

JOB DESCRIPTION

JOB TITLE: Research Associate
REPORTS TO: Divisional Director, Research
GRADE: 8E

POSITION SUMMARY

This position is responsible for carrying out research and test development activities at CPP. Activities include design, data collection, statistical analysis, and summary of research activities using clear and concise presentations, reports, charts, and tables based on established statistical methods using SPSS and MS Office products. Product testing and administrative tasks are also expected based on knowledge of industry accepted concepts, practices, and procedures in psychology and statistics.

MAJOR RESPONSIBILITIES:

Product Related Research and Development **35%**

- Conduct and consult on product related research to support CPP publications, including input on research design, data collection, statistical analysis, and preparation of research summaries.
- Collaborate with Research team and other divisions on major revisions or product developments.
- Meet regularly with Research team and manager to discuss project updates and to develop creative solutions to project barriers.
- Contribute to product and project related cross-divisional meetings in person or via teleconference to discuss project updates and progress.
- Maintain the integrity and accuracy of CPP assessment products through regular product testing activities, including preparation of test cases, review of report output, and tracking of report errors and bugs.
- Present results of research, professional services, and product development to internal CPP audiences, or academic conferences and outlets.
- Any other project as or duty as assigned by the Divisional Director of Research.

Data Management, Analysis, Reporting, Survey and Data Collection **35%**

- Extract data as needed from the CPP data warehouse, research website, or other archives to meet research or customer requirements.
- Conduct basic and advanced statistical analyses.
- Prepare tables and figures and written documents summarizing research progress and findings.
- Maintain accurate data files and scoring keys for CPP assessment products on a quarterly basis.
- Assist in data collection through website, email and paper surveys.
- Prepare spreadsheets and assist in data entry tasks as needed.

Research Services and Customer Relations Management Support **25%**

- Assist in the delivery of Research Services, including preparation of written feedback as well as presentations for customers.
- Provide research and product summary information for internal and external customers, as assigned by Divisional Director of Research.

- Create, summarize and disseminate knowledge about existing CPP products or reports for customers as requested by Divisional Director of Research.

Professional Development

5%

- Participate in activities of relevant professional organizations to maintain contacts and knowledge of the field.
- Develop research proposals in collaboration with Research Team for presentation at professional conferences or publication in professional journals in order to advance CPP's credibility in the marketplace.

MINIMUM REQUIREMENTS:

- Master's degree in Counseling, Industrial/Organizational Psychology or similar field,
- Experience working with research data preferred,
- Skills in relationship building both internally and with customers,
- Strong mathematical and quantitative skills (coursework in measurement and statistics required),
- Working knowledge of Microsoft Office software (Excel, Word, Outlook, PowerPoint, FrontPage, Access, Project) and of various statistical packages (SPSS at a minimum)
- Strong writing and communication skills,
- Demonstrated organizational and time-management abilities,
- Proven track record of strong attention to detail, and
- Ability to work with limited day to day supervision.

If interested, please contact Michael Anderson at manderson@cpp.com.