



Position Description

Title:	Research Scientist
Department:	Inteleos Psychometric Services (IPS)
Supervisor:	Director of Psychometric Services
FLSA Status	Exempt
Profile:	E

Overall Position Purpose:

The Research Scientist role is an integral component of Inteleos' operational and strategic work. This position leads the practice analysis process for Inteleos' examination programs. The position requires a strong measurement background and this team member will work with other members of the psychometric department in areas related to form construction and scoring. The Research Scientist will also use their experience in applied research to coordinate organizational research efforts and provide research resources to other departments. This position will also be responsible for conducting research in areas identified by organizational leadership.

Core Responsibilities:

- Lead practice analysis for over twenty exam programs through collaboration with staff and subject matter experts;
- Design functional content outlines that appropriately capture the tasks, knowledge, skills and abilities within the scope of work for the examination programs;
- Develop and oversee the project plan for the practice analyses and associated activities;
- Supervise Research Interns and coordinate the work of data analysts and other Assessment Division staff related to practice analysis and content outline construction;
- Ensure accreditation standards are met for practice analysis and content outline process;
- Collaborate with organizational leaders and team members to develop and maintain a relevant research agenda reflective of organizational priorities;
- Develop and maintain procedures related to practice analysis, content outline development, and research practices;
- Conduct research using appropriate methodology, statistical analysis and psychometric processes;
- Develop internal and external presentations and facilitate meetings, translating complex concepts into clear language for the organization and subject matter experts;
- Assist in the development of new exam programs by researching scope of practice and incorporating other relevant data;
- Be the psychometric liaison for designated educational and assessment programs;
- Identify and propose solutions and improvements to psychometric and quality management procedures;
- Assist as needed in the construction of exam forms using psychometric processes while coordinating with other members of IPS and Testing Department staff; and
- Maintain and follow processes/procedures as required by ANSI for organizational accreditation.

Required Education/Experience

- Doctorate in measurement and testing, psychology, industrial/organizational psychology or a related field;
- Three to five years of applied experience in a related field;
- Experience conducting practice analyses/job task analyses;
- Strong preference for candidates with experience in R;
- Preference for candidates with Educational Assessment/ EdTech background

Required Qualifications/ Skills

- Knowledge of psychometric measurement;
- Public speaking and meeting facilitation skills;
- Demonstrated ability to plan, prioritize, and manage own work and the work of others;
- Ability and interest to work on a variety of projects across the organization;
- Demonstrated ability to lead, design and conduct research studies and statistical analyses;
- Strong interpersonal skills with ability to interact and communicate effectively, efficiently, and professionally with individuals at all levels of the organization;
- Demonstrated skill in writing technical reports and orally presenting findings;
- Proven ability to work independently and in a team environment
- Ability to maintain positive attitude under stressful conditions
- High level computer literacy, proven ability to use statistical and business intelligence applications
- General knowledge of Microsoft Office Suite

Inteleos Attributes

- **Accountable** – taking ownership of your work and delivers results. Being responsible for your actions.
- **Collegial** – being helpful, respectful, approachable and team oriented. Building strong working relationships and a positive work environment. Consider the thoughts and opinions of others.
- **Ethical/Integrity**– employee is honest and trustworthy when working with colleagues, volunteers, and other stakeholders. Lead by example.
- **Committed to:**
 - Creating the global standard of excellence in healthcare and patient safety
 - Excellence – Strive to excel in everything you do.
 - Quality – Taking the initiative, extra time, care and vigilance to get the job done right.
 - Continuous Learning
- Have a **Positive “Can-do” Attitude**-being ready, available and willing to get the job done and done well.

Supervisory Environment

- Works under general guidance with considerable latitude in determining work objectives.
- Makes decisions of considerable complexity regarding work design, projects, or business issues which are mostly ambiguous, which have a medium or short-term impact on a significant organizational function and may occasionally impact Inteleos as a whole.
- Work projects and products are subject to management review for content, quality and appropriateness.
- Incumbent may have some formal supervisory responsibility or provide regular work direction and/or technical oversight to others.



Work Environment

The incumbent will work at a desk in an office environment or an approved remote location. Travel and evening and weekend work will be required. There are minimal requirements to lift or move equipment.

This description is intended to provide an overview of the responsibilities of the position. It is not all-inclusive and an incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time. This description is provided for informational purposes only and does not form the basis of a contract.

Received by: _____
Employee Name/Signature

Date: _____