

Job Title: Survey Coordinator - Middle School YRBS
Terms: Temporary
Reports to: Data & Evaluation Manager
Location: Central Office – Health and Wellness, 370 Columbia Road, Dorchester MA
Compensation: \$20/hr
Shift-type: Part-time
Start Date: Mid- Late August 2019

Background

Public health surveillance provides critical population health data to inform planning, implementation, and evaluation of public health programs and policies. Since 1993, the Boston Public Schools (BPS) has monitored critical health-related behaviors of high school-aged youth through the Boston Youth Risk Behavior Survey (YRBS), a component of the CDC's national surveillance system. Results from the YRBS are used in a variety of venues to develop policy; to plan and improve youth-based health programs; to determine existing health needs in order to develop effective intervention programs; and to improve the development of classroom lessons geared towards reducing health risk behaviors among adolescents.

Position Summary and Responsibilities

The BPS Health and Wellness Department seeks a Survey Coordinator to assist the Data and Evaluation Manager to efficiently and successfully administer the YRBS at BPS High Schools. This position offers first-hand experience in survey research, personnel management, and school-based health. The Survey Coordinator will support the survey administration staff, liaise with school staff, act as an on-call survey administrator, and perform administrative duties including random class selection. Weekly communication with school principals and staff are expected. As such, a professional demeanor, excellent interpersonal skills and ability to make cold calls are highly preferred. In addition, this individual must understand public health research methods and possess the ability to maintain accurate tracking and labeling systems. The Survey Coordinator will be responsible for writing and developing survey administration resources.

Primary duties include:

- Oversee survey administration activities, including outreach and liaise with school contacts, manage survey schedule, maintain database and other tracking systems.
- Work with the Data and Evaluation Manager to hire and manage survey administration staff, co-lead survey staff training, and manage and communicate schedules.
- Identify classes through random selection and accurately update database on a weekly basis.
- Update, maintain, and expand YRBS survey contact resource depository.
- Assemble survey materials and serve as back-up Survey Administrator.
- Prepare data for analysis and assist in the preparation of the final report

Timeframe: August 2019 – December 2019, approximately 15 hours/week. Some early mornings will be required during September-December.

Compensation: \$20 per hour to be paid out biweekly.

Qualifications

- MPH, or graduate student in public health or a related field with an interest in school health and wellness and/or survey research and administration.
- Strong project management skills and skill with spreadsheets.
- Highly organized, efficient, and able to juggle multiple tasks and deadlines without sacrificing quality or accuracy.
- Professional demeanor and ability to interact with individuals at all levels of an organization
- Strong writing and interpersonal skills and the ability to communicate clearly and concisely
- Past experience and demonstrated success in survey administration and staff management.
- Familiarity and willingness to travel within the City of Boston.
- Must have access to reliable transportation for some travel between schools and central office and be able to lift at least 20 lbs.
- Must pass Criminal Offender Record Information (CORI) check

To apply

Send a resume and cover letter to Sravanthy Gumidyala at sgumidyala@bostonpublicschools.org. The subject line should read "Survey Coordinator Application." Applicants will be reviewed on a rolling basis. Deadline for applications is July 29th, 2019.

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