



NOVEMBER 2020

Data Analyst, R Markdown (Temporary Contractor)

Are you someone who is passionate about both health care and education? At the Physician Assistant Education Association (PAEA), we are committed to transforming PA education and health care by leading and serving the PA educational community. As the national leader in PA education, the Association delivers a large array of educational resources, products, and services specifically designed to meet the emerging needs of PA programs.

The Association is currently looking for a temporary contractor to conduct data analysis. [PAEA](#) collects a wealth of survey data from its members. The Data Analyst, R Markdown (Temporary Contractor) will create polished, member-facing reports summarizing the results of these surveys. In addition, the analyst will clean and manage the data, write [R](#) scripts and [R Markdown](#) documents for reproducible reporting, and maintain and modify legacy R code. Because the analyst may be exposed to sensitive and confidential information, this individual is responsible for maintaining the confidentiality that knowledge of such warrants.

This position will be a part-time contractor position reporting to the Director of Research & Data Analysis. This contract position will run from December 21-February 26, with an average of 20 hours per week. Fewer hours will be worked during an initial orientation period, with an increase starting January 4, 2021.

SPECIFIC RESPONSIBILITIES

- Create and maintain reproducible R scripts to import, tidy, and transform survey data
- Use R Markdown to create professional, member-facing reports in partnership with Director of Research & Data Analysis
- Improve the quality and efficiency of existing data processes

REQUIRED SKILLS

- Expert in interactive use of R and the [tidyverse](#)
- Expert in creating professional reports using R Markdown



- Applied data analysis experience, especially with survey data
- Strong attention to detail, organization, and high standards of excellence
- Collegial, professional, flexible, and proactive

PREFERRED SKILLS

- Experience designing data science tools that work together
- Experience using the [pagedown](#) package to create paginated HTML reports styled with CSS
- Ability to work both independently and cooperatively on complex projects
- Strong verbal and written communication including ability to communicate technical information to audiences of varying expertise
- Experience analyzing and reporting social science data
- Experience extracting and analyzing data from Qualtrics or similar survey platforms

To Apply:

Please submit your cover letter and resume to Lynn Heitzman, Senior Director of Operations, at lheitzman@paeaonline.org. Selected candidates will receive an invitation to complete a skill assessment prior to interviewing. If you have any questions about this position or the responsibilities, please contact Xin Yuen, Director of Research & Data Analysis, at cyuen@paeaonline.org.

About Physician Assistant Education Association:

The Physician Assistant Education Association (PAEA) is the only national organization representing PA educational programs. PAEA works to ensure quality PA education through the development and distribution of educational services and products specifically geared toward meeting the emerging needs of PA programs, the PA profession, and the health care industry. Women, minorities, and people with disabilities are strongly encouraged to apply.

www.paeaonline.org