



## NORTHERN CALIFORNIA CANCER CENTER

### POSITION DESCRIPTION

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<b>JOB TITLE</b>	<u>Interviewer IV</u>	<b>ORG. UNIT</b>	<u>Research – Gomez</u>
<b>SUPERVISOR</b>	<u>Project Coordinator II</u>	<b>STATUS</b>	<u>Regular, non-benefited, part time (8 hours/week)</u>

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#### PURPOSE OF POSITION

- Conduct interviews in Tagalog and English with study subjects, who include breast cancer survivors.
- To assist in the data collection tasks of two research studies: one focusing on sociodemographic data collection for breast cancer research and one that is looking at disparities across racial/ethnic groups in the breast cancer survivorship experience, including diagnosis, treatment, and quality of life (QOL).

#### PRINCIPAL DUTIES:

1. Conduct in-person one-on-one cognitive interviews and quantitative telephone interviews in English and Tagalog with breast cancer survivors.
2. Assist in the data collection tasks of the study, which include but are not limited to: recruitment of study participants, editing & coding questionnaire data, calling participants to schedule interviews and to ask follow up questions, assisting Principal Investigator and Project Coordinator in a variety of other related research tasks, which may include administrative task, that will ensure that the study is progressing in a timely and appropriate manner.
3. Assist in the development, translation, and back-translation of study instruments and related materials such as surveys, consent forms, coding manuals and letters.
4. Assist with the translation, transcription and analysis of qualitative data.
5. Communicate on a regular basis with Principal Investigator and Project Coordinator regarding study issues.
6. Participate in research-related meetings and trainings as a member of the research team.

#### QUALIFICATIONS:

- Bachelor degree in health related field plus minimum 3 years customer relations or related research experience or equivalent combination of education and experience. Bilingual (Tagalog) and bicultural (i.e. Filipina) experience or background required.
- Previous interviewing experience preferred, especially experience interviewing cancer survivors.
- Must be self-initiating, detail-oriented, organized and be able to work independently.
- Must have excellent communication and interpersonal skills with the ability to establish a good relationship with participants of diverse ethnic backgrounds.
- Must be available to occasionally work late afternoons, evenings and weekends. Availability must be somewhat flexible.
- Must be computer literate. Familiarity with MS Word, Excel and Access a plus. Ability to communicate with office staff electronically preferred.
- Must have access to vehicle for local travel, valid California Driver's license and auto insurance.

