

FIELD SUPERVISOR

The University of Florida, in partnership with the Health Equity Alliance of Tallahassee (HEAT), announces openings for the position of **Field Supervisor** as part of HEAT Heart Health (HHH), a study about heart disease prevention among African Americans in Tallahassee.

Job Description

The Field Supervisor (FS) plays a critical role in any research study, because the quality and impact of the study depends on how well data collection activities are managed. For HEAT Heart Health, the Field Supervisor is also the link between survey interviewers and the Steering Committee. These roles make the FS essential to the long-term success of our efforts to understand and address heart disease among African Americans in Tallahassee.

The primary responsibilities of the FS are: (1) to ensure that data are collected according to HHH protocols and are of highest quality, (2) to coordinate interviewers' work so that data collection activities are completed efficiently and on schedule, and (3) to anticipate and help solve problems in field work.

This is a time-limited position requiring a minimum three-month commitment.

Requirements

- Bachelor's degree in an applied social science; a Master's degree in Public Health (MPH) is an advantage
- Familiarity with computers and database management
- Proven management skills
- Attention to detail and dedication to obtaining high-quality data
- Willingness to follow and enforce set procedures
- Creativity and ability to take initiative
- Previous experience in field-based research, especially surveys, is strongly desired
- Ability to work 20–30 hours per week, including evenings and weekends on a weekly basis
- Ability to carry 15–20 pounds of field equipment
- Valid driver's license, dependable transportation, and willingness to travel to all parts of Tallahassee
- Successful completion of interviewer training (16 hours) and certification interview
- Successful completion of a background check

Characteristic Responsibilities

- Assign selected housing units to interviewers and prepare interviewing packets for selected households
- Maintain contact with interviewers, and take reports after each work session
- Help survey interviewers solve problems in the field
- Maintain inventory of field equipment (e.g., computers, blood pressure monitors) and ensure it is in good working order before each interviewer work session
- Collect field equipment from interviewers after each work session
- Ensure that biological samples collected by survey interviewers (saliva, dried blood spots) are stored properly and transferred to researchers at UF
- Ensure that the disposition of each sampled household is determined and recorded correctly
- Transfer survey data daily to UF researchers via Internet-based server
- Demonstrate enthusiasm for the project and be able to describe the study and answer questions in a professional and ethical manner

- Assist in continued training of survey interviewers, as necessary
- Maintain the security and confidentiality of all information collected from respondents
- Complete, manage, and submit administrative materials, including informed consent forms, coversheets, timesheets, incentive receipts, and mileage reports
- Provide constructive feedback to supervisors about interviews and data collection procedures

Pay

- Rate of pay is \$15 per hour
- Hourly pay will be administered biweekly from the University of Florida
- Regular payroll deductions (withholding taxes, FICA, etc.) will be made from all payroll checks
- Documented mileage for travel from field office to study housing units will be reimbursed at the State of Florida rate

About HEAT Heart Health

Heart disease is the leading cause of death in the United States and in Leon County. Heart disease is also more common among African Americans than among other groups, making it the most important cause of racial inequalities in life expectancy. **HEAT Heart Health** is a community-based participatory research project that will work to understand how stress, the social environment, and inherited (genetic) factors related to family health history affect the risk of heart disease among African Americans in Tallahassee. The information we gain from this study will guide the development of community outreach programs for heart disease prevention.

HEAT Heart Health includes a survey of about 350 African Americans adults in Tallahassee. We will select people at random (like the toss of a coin) to make the results representative of African Americans in Tallahassee. We will ask people to participate in interviews about stress, the social environment, and health. We will also measure blood pressure, weight, biological markers of stress, and genetic (inherited) factors related to heart disease and related conditions. All information will be kept strictly confidential. We will never publish information that could be used to identify participants.

The survey is scheduled to run between June and September 2011.

HEAT Heart Health is run by a Steering Committee of researchers from the University of Florida and community members from Tallahassee. We strive to involve community members as partners, not just as participants, in the research. We are also committed to making our study relevant to the community. The project is affiliated with the Health Equity Alliance of Tallahassee (HEAT), whose mission is to bridge the gap between research and action. We will organize community events to share results of the study and develop recommendations and outreach programs about heart disease prevention.

How to Apply

To apply for this position, go to the following website, complete the applicant tutorial, and then create your application.

<http://jobs.ufl.edu/applicants/Central?quickFind=68944>

Application materials will be reviewed immediately and continue until positions are filled. The University of Florida is an equal opportunity institution dedicated to building a broadly diverse and inclusive faculty and staff. Minorities, women and those from other underserved groups are encouraged to apply.

For more information, please contact Dr. Lance Gravlee at the University of Florida (352-392-2253 x. 240 or cgravlee@ufl.edu).