Employer: The Dartmouth Institute - Center for Program Design and Evaluation  
Department: Dartmouth Institute  
Term: Fall  
Nature of Employer  
Job Description: Who should apply:  
Dartmouth students who are outgoing, friendly and comfortable speaking on the phone to medical professionals. Students should be self-motivated and conscientious of details. We are looking for students available to complete phone calls during weekday business hours (Monday - Friday between 8am EST - 6:30pm EST).

The Overarching Study:  
We are starting recruitment for a study in 2022 in which we will be sending paper surveys to 3000+ medical practices across the nation. To make sure the data collection process happening in 2022 goes smoothly, we first need to make sure we have a designated survey recipient at each practice willing to fill out the survey and 1-2 backup personnel at each practice in case the original recipient leaves or is unable to complete the survey during the study period.

The Job:  
Student workers will be given a list of medical practices to call to verify the contact information for a survey recipient and to collect contact information for 1-2 backup personnel. Once the student collects the information for a practice they will enter it into our database and move on to the next practice.

Start date:  
We are looking for students who are able to start in the beginning of October and work through November (with potentially some run over into December).

To be considered for this position please submit the following items to Danielle Vaclavik at (danielle.s.vaclavik@dartmouth.edu)  
- A resume or CV  
- Your weekly Fall schedule highlighting a few 3-5hr blocks you could regularly dedicate to this job (please take into account classes, other jobs, and weekly commitments during which you know you can't work)

Hours per Week: 10-15  
Rate of Pay: $13.00 to $13.00 per hour  
How To Apply: E-mail  
Contact Name: Danielle Vaclavik, Senior Research Analyst  
Supervisor Name: Danielle Vaclavik  
Phone: 6036465667  
Email: danielle.s.vaclavik@dartmouth.edu  
Address: WTRB level 5, Room 537  
Lebanon, NH 03765