



Industrial/Organizational Psychology Internship

About IPMA-HR

The International Public Management Association for Human Resources (IPMA-HR) is a nonprofit HR membership organization and the premier international provider of public safety and administrative support tests.

Since 1953, IPMA-HR's Assessment Services Department has been providing high-quality, reliable test products and services to the police, fire, correctional, dispatch, and administrative support areas for hiring and promoting purposes.

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

Position Overview

IPMA-HR's Assessment Department is seeking a graduate level Industrial/Organizational Psychology student. They will help keep current Assessment Products updated as well as help with the development of future projects for the Spring 2019 term. 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

1. The intern will receive extensive training in navigating IPMA-HR's online testing platform. The purpose of the training is to teach the intern how to build and administer exams online.
2. The intern will receive extensive item writing training. The goal is write 100 (flexible) entry-level test questions by the end of the internship.
3. The intern will assist with IPMA-HR's entry-level Police Officer and Police Lieutenant test development projects. This includes job analysis, exam plan development, and content validation.
4. The intern will conduct literature reviews and research/produce content for IPMA-HR's Assessment Services Review Blog (asr.ipma-hr.org)
5. The intern will assist with proofreading and report writing as necessary.

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

Compensation and Transportation

The internship is unpaid, however IPMA-HR will assist with travel expenses. IPMA-HR will also work with the student's University to meet the requirements to obtain class credit for the internship.

Application Instructions

Please email the following:

- Resume – please list all Psychology classes taken
- Cover letter

To Yari Randall (yrandall@ipma-hr.org) with the Subject Line “Assessment Intern Spring 2020”.

All applications are due by December 31st, 2019; but will be reviewed on a rolling basis. -----

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