



## EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social service agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Recruiter/Surveyor (Paid Internship)

**Department:** Dept. of Health Policy – Mt. Sinai

**Reports to:** Director

**Hours:** Part-Time, 15-20 hours a week (\$12/hr)

### **Position Summary:**

This position requires a motivated self-starter to recruit and survey adults in East Harlem for several federally funded research projects aimed at addressing and eliminating health disparities related to diabetes.

### **Responsibilities:**

- Administer surveys and conduct interviews. This includes collecting height, weight, and other biological data from study participants.
- Correspond with study participants to schedule appointments.
- Collect data on a computerized tool.
- Data entry of information collected during surveys and interviews.
- Transport project equipment as needed, as well as setting up and cleaning project areas.
- Additional duties as assigned by supervisor.

### **Qualifications:**

- Bachelor's Degree. Post-Baccalaureate, public health, and medical students a plus.
- Excellent written and verbal skills.
- Strong computer skills.
- Excellent organizational ability, attention to detail, and interpersonal skills.
- Ability to work with a diverse population in an urban setting.
- Previous experience conducting surveys a plus
- Bilingual (English/Spanish) a plus.

**To Apply:**

Please send Cover Letter and Resume to:

[ehpdp@unionsett.org](mailto:ehpdp@unionsett.org)

Please indicate Recruiter/Surveyor in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**