

FIELD ASSISTANT JOB OPENING

The RAND Corporation is a non-profit research organization providing objective analysis and effective solutions that address the challenges facing the public and private sectors around the world. The **RAND Survey Research Group (SRG)** is currently hiring **Field Assistants** to work with interviewers who are conducting brief interviews with adults at community agencies in Hollywood Metro and South Los Angeles to find out whether they have symptoms of depression. These interviews are part of a community-based and led research project called Community Partners in Care (CPIC) that is funded by the National Institutes of Health.

POSITION TYPE AND DURATION

Part-time, temporary position with benefits, between 20-35 hours/week. Expected duration of the study is March 2010 through March 2011.

JOB DESCRIPTION

The Field Assistant will assume all duties of interviewers, as described below, as well as represent the project to agencies and programs, secure locations for private screening, implement established sampling procedures according to written sampling plans, monitor interviewers' arrival at site assignments, and assign interviewers to clients to be approached. In addition, the Field Assistant is responsible for receiving each interviewer's paperwork and tallies at the end of each shift and reporting those back to the field office in a timely manner, and working in close coordination with the Field Clerk and Field Supervisor in accessing updated field schedules and faxing field forms to the office each day. Field Assistants must attend weekly meetings in Santa Monica.

Interviewers will approach adults in community agencies to encourage their participation in a long-term study. Interviewers will administer informed consent, answer questions, and record participants' responses to structured interview questions.

JOB REQUIREMENTS

Applicants will be evaluated based on submitted applications, interviews and reference checks.

- Demonstrated leadership abilities, ability to work independently and as a team leader
- Excellent communication skills, reading skills, and a clear speaking voice
- Ability to keep accurate records and neat, legible handwriting
- Good organization skills
- Comfort working with people in diverse neighborhoods
- Comfort speaking to people about sensitive, private issues
- Willingness to travel throughout Hollywood Metro and South LA, including skid row
- Valid driver's license, dependable car, and proof of auto insurance
- Ability to pass DMV check
- Ability to pass a Megan's Law background check
- Flexibility in work schedule, including morning, afternoon, and evening shifts, and possible weekend work, between 20-35 hours per week, for at least 6 months
- Prior interviewing, related coursework or professional experience preferred
- Spanish/English bilingual skills preferred. Applicants for bilingual positions will be evaluated in both languages.

TO APPLY

To apply, please visit www.rand.org/jobs. Click on "Find a Job" then "Advanced Search." In the Job Opening ID field, reference Job ID# 2491.

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