



## Job Opportunity Details

[Go Back \(results.php?rows=10&page=1&\)](#)

[Search for another position \(index.php\)](#)

**Posting Date**

January 10, 2018

**Position Title**

Research Study Interview Coordinator - RYTE

**Vacancy #**

Temp - 11019

**Department**

College of Education and Human Services

**Division**

Academic Affairs

**Job Description****Overview:**

The Research Study Interview Coordinator will be managing the scheduling, training and management of interviewers, data collection, data cleaning, and data entering for telephone interviews of 300 adult interviews and 300 youth interviews that are part of the national scale Boy Scouts of America National Character Initiative study. Data will be collected at three time points with 100 adult interviews and 100 youth interviews being conducted at each time point. The Research Study Interview Coordinator will work as a member of the Institute for Research on Youth Thriving and Evaluation (RYTE) at Montclair State University in Montclair, NJ, under the supervision of co-Directors Dr. Jennifer Urban & Dr. Miriam Linver (<http://www.montclair.edu/ryte-institute/>).

**Responsibilities:**

The Research Study Interview Coordinator will be critical to the success of the study and will direct the interview call center. This individual will work closely with the Research Participant Recruitment Coordinator to develop and implement practices and strategies to aid in recruitment of a sub-group of BSA National Character Initiative study participants who will complete telephone interviews at three time points. The Interview Coordinator will develop training materials, hire, train, develop, and manage interviewers. This includes organizing and directing the interviewers, assessing their work, and giving guidance and feedback to maximize performance. This individual will also coordinate schedules of both interviewers and interviewees, develop and maintain an online interview scheduling platform, conduct interviews, develop and maintain a participant tracking database, as well as direct and conduct data cleaning in preparation for analysis.

The position will be located within the College of Education and Human Services at Montclair State University and the initial appointment will be for 1 year, with an option to renew for a 2nd year. The above statements reflect the general details considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

#### Qualifications & Requirements

The successful candidate will be a highly motivated individual able to work efficiently and productively in a fast-paced research environment. Candidates must have a Master's, Ph.D. or Ed.D. in a social science field with a focus on human development, evaluation, or a related field (e.g., psychology, education, sociology, family science), as determined by the Principal Investigators. Candidates with a bachelor's degree and extensive experience as a research interview coordinator will be considered.

Candidates must have excellent interviewing, oral and written communication skills, be energetic, personable, and detail-oriented. Candidates must also have the ability to operate with considerable independence and initiative, to deal in confidence with sensitive information, and to multi-task and manage multiple competing priorities. Candidates must also demonstrate enthusiasm for intellectual rigor and engagement; excellent organizational and planning skills and excellent interpersonal skills. Candidates should have experience with collecting qualitative interview data, be creative problem solvers and be able to lead and motivate. The successful candidate will be organized, reliable, results-oriented, an experienced project manager, and will be driven to deliver their recruitment targets.

Preference will be given to candidates with experience managing a call center and/or prior experience managing large-scale participant recruitment efforts for a research study.

Send cover letter and resume to  
(include vacancy # if above)

When creating your profile, you will need to combine your resume and cover letter into one single document (PDF or MS Word).

Email:

Colette Killian  
Assistant Director of Budget and Grants  
PRISM/REDSS

[killianco@mail.montclair.edu](mailto:killianco@mail.montclair.edu) (<mailto:killianco@mail.montclair.edu>)

#### Organizational Marketing Statement:

##### Montclair State University

With a proud history and a vibrant future, Montclair State University is one of New Jersey's most diverse and dynamic institutions of higher education. One of four public research institutions in the state, Montclair State is designated a Research Doctoral 3 University by the Carnegie Classification of Institutions of Higher Education.

Located 12 miles west of New York City on a 252-acre suburban campus which boasts modern, state-of-the-art facilities complemented by green spaces, public plazas and striking Spanish Mission architecture, the University offers a comprehensive undergraduate curriculum with a global focus; a broad variety of superior graduate programs through the doctoral level; and a highly productive, dedicated and diverse faculty and student body.

The University's 10 colleges and schools offer more than 300 undergraduate and graduate majors, minors, concentrations and certificate programs, and with more than 120 student organizations and 18 NCAA Division III athletic teams for men and women, Montclair State offers its students a comprehensive college experience.

**EEO/AA Statement:**

Montclair State University is an Equal Opportunity/Affirmative Action institution with a strong commitment to diversity.

Additional information can be found on the website at [www.montclair.edu/human-resources/about-us/eo-aa-and-diversity/](http://www.montclair.edu/human-resources/about-us/eo-aa-and-diversity/)  
[\(http://montclair.edu/human-resources/about-us/eo-aa-and-diversity/\)](http://montclair.edu/human-resources/about-us/eo-aa-and-diversity/)