



MAY 2021

## Position Description: Director, Research & Data Analysis

The Physician Assistant (PA) profession is growing across the nation. There are over 270 accredited PA programs in higher education institutions. Our role is to support the diversity of programs to meet the educational needs of PA students to prepare them for the workforce and assist programs to educate competent and compassionate PAs. For this work to happen on the national level, research and data-driven decision-making are vital. The PAEA Research team is seeking a **Director of Research & Data Analysis** to oversee the daily operations of the research team. In partnership with the Chief of Diversity, Equity, and Inclusion Officer, the Director develops and advances our research and data agenda. The Director of Research & Data Analysis should be versed in quantitative research methods and analysis and practiced in disseminating data across a broad audience. The Director of Research & Data Analysis needs to possess excellent interpersonal skills to cultivate inclusive working communities within PAEA and among our various stakeholders. The Director of Research & Data Analysis will be responsible for a broad portfolio of activities related to our member surveys. These activities include, but are not limited to, overseeing data collection and management, designing and executing surveys, and developing custom datasets for member requests that creatively and effectively synthesize the data the Association collects. In addition, the Director of Research & Data Analysis



should have a passion for conducting original research that supports expanding knowledge across the PA profession and health profession programs broadly. PAEA has a strong commitment towards cultivating inclusive environments for underrepresented student and faculty populations. Diversity, equity, and inclusive initiatives are deeply rooted in the PAEA research team, and the Director of Research is a critical member of the team. *Because this position may be exposed to sensitive and confidential information on a daily basis, this individual is responsible for maintaining the confidentiality that knowledge of such warrants.*

### ***SPECIFIC RESPONSIBILITIES***

- Leads the development of research survey instruments and data collection efforts, as well as data cleaning, analysis, and reporting
- Distills insights from cross-functional Association data (e.g., CASPA) to support organizational decision-making, grant applications, advocacy efforts, communications, and other requests from members and leadership
- Increases the Association's profile in health education research by partnering with research staff and members to present and publish original research in national journals and conferences
- Supports member programs and faculty by filling requests for raw data and custom reports for benchmarking and evaluation
- Supports other PAEA teams by developing sound survey instruments and reports to evaluate the efficacy of educational offerings



- Liaises with member volunteer committees (i.e., Research Mission Advancement Commission, Grants & Scholarship Review Committee)
- Educates membership and external stakeholders on PAEA's research and data products and opportunities
- Devises new data tools and resources for members and executes in partnership with research team members
- Designs and deploys survey tracking interfaces and Survey Snapshots
- Analyze and effectively report survey data for our annual publications
- Clean and manage multiple datasets
- Perform data analysis in SPSS and R
- Work with members to produce custom reports and datasets
- Answer member questions regarding data and statistics
- Help brainstorm and develop member-centric data analysis tools, such as customizable dashboards or interactive data visualizations
- Represent the Association in industry meetings and present PAEA data and research at conferences
- Other tasks as needed

***Qualifications (Required):***

- Master's degree in social sciences or survey-administration and data analysis-related field
- At least 3 years of experience within a research or data analysis setting
- Expertise in SPSS, with a comfort in writing syntax. Experience with R is strongly preferred.



- Proficiency in Microsoft Excel, including comfort writing macros and complex formulas
- Solid understanding of statistics and data analysis
- Strong commitment to diversity, equity, and inclusion and PAEA’s vision of “Health for All”
- Ability to handle diverse types of projects and prioritize work effectively
- Ability to work effectively in a team environment.
- Ability to work independently.
- Must be a self-starter

***Qualifications (Preferred):***

- Doctoral degree desired
- Familiarity with R or other syntax-based language strongly preferred
- Experience with higher education and/or health professions, public health, increasing access to healthcare
- Experience in leading and managing a team