Job Description: Field Interviewer

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Responsible To Research Associate, Center for Social Research

Summary
Field Interviewers conduct structured conversations with research subjects for Center for Social Research (CSR) projects. Typical duties include:

- Participate in training and team meetings.
- Contact research subjects to recruit participation and schedule meetings.
- Travel into the cities and neighborhoods of West Michigan to conduct interviews.
- Clean and enter data from completed questionnaires.

The Center is committed to providing our team with educational and professional experience, significant responsibility that expands with experience, and a congenial team atmosphere. CSR Field Interviewers work part- or full-time, usually during the summer.

Skills and Qualifications

Required abilities and dispositions

- A high degree of personal motivation, self-management, and detail-orientation.
- Ability to take responsibility in meeting deadlines and making progress without direct supervision.
- Strong spoken and written communications skills.
- Capacity and will to learn new concepts, research methods, software, and work routines quickly, under the mentorship of CSR staff; flexibility in responding to new research opportunities as they arise.
- Motivation to meet new people and conduct friendly but professional, disciplined conversations guided by scripts and training guidelines.
- Ability to share responsibilities and rewards with a networked team of coworkers, including off-campus partners and Calvin faculty, staff, and fellow students.
Preferred additional qualities

- Prior experience in research fieldwork, especially interviewing, ethnography, or observation.
- Articulate and tactful communications skills; readiness to meet and negotiate with research subjects.
- Interest in professional development toward future graduate school or employment in advanced social research.
- Experience with cross-cultural communications.
- Fluency in Spanish, Korean, or other foreign languages common in West Michigan.
- Personal transportation (CSR will reimburse mileage at standard IRS rates).

Responsibilities

- Handle and protect confidential and sensitive data with integrity.
- Participate in training and team meetings.
- Contact research subjects to recruit participation and schedule meetings.
- Coordinate with teammates to organize efficient travel and two-person interviewing.
- Travel into the cities and neighborhoods of West Michigan to conduct interviews.
- Follow protocols, interviewing research subjects professionally and courteously.
- Clean and enter data from completed questionnaires.
- Respond to special needs of the CSR team related to the field research project.

Position Details

- Campus student employment wage level “Omega” for Calvin students; for non-students, temporary employment at appropriate wages.
- 30 to 40 hours per week for the duration of the current project(s).
- Constant field travel for interviews from a home base at the CSR offices, 2041 Raybrook St SE, Suite 103, Grand Rapids, MI 49546.
- Please apply online at https://calvin.edu/centers-institutes/center-for-social-research/employment/