

Surveys and Research Specialist

This position provides a unique opportunity for an individual to work, grow and learn from a talented group of knowledgeable individuals.

Basic Purpose

Provides research support to Surveys Manager and Surveys Administrator. Provides data reporting services including basic data entry. Analyzes and interprets data from various sources. Uses Word/Excel/SPSS processing skills to process data and prepare documents. Compiles reports, charts, and tables to support data analysis.

Primary Duties

- Responsible for all conference and workshop data collection projects
- Responsible for conducting the Continuing Medical Education verification process and reporting
- Responsible for conducting the verification process for survey data while ensuring data accuracy
- Responsible for performing the dissemination and data collection for assigned survey activities
- Responsible for collection and processing of qualitative survey data
- Provides support to focus group activities
- Assists in the design and development of survey forms and other data collection tools
- Assists in maintaining the documentation of AAN data collection methods, standards and procedures.
- Provides support conducting various market research activities
- Assists with member data tracking, analysis, trending and reporting

Education

- Bachelor's degree or equivalent
- Relevant degrees include but are not limited to social science, market research, psychology or business administration.

Experience

- 1-2 years of related experience; entry level

Knowledge, Skill and Abilities

- Familiar with standard research and data analysis concepts, practices, and procedures.
- Familiar with survey methods including instrument creation, database creation and management, data manipulation and analysis techniques.
- Some experience in statistical software (SPSS preferred).
- Ability to learn new technology is important.
- Ability to understand and communicate technical issues.
- Ability to organize large amounts of information, accurately process details and data, and keep projects on schedule while maintaining a customer-service orientation.

AAN Employee Benefits:

The American Academy of Neurology offers its employees a variety of outstanding benefits that make working for the AAN a truly rewarding experience. The beautiful, campus-like environment includes such amenities as free off-street parking and easy access to several Interstates and highways. Employees enjoy flexible policies for work day start times and attire. In addition, the AAN provides an excellent benefits package, including:

- Twenty-two days of paid personal time off (PTO) in the first year
- Twelve paid holidays per year in addition to PTO
- Company contribution of 10.5% to employee 401K retirement savings account
- Medical insurance (free employee coverage)
- Dental insurance (free employee coverage)
- Life and AD&D insurance
- Long-term disability insurance
- Short-term disability insurance
- Travel insurance
- Flexible spending plan
- Tuition reimbursement

American Academy of Neurology
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Beginning in April, 2012 The Academy will be moving to Minneapolis near the Guthrie Theater.

Apply via our website at: http://www.aan.com/about/employment/index.cfm?event=position.details&position_id=253

It is important to include in the comments section of the online application your salary requirements.

The vision of the American Academy of Neurology (AAN) is to be indispensable to our members, and our mission is to promote the highest quality patient-centered neurologic care and enhance member career satisfaction. The AAN provides valuable resources for medical specialists worldwide who are committed to improving the care of patients with neurologic diseases. More than 24,000 members look to the AAN for the most comprehensive professional development, career enhancement, and practice improvement opportunities available.