The Physician Assistant 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, collecting data that accurately reflect the PA profession is vital. The PAEA Research team is seeking a **Research Coordinator** to support the team’s operations by providing administrative aid and overseeing the administration of PAEA’s member surveys. Additionally, 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. The Research Coordinator should have a passion for conducting original research regarding diversity, equity, and inclusion that supports expanding knowledge across the PA profession and health profession programs broadly. *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**

- Provide administrative and logistical support to the Research team, Research Mission Advancement Commission, and the Diversity and Inclusion Mission Advancement Commission (e.g., take meeting minutes, arrange logistics for meetings, preparing data dictionaries)
- Collaborate with other PAEA staff members to develop evaluation distribution schedules and messaging, as needed
- Administer member surveys, facilitate participation, and lead quality control of member responses
- Assist with data coding procedures for subsequent data analysis in accordance with the specified research protocol
• Assist with the maintenance of Association databases, records, files, and various spreadsheets. Recommend and/or develop new or improved administration processes to improve team efficiencies.
• Respond to member’s data and research-related requests and inquiries, fielding requests to other staff where applicable
• Manage the Research and Data email inboxes, oversee all incoming/outgoing emails and meeting requests
• Assist with complex correspondence and messaging regarding research and DEI initiatives (e.g., drafting responses or email language on behalf of the Chief Diversity, Equity, and Inclusion Officer)
• Educate members on the benefits of research resources
• Other duties as assigned

**Qualifications (Required)**
• Bachelor’s degree in social sciences or data analysis-related field
• Proficiency in Microsoft Excel, including writing and manipulating complex formulas
• Proficiency in Microsoft Word
• 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
• Attention to Detail

**Qualifications (preferred)**
• Experience with higher education research and/or health professions research
• Passion for conducting original research that supports expanding knowledge across the PA profession and health profession programs broadly
• Expertise in SPSS with comfort in writing syntax
• Expertise in Dedoose or other mixed-methods and qualitative data analysis program
• Basic knowledge of statistical and graphical analysis of data