



# Example of Data Collector Job Description

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Our company is hiring for a data collector. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for data collector

- Collecting data (e.g., child assessments) during home visits of participating families
- Assisting with scheduling and coordinating data collection sites & appointments
- Assisting with logging scheduling information and updating key information using project shared workspace
- Preparing study data forms prior to home visits
- Interviewing agency personnel as needed
- Completing all data collection forms carefully, accurately, and thoroughly
- Following detailed instructions to collect data according to study protocol
- Working in a team of data collectors to ensure data collection is completed to a high degree of accuracy & in a timely manner
- Assisting with scheduling data collection visits by making phone calls to families and sending follow-up communications
- Maintaining confidentiality regarding data and participants

## Qualifications for data collector

- Must be detail oriented with strong attention to detail
- Possess and maintain a current US Secret Level Security Clearance
- Experience working and/or coordinating with Field Engineering Services
- Experience working and/or coordinating with elements of the US Military and deployed operations
- Experience in creating Contract Data Requirements List (CDRL) documents



