

Center for Drug and Health Studies

School Survey Administrator

Job Description

The Center for Drug and Health Studies conducts school-based surveys annually as well as other surveys as needed. Under the supervision of the Survey Coordinator, the survey administrator will provide support to the survey administration process. This position requires a high level of flexibility, reliability, and attention to detail.

This is a seasonal position. There is no set or minimum number of hours per week. The number of hours worked per week is flexible depending upon the number of schools and classrooms scheduled to participate in the survey.

Major Responsibilities

- Visit schools throughout the state to administer different youth surveys to students in 5th through 12th grade.
- Travel throughout the state using your own vehicle.
- Interact with school administrators, staff, teachers, and students to communicate survey instructions.
- Read instructions to students, assist students in completing online and paper surveys, and answer student questions as necessary.
- Ensure that all requirements of the survey process are being followed correctly during the survey administration.
- Accurately track classroom enrollment and survey completion information.
- Transport boxes of survey materials from the Center to schools.

Qualifications

- Requires a minimum of a high school diploma or GED with one to three years of administrative experience. Associates degree preferred.
- Local travel required, with the ability to drive personal vehicle to and from schools. Administrators will be reimbursed for mileage.
- Familiarity with basic computer operations and software applications.
- Requires proficient organizational and detail-oriented skills.
- Ability to communicate effectively and professionally and interact with people of all ages and diverse backgrounds.
- Ability to work a flexible schedule with varying weekly hours and daily schedules.
- Physical ability to lift and carry boxes and stand for extended periods of time.
- Bilingual in English and Spanish preferred.

Application deadline: Open until filled.

To apply: submit cover letter and resume to: Sofia Gonzalez (sofagonz@udel.edu)

Employment offers will be conditioned upon successful completion of a criminal background check.