Canadian Longitudinal Study on Aging

Student Research Assistant – Telephone Interviewer

We are recruiting a Student Research Assistant to join the Canadian Longitudinal Study on Aging (CLSA), a large-scale research initiative tracking the health and well-being of Canadians over time. In this role you will conduct telephone interviews with study participants using computer-assisted interviewing software, helping to collect high-quality data that advances our understanding of aging.

Location: 104A Human Ecology Building – University of Manitoba Fort Garry Campus
Compensation: 18$/hr
Hours: 5pm to 9pm Monday to Thursday

To apply please submit your resume and a brief cover letter outlining your relevant experience to Joseph.soriano@umanitoba.ca. Please include "Student Research Assistant – Telephone Interviewer" in the subject line.

Qualifications
Education:
• Completion of high school is required.
• Current student in a post-secondary institution.
• Completion Medical Terminology course is an asset.

Experience:
• Previous work with older adults and/or interviewing experience using a standardized interview is an asset. (Extensive on-the-job training on specific project software will be provided.)

Skills and Abilities:
• Excellent interpersonal and verbal communication skills are required.
• Familiarity and understanding of basic functions of computer software applications such as Windows, web browsers and e-mail is required.
• Attention to detail and good keyboarding skills are essential to ensure the accuracy of the data.
• The ability to follow written and oral instructions and work independently with general supervision to meet project quotas is required.

Key Responsibilities
Characteristic Duties & Responsibilities:
• Conduct telephone interviews using computer-assisted telephone interview software.
• Discuss the informed consent process and walk participants through the information provided.
• Answer any questions that participants have about the study.
• Record participants' answers.
• Ensure the participant feels good about their contribution to the study and that confidentiality is maintained.
• Report any problems with software or issues that arose while interviewing to the supervisor.
• Performs other related duties as assigned or required.