

**Metal Air Pollution Partnership Solutions (MAPPS) HSC-SPH-14-0351**  
**The University of Texas Health Science Center at Houston (UTHEALTH)**

**Positions Available**

**MAPPS Survey Field Interviewer**

**POSITION SUMMARY:** The interviewer is responsible for recruiting and interviewing study participants in the field. She/He will explain the study and consent eligible individuals following the study's procedures for conducting the survey. He/She will ensure that surveys and all project forms are completed accurately and turned into the research office in a timely manner. Survey interviewer is also responsible for helping to coordinate participants' gift card.

**POSITION KEY ACCOUNTABILITIES:**

1. Contact neighborhood residents to conduct the research survey, primarily door-to-door.
2. Establishes rapport with potential study participants and informs participants of the purpose of the study according to established protocols. Answers questions that arise.
3. Administers informed consent and the questionnaire. Works in the field going to homes or places within neighborhoods. Conducts interviews out-doors, possibly in unfavorable weather conditions and in disadvantaged neighborhoods.
4. Keep records of participants who participate and of households where there is no answer. Project manager reviews work.
5. Schedules interviews if needed.
6. Maintains confidentiality of participant involvement and responses.
7. Handles administrative details (e.g., time and effort reports).
8. Meet with research staff to provide completed study forms and discuss questions and updates on the progress of the study.
9. Other duties as assigned.

**CERTIFICATIONS/SKILLS:**

Certification for Protection of Human Research is required (can be completed within five days of employment). Trained by research team on techniques to interview, complete questionnaires and comply with IRB requirements of survey protocol. Excellent interpersonal skills. May need to be bilingual.

**MINIMUM EDUCATION:**

High School diploma or equivalent.

**MINIMUM EXPERIENCE:**

One year of related experience with emphasis on public contact.

May substitute required experience with equivalent years of education beyond the minimum education requirement.

**PHYSICAL REQUIREMENTS:**

Extensive walking in outdoor environments.