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**Accred Research Asst(Job Id 210)****Location:** US:DC:Washington**Post Date:** 05/08/2015**Category:** Accreditation**Employment Type:** Regular Employee**Description****DESCRIPTION:**

The Accreditation Data Portal contains information on the functioning of all programs accredited by the Commission on Accreditation (CoA). The Annual Report Online (ARO) and the online program review submission (i.e., self-study submission, preliminary review, site visit report, program response to the site visit report and CoA program review) processes are current or pending elements of the portal. Data contained within the portal are reviewed each year by the CoA and are used to provide the public with information as to the overall functioning of accredited programs. In addition, programs present ARO data to their publics as a method of illustrating program quality via aggregated student performance (e.g., in accord with Implementing Regulation [IR] C-20). Given such, the primary purpose and function of this position is as follows: The primary task of the incumbent is to act as primary resource and point of contact for accredited programs seeking assistance in completing data portal tasks that are required to maintain accreditation. In particular, this position serves as the primary customer service contact for questions and difficulties with completing online data submission, such as the ARO (e.g., more than 1000 calls were received last year). Additionally, the individual addresses problems related to program completion of the ARO and does and will continue to address issues related to the self-study / site visit modules of the Data Portal. A second task is to collect and enter data for the ARO, using the appropriate coding schemes, related to the various research projects in the office and to monitor data quality during the data entry period of the ARO.

Review all program's websites (i.e., currently almost 400 programs) for level of compliance with Implementing Regulation C-20, create summary tables of this information and prepare and present results to the CoA, and provide feedback to accredited programs on their level of compliance.

The research assistant will be involved in the overall design, implementation and evaluation of Accreditation surveys and research projects, in conjunction with the Assistant Director for Research and the AED/Director. The individual will follow-up in the entry and analysis of data, through conducting analyses and contacting program users when additional information and/or clarification is/are warranted.

The research assistant is involved in the overall design, implementation, and evaluation of Accreditation sponsored training programs for use of the data portal. This activity is and will be completed in cooperation with the Assistant Director for Research, the AED/Director, and the Operations team. This position, though, will serve as a content expert in methods of data entry for the portal system. In addition, this position may lead aspects of the training, as is dictated by content expertise.

**REQUIRED QUALIFICATIONS:****EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Psychology or related area with 1-2 years experience in quantitative analysis and research design.
- Customer service orientation is required and experience providing customer service is strongly preferred.
- Experience working in a team setting is preferred.
- Background in training program design and delivery is also preferred.

**SKILLS REQUIRED:**

Microsoft Word User  
Microsoft Excel Advanced User  
Microsoft Power Point User  
Email programs User  
Other: SPSS Advanced User  
Other: Adobe Acrobat User

**RESPONSIBILITIES:**

1. Acts as primary resource and point of contact for accredited programs seeking assistance in

completing the Annual Report Online and other elements of the data portal (e.g., C-20 data, online self-study and site visit programs). This position will answer questions raised by programs related to the content of the information that accredited programs are required to submit and will track and analyze all requests from programs, and will communicate with the vendor of the portal to troubleshoot issues in the data base to respond to program's requests.

2. Enters and transfers data, following established schemes, using statistical and database software packages such as SPSS and MS Excel. Data is also collected via a review of all accredited doctoral programs websites for level of compliance following established coding scheme, an activity that the incumbent in this position completes.

3. Assists Assistant Director for Research with conducting ongoing and novel research projects through the collection of data from accredited programs as appropriate for analysis and review by the CoA. This task includes assistance with preparation of reports and preparation of tables containing needed information; these tasks are completed using standard software packages. It may include examination of external websites for public data, analysis and interpretation of located data and reporting of results to the commission.

4. Works with the operations unit in the OPCA and with 3rd party vendor(s) to maintain and improve the database that holds all data collected from accredited programs. For example, this position works with Operations to manage program director, university officials and program profile changes (pending edits, etc.)

5. Serves as a content expert in the development, implementation and evaluation of training programs for users of the Accreditation Data Portal. In addition, the incumbent will lead instructional webinars on data entry and will create and edit instructional tutorials to post on website.

#### **APPLICATION INSTRUCTIONS:**

Qualified candidates must apply online and attach a cover letter and resume specifying your salary requirements. Applications that are submitted without both documents are considered incomplete and will not be reviewed for consideration.

The American Psychological Association is an Equal Employment Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected Veteran status, sexual orientation, gender identity, or any other protected categories covered under local law.