

## **JOB OPENING (posted 11-24-2010 – open until filled)**

LeCroy & Milligan Associates, Inc.

### **Position - Research Assistant/Interviewer - Part-time**

**Description:** The Research Assistant will collect data from participating parents at pre-defined intervals for the Arizona Child Development Project. The study will last for 4 years.

#### **Responsibilities:**

- Recruit families for the study via phone
- Schedule and conduct interviews with study participants (i.e., parents) in their homes or other locations convenient to participants at times convenient to the participants
- Maintain participant contact data in a tracking database
- Maintain complete and accurate records of data collection activities
- Make thorough efforts to retain participants in the project through various retention methods
- Participate in a 4-day training at LeCroy & Milligan Associates and ongoing monthly research meetings
- Provide resources for families as needed
- Other related tasks as determined by the research team

#### **Qualifications:**

- Bachelor's or associate degree in a childcare or social service field OR relevant data collection/research experience OR +2 years of related experience
- A valid driver's license and an insured and reliable means of transportation
- Travel throughout one or more counties in Southern and/or eastern Arizona (Cochise, Graham, Greenlee, or Santa Cruz Counties) for data collection and recruitment activities.
- Excellent communication and organizational skills
- Bilingual in Spanish and English
- Ability to work flexible schedule
- Ability to pay close attention to detail
- Ability to work effectively independently and in a team environment
- Computer skills and access to use email, word processing
- Must be able to pass Department of Public Safety (DPS) finger print clearance card and background check

#### **Additional skills/knowledge, preferred:**

- Experience with in-home interviewing
- Knowledge of Microsoft Excel and Access
- Knowledge or experience with home visitation programs

**Applicants are asked to complete the application  
found on our website and send a cover letter and resume to:**

LeCroy & Milligan Associates, Inc.  
4911 E. Broadway, Suite 100  
Tucson, Arizona 85711  
phone: (520) 326-5154 fax: (520) 326-5155  
email: [jobs@lecroymilligan.com](mailto:jobs@lecroymilligan.com)  
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