



Example of Data Collector Job Description

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Our company is searching for experienced candidates for the position of data collector. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for data collector

- Delivering data to FPG according to project protocol and timeline
- Completing travel & reimbursement documentation accurately and submitting to FPG supervisor weekly
- Completing additional tasks, , attend additional training or meetings, participating in basic project planning, as assigned by your supervisor
- Maintaining supplies of materials needed for data collection & communicating needs for additional supplies to FPG supervisor in a timely manner
- Provide input and/or assistance in completing reports or other dissemination efforts regarding the study when requested
- Training to reliability in non-standardized child assessments and observational coding systems
- Conducting professional, timely, efficient, and reliable assessment tasks with K-2 students in participating schools
- Completing all data collection forms and web entry carefully, accurately, and thoroughly
- Monitoring scheduling information regularly and communicating with Project Manager about any needed changes
- Participating in routine Assessment Team meetings

Qualifications for data collector

- Comply with DOT and Company mandated drug and alcohol policies and

- Behave in a manner that does not threaten or impair the safety of oneself or others
- Be able to wear a complete company-issued uniform and use all personal protective safety equipment as operating conditions dictate
- Be able to be contacted and respond for emergency duty
- Be available to work overtime, shift work or a staggered workweek including recognized holidays