

Job Description: Field Coordinator

Reports to: Dr. Stanley Weed, Institute for Research and Evaluation in Salt Lake City, Utah

Position Summary: The Field Coordinator will facilitate the collection of data from students in schools throughout Indiana's South Central geographical area for the project involving *I Decide for Me* (IDFM) curriculum through Clarity of South Central Indiana.

The ideal candidate will:

- Be self-motivated, dependable, and responsible
- Exhibit professional communication skills
- Exhibit excellent organizational and computer technology skills

Responsibilities:

- Receive training from Clarity on standard survey administration and implement those procedures consistently across program sites in the data collection process.
- Work closely with Clarity's Scheduling and Data Coordinator to set and follow administration schedule.
- Visit each school site to collect student survey information guiding students through the process of electronically completing the survey.
- Build and maintain professional relationships with public school teachers/administrators which implement IDFM curriculum.
- Perform other tasks to support the overall objectives of the collection of student data for Dr. Stanley Weed and Clarity of South Central Indiana.

Compensation: Hourly pay with a stipend for mileage. Work hours will be flexible, as scheduled with partnering school districts. Approximately ten hours per week is anticipated with additional hours required as more schools are added to the project. Hours expected to never exceed 20 hours per week.