Research Assistant- Survey Job Summary

Research Assistants will work on the Youth Violence Prevention Center (YVPC) Community survey within select neighborhoods in Youngstown, Ohio and Flint, Michigan. The YVPC Community Survey Project examines a wide range of issues related to individual and community health and safety in Youngstown, Ohio and Flint, Michigan. Research Assistants’ duties will include recruiting participants for the survey, consenting study participants, and administrating surveys at designated neighborhoods within Youngstown, Ohio and Flint, Michigan. Ideal candidates should be able to work approximately 35 hours per week during late morning through early evening hours, hold a legal driver’s license, and be able to walk long distances. Candidates MUST be comfortable working in community settings with minimal supervision. Research Assistants will receive training in the ethical treatment of human subjects, recruitment, and survey administration. This position is scheduled to begin in March 2016 and will continue for approximately 12-14 weeks.

Required Qualifications*

- High School education or equivalent
- Be able to work in teams (Research Assistants will go into the community in pairs)
- Be able to work without direct supervision
- Ability to take direction and follow through on project
- Reliable
- Strong organizational skills
- Good interpersonal, written and verbal communication skills.

Research Assistant- Survey and Property Assessment Supervisor

The Survey and Property Assessment Supervisor will work in Youngstown, OH and Flint, Michigan assisting the Youth Violence Prevention Center Manager. The Supervisor will assist the manager with orientations, reliability assessments, staff management and organization of the projects. This position requires high attention to detail, strong organizational skills, willingness to learn and self-motivation. Ideal candidates should be able to work approximately 40 hours per week during daytime hours, and hold a legal driver’s license. Candidates MUST be comfortable working with diverse populations. This position is scheduled to begin in March 2016 and will continue for approximately 12-16 weeks.

Responsibilities*

- Report to project manager, at minimum, once per week.
- Assist manager in creating summary project updates for monthly meetings
- Ensure organization of both projects
- Conduct quality assessments
- Supervise property assessors and survey assistants in following protocol
- Help manager develop assigned routes for survey assistants

Required Qualifications*

- High attention to detail
- High School education or equivalent
- Be able to work without direct supervision
- Ability to take direction and follow through on project
Reliable
Strong organizational skills
Good interpersonal, written and verbal communication skills
Experience supervising others

Research Assistant- Property Assessor Job Summary

Research Assistants will observe and rate property parcels within assigned Youngstown, Ohio and Flint, Michigan neighborhoods. He/she will report to the project manager. Good communication skills, reliability, and ability to work independently are necessary to be successful in this position. This person needs to demonstrate strong organizational skills, work well in pairs/teams, be able to walk for long distances, and have a legal driver’s license in order to complete assessments. He/she will be responsible for rating the physical appearance of property parcels (landscaping and buildings) and appropriately recording values on evaluation forms. This position will be 5 days a week (Monday through Friday) for 7 hour shifts (morning through afternoon). This is an outdoor position, and shifts may be canceled in poor weather (rain, extreme heat). There is no reimbursement for gas or mileage. Candidates MUST be comfortable working in community settings with minimal supervision. This position is scheduled to begin in March 2016 and will continue for approximately 10-12 weeks.

Required Qualifications*

- High School education or equivalent
- Be able to work in teams (Research Assistants will go into the community in pairs)
- Be able to work without direct supervision
- Reliable transportation
- Ability to walk long distances
- Ability to take direction and follow through on project
- Reliable
- Strong organizational skills
- Strong attention to detail.

Good interpersonal, written and verbal communication skills.

To apply, please send a resume, and three references to:
Susan Franzen at sfranzen@umich.edu or Allison Krusky at akrusky@umich.edu.