



Position: Assessment Intern

Time: Flexible, 15-20 hours per week, 3 months

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 assessment products. Since 1953, IPMA-HR's Assessments and Learning Department has been providing high-quality, reliable assessment products and services to the public safety and public sector areas for hiring and promoting purposes.

Internship Description

The Assessment Intern will assist with various aspects of validating, updating, and analyzing IPMA-HR's assessments and supporting products, including high-stakes exams, study guides, research and data reports. As an assessment intern, you will also assist in the development and validation of test content and collaborate with staff on new ideas, directions, and content.

Responsibilities

- Contact members and public sector agencies to obtain subject matter expert participation in development and validation projects
- Assist in the development, cloning, and evaluation of items for assessments and study guides
- Assist with the development and validation of assessments and supporting products through job analysis, content plan development, and content validation

Requirements

- Current graduate student in Industrial/Organizational Psychology program
- Strong knowledge and experience with job analysis and statistics
- Conscientious and attentive to detail
- Excellent oral/written communication skills and interpersonal skills
- Advanced knowledge of Microsoft Programs, especially Word, Excel, and PowerPoint
- Familiarity with survey software, online testing software, and SPSS or other statistical software preferred
- Item writing and graphic design skill a plus

The paid internship is remote and will report to the Associate Director of Assessments and Learning. To apply send your resume, a brief cover letter, and a one work sample (job analysis report, technical report, etc.) to yrandall@ipma-hr.org by April 31, 2021.