



Center for Urban Studies
<http://www.cus.wayne.edu/>

Call Center Interviewer

(currently work-from-home but will transition to hybrid "remote/in-office")

Spring/Summer 2022

POSITION DUTIES & RESPONSIBILITIES

- Establish contact with potential respondents and conduct interviews via telephone and computer.
- Data entry and organization of responses.
- Other related duties as required.
- This position is currently work-from-home only.
- Flexible part-time hours: Work a minimum of 15 hours per week with a possibility of up to 40 hours per week; evening and weekend shifts available (one Saturday or Sunday shift is required).

MINIMUM QUALIFICATIONS

- Experience interviewing residential households by telephone preferred.
- Equipment requirement - you must have good Internet access, your own phone, and a computer with Windows 10.
- Good computer skills; able to use a Windows-based system.
- Excellent verbal communication skills and enunciation; phone personality; excellent phone etiquette required.
- Ability to follow all standard operating and project-related procedures. Ability to pay attention to detail.
- Must be able to sit for long periods of time. Ability to work shift hours as required.
- Dependable, reliable, and able to follow directions.
- Bilingual Arabic and Spanish speakers are welcome, but must be proficient in English.
- Must attend an on-line two-day CATI training session, and must be available to work evenings and weekends, as needed.

Hourly rate: \$13-15/hour depending on experience

Apply for the position on Indeed: [Call Center Interviewer](#)