



DataWise, Inc.
887 W. Baxter Drive
South Jordan, UT 84095
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Contact: Tearsa Soto

JOB DESCRIPTION: AT-HOME CODING SPECIALIST

Firm seeks specialist to read/analyze text responses from survey research studies and assign numeric codes representing the main idea (or ideas). Codes are then tabulated and analyzed with statistical packages.

JOB REQUIREMENTS:

- Must be available 15-30 hours per week.
- Hours: Check in with supervisor daily (time TBD upon hire).
Evening: Mon-Thu flexible hours between 4pm-midnight (assignments are due by 1AM)
Weekend: Friday afternoon, Saturday/Sunday - coders can generally set their own weekend work hours, as long as assignments are completed by the deadline
Daytime hours possible - by special assignment of Coding Manager
- Excellent reading and reading comprehension skills; reading speed will be tested as part of interview
- Must possess strong writing and spelling skills (may be tested as part of interview)
- Ability to work independently without supervision. Ability to communicate with supervisors and co-workers on job issues, deadlines, questions and concerns.
- Must be dependable for job hours. Must meet set deadlines.
- Must possess strong Word Processing, Spreadsheet skills
- MS Office skills preferred (Word, Excel, PowerPoint)

MISC ITEMS:

Reading and Reading Comprehension Skills

Ability to read quickly and comprehend what is read. Ability to summarize and classify text responses. Ability to group like terms, phrases, and determine meaning of such.

Reasoning Ability

Ability to apply principles of logical or scientific thinking to a wide range of practical problems and situations. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.). Ability to deal with a variety of abstract and concrete variables.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and to use hands and fingers on a computer keyboard.

Work Environment

While performing the duties of this job, the employee will work primarily at home. Home work environment should be free from distraction so the employee can focus on the job. Most of the time the employee will be working at his/her individual computer work station on an individual assignment, then interacting with the group every few hours to share progress reports. Employee may be asked to come to the office for occasional meetings and training sessions.

Growing company, opportunities for growth and advancement
Salary DOE and education (entry level usually around \$10/hr to start)
Please email resume to: jobs@datawise.org

STATUS: Regular Part to Full-time