**Position Opening**

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| **POSITION TITLE:** | **Data Collector, Head Start on Science Research Project****University Outreach and Engagement****Michigan State University** |
| **Classification:** | Temporary Employee |
| **Part time/full time:** | Part-time, hourly; 1-2 months twice per year (Aug/Sept/Oct 2014 & Apr/May 2015) |
| **SALARY**: | $15/hour |
| **CONTACT**: | Debbie Stoddard, Project Coordinator Email: stodda56@msu.edu Please put “Data Collector position” in the subject line |
| **WORK LOCATION:** | Various locations in Southwest Michigan (Barry, Calhoun, Branch, St. Joe, Jackson, Lenawee, Hillsdale, Van Buren, Cass, Berrien, and Kent Counties). |
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| **POSITION SUMMARY:** | Responsible for conducting individual assessments of preschool children in Head Start programs in Southwest Michigan using standardized measures and interviewing parents by telephone or in person at Head Start programs. Will participate in training for administration of research measures, work with teachers and project director to schedule data collection, prepare data for entry, keep accurate records of data collection activities, and report to project director on data collection activities.  |
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| **Minimum qualifications:** | B.A. in education, child development, psychology, social work or related field; experience working with children 3-5 years; experience interacting with parents of young children; competence working with individuals of diverse backgrounds; good verbal communication skills; able to work independently and manage time efficiently; available to work flexible hours; can provide own transportation with mileage reimbursement. |
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| **Preferred qualifications:** | Master’s Degree in education, child development, or related fields; experience assessing young children using standardized measures; bilingual in English-Spanish.  |
| **Required documents:** | Resume/CVCover letter |

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