written English communication skills.
- Operate a computer
- Ability to function well in a stressful, deadline-driven environment.
- The ability to work effectively in a racially and ethnically diverse professional community.

EDUCATION:
High school diploma or equivalent
Some college preferred
PHYSICAL DEMANDS:
Lifting of up to 25lbs; periodic bending; long-term periods of sitting; long term periods operating a computer.

APPLICATION PROCEDURE:
To be considered an applicant; you must apply through our online applicant portal found on the following site:

http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

Please include an attachment with your hour’s availability when applying through the portal.

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

CSU FULLERTON AUXILIARY SERVICES CORPORATION IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F/V/D