



Industrial/Organizational Psychology Internship

About IPMA-HR

IPMA-HR is an organization that represents the interests of over 85,000 human resource professionals at the Federal, State and Local levels of government. IPMA-HR members range from the entry-level to the senior-level professional. Our goal is to provide information and assistance to help HR professionals increase their job performance and improve the HR agency's effectiveness by providing products, services and educational opportunities.

The Assessment Department focuses on providing high quality testing products and services for the public safety community. We offer both Entry Level as well as Promotional written, video, and Assessment Center Testing for positions within Police, Fire, Corrections, as well as Dispatch.

For more information please visit our website - <http://www.ipma-hr.org/assessment>

Position Overview

IPMA-HR's Assessment Department is looking for an Industrial/Organizational Psychology student. They will help keep current Assessment Products updated as well as help with the development of future projects for the Fall 2018 term (there is the possibility of the internship being extended). The intern will work part-time with the in-house I/O Psychologist and the rest of the Assessment team to ensure the quality and delivery of all projects. IPMA-HR hopes to expose the intern to a variety of assessment topics, ensuring this is a mutually benefitting experience.

Duties and Responsibilities

- Online article and database research, & documentation review
- Assist with writing project proposals, reports and presentations
- Coordinate data collection, database management, and technical development activities as necessary
- Proofread test items
- Communicate verbally and virtually with customers
- Assist with other projects as necessary, such as job analyses and validation studies

IPMA-HR Assessment Department Internship

Necessary Knowledge, Skills, and Abilities

- Capable of working on multiple objectives in a fast paced environment
- Excellent oral/written ability and interpersonal skills
- Advanced knowledge of Word and Excel
- Ability to attend to details, especially when proofreading

Requirements

- Currently enrolled in a local University
- Majoring in Industrial/Organizational Psychology
- Taken Statistics, with a grade of B or better

NOTE: We will coordinate with your school's department in order to allow you to receive internship credits.

Application Instructions

Please email the following:

- Resume – please list all Psychology classes taken
- Cover letter – please specify why you are interested in Industrial Organizational Psychology (500 words or less)

To Yari Randall (yrandall@ipma-hr.org) with the Subject Line “Assessment Intern 2018”.

All applications are due by August 6, 2018; but will be reviewed on a rolling basis.

IPMA-HR is located in Alexandria, VA and is Metro Accessible via King Street Station.