Job Title: Research Interviewer, Senior  
Job Requisition ID: 32025BR

Division: School Of Nursing  
Department: 803300:SON: OFF OF ACADEMIC ADVNCMENT

Full/Part Time: Full-Time  
Regular/Temporary: Regular  
Minimum Hourly $14.326923  
Midpoint Hourly $18.990385  
Minimum Annual $29800  
Midpoint Annual $39500

Job Description

JOB DESCRIPTION: Recruits, screens, identifies, contacts, and interviews participants to obtain data for assigned research projects. Interviews may be conducted in person, in a clinical setting, the subject's residence, or by telephone. Coordinates the data collection process. May abstract data from the participant's medical record. Schedules appointments, obtains consent forms, explains the study to the participant and collects data. May observe participants and record results of observation through written documentation or video recording. Edits completed questionnaires for completeness, legibility and accuracy. Follows up with participants to obtain missing data or clarify existing data. Designs forms, worksheets and study questionnaires. May code and enter data into a database. Compiles data and produces reports to be used for analysis of research findings. May monitor blood pressure and heart rate and may take vital signs and height/weight measurements. May collect blood, saliva, or urine samples from participants and prepare them for laboratory testing. Provides direction to others engaged in the interviewing process. Maintains required record-keeping. Performs related responsibilities as required.

DEPARTMENT QUALIFICATIONS: A bachelor’s degree and at least two years of clinical phlebotomy experience preferred. Familiarity with human subjects research protocols is highly desired.

MINIMUM QUALIFICATIONS: A high school diploma or equivalent. Two years of administrative support, customer service or other related experience which includes one year of interviewing experience. Data entry experience. Positions that require drawing blood require completion of a phlebotomy training program.

Additional Job Details
This position involves day-to-day details of an NIH funded grant to investigate health disparities among patients living with HIV/AIDS. Lab Safety and Bloodborne Pathogens training should be completed upon hiring. Documentation certifying or declining Hepatitis B immunization will also be required. Collaborative Institutional Training Initiative (CITI) certification will also be needed upon employment. Finally completion of any additional certifications, testing or training required to perform and operate at the local clinical settings that are necessary.

This position involves:  
Involve working with human blood, body fluids, tissues, or other potentially infectious materials.