

Description of Position Requirements

POSITION TITLE: Research Temporary

DEPARTMENT: Research

ORGANIZATION: Society for Human Resource Management

DURATION: January 2017 – July, 2017 (negotiable)

NUMBER OF HOURS: Approximately 20 hours per week

EMAIL RESUME TO: info_shrm@greenkeyllc.com

SUBJECT LINE: SHRM Research

SUMMARY:

SHRM Research, as part of the Knowledge Development Division supporting SHRM, produces high-quality, leading-edge research and provides expertise on human resource and business issues. It acts as an advisor to SHRM for the purpose of advancing the HR profession and generates and publishes cutting-edge research used by human resource professionals to develop their knowledge and to provide strategic direction to their organizations. As leading experts in the field of HR, SHRM Research works closely with leading academics, policy makers and business leaders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in all association research activities.
- Assists in drafting survey instruments on human resource topics.
- Assists in survey programming and data collection.
- Assists in conducting expert panels and workshops to collect data in development of competency-based products and services.
- Assists in quality control of data and data cleaning in preparation for statistical analysis.
- Conducts pertinent statistical analyses as required.
- Assists in the preparation of data findings. Including writing sections of reports, preparing PowerPoints and summaries of findings.
- Conducts literature reviews on pertinent human resource topics.
- Responsible for streamlining survey topic generation process. Culling through a variety of sources of information to come up with a list of potential survey topics.
- Assists in supporting research areas such as Customized Benchmarking Service, People-Insight, Competencies or other research programs.
- Assists in working with clients and customers as directed by your manager.
- Assist in the analysis of trend data for various HR topics.
- Assists in all clerical functions including photocopying, correspondence, and filing and maintaining records.

SUPERVISORY RESPONSIBILITIES:

- None

REQUIRED EDUCATION:

- Prefer students pursuing a graduate degree in I/O Psychology, Organizational Science or related field. Knowledge of Statistics is required.

REQUIRED EXPERIENCE:

- Requires knowledge and a basic understanding of the research processes and statistics.
- Incumbent must be able to simultaneously coordinate a variety of complex projects and work within program deadlines.
- Requires effective oral and written communication skills in working with a wide variety of individuals and interest groups; sensitivity and awareness of member needs; creative approaches to problem solving; and the ability to be flexible and work under pressure.

REQUIRED SKILLS:

- Proficiency with Microsoft Office programs, SPSS, working knowledge of statistics.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee may occasionally lift up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Society for Human Resource Management is an equal opportunity employer (Minority/Female/Disabled/Veteran).

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to: accessibility@shrm.org or TDD (703) 548-6990.