



POSITION DESCRIPTION

Title:	Research Analyst
Location:	Washington, DC/Remote
Reports To:	Sr. Director of Research
Supervises (Direct):	n/a
Salary:	Commensurate with experience

ABOUT THE ORGANIZATION

The National Resident Matching Program® (NRMP®) is a private, not-for-profit organization established in 1952 to provide a uniform date of appointment to positions in graduate medical education (GME) in the United States. The NRMP is not an application processing service; rather, it provides an impartial venue for matching applicants' and programs' preferences for each other consistently. The NRMP conducts the annual Main Residency Match encompassing 40,000 applicants for more than 25,000 positions in core residencies as well as Matches for fellowship positions in 55 subspecialties through its Specialties Matching Service®.

POSITION SUMMARY

NRMP is looking for a research analyst to support the implementation of its growing research agenda. The research analyst will support the development of questionnaires for broad-based surveys of residency applicants and program directors, as well as shorter, targeted surveys of smaller groups of constituents. In addition, the incumbent will assist in the preparation of scientific products such as manuscripts to be submitted to peer-reviewed journals, book chapters, conference presentations, and reports to be published on the NRMP web site. The incumbent will also assume responsibility for regulatory compliance activities such as Institutional Review Board submissions and maintain key components of the research unit's infrastructure including the reference management system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

SURVEYS (30%)

- Build out survey questionnaires using NRMP technology and conduct pilot tests with volunteer NRMP staff as participants.
- Export survey data into statistical software for analyses
- Draft preliminary reports of survey findings, to include tables and figures where appropriate.

RESEARCH (40%)

- Conduct literature searches and reviews to inform the development of papers, conference presentations, etc.; request e-prints of papers/presentations from corresponding authors. When available, download or notify Senior Director of Research of need to purchase copies of identified literature.
- Assist in drafting portions of NRMP-authored scientific products such as literature reviews and Methods sections for journal articles.
- Coordinate as directed with NRMP senior leadership, research partners, lead/corresponding authors, and communications staff to ensure timely and accurate promotion of publications, research briefs, etc. to the community.

GENERAL (30%)

- Maintain the research unit's reference management system; follow-up with external users of NRMP data to obtain copies of their products and uploads of NRMP staff products as well as literature used by staff to inform those products.
- Support the Senior Director of Research in executing meetings of the Data Committee and Research Advisory Committee; help prepare agendas, meeting materials and minutes.
- Develop and submit data collection protocols to the contracted Institutional Review Board, and work with the Senior Director of Research and IRB staff to revise protocols subsequent to review when necessary.
- Support the Senior Director of Research and executive leadership in creating spreadsheets tables, charts, and graphs as needed for publications and presentations.
 - Interface with Data Analyst and Data Engineer to identify and access the data needed to create the materials that inform reports, publications, and presentations

KEY REQUIREMENTS

A successful candidate will have the expertise and skills described below.

EDUCATION, PREVIOUS EXPERIENCE AND TRAINING

- Bachelor's in epidemiology, public health, psychology, sociology, or a similar discipline is required.
- At least 2 years of relevant work experience involving survey design and administration, IRB or Public Health Review Board protocol develop and submissions, and literature searches and reviews.
- Demonstrated ability to draft sections of manuscripts for peer-reviewed journal submissions, white papers, Board reports, and other presentation formats as needed.
- Familiarity with undergraduate and graduate medical education and the residency selection process is preferred.

TECHNICAL KNOWLEDGE AND SKILLS

REQUIRED

- Experience conducting literature searches and use of reference management systems.
- Experience with online survey development and survey data extraction.
- Demonstrated proficiency in Microsoft Office, particularly Word, Excel and PowerPoint.
- Excellent written and oral communication skills.

PREFERRED

- Experience visualizing data and producing reports with Crystal Reports and/or Tableau.
- Experience performing data management (quality control, error checking, and recoding) and analysis in one or more standard statistical software packages like SAS or SPSS.

INTERPERSONAL SKILLS AND CHARACTERISTICS

- Attention to detail and ability to identify and troubleshoot potential errors in domains such as survey question logic or data exports.
- Strong interpersonal and problem-solving skills.
- Willingness to learn new skills, industriousness in identifying and utilizing resources internal to the organization, and self-motivation in seeking out and requesting external resources for education and training when appropriate.
- Good judgment, initiative, and commitment to high standards of ethics, regulatory compliance, customer service, and business and scientific integrity.

INTERACTIONS

External:

- Interaction several times per year with staff of the contracted Institutional Review Board concerning protocol submissions.
- Occasional interaction with external stakeholders on matters such as data analyses and requests for final copies of scientific products that have used NRMP data.

Internal:

- Frequent interaction with other NRMP staff, particularly in the Research/Data team environment.
- Occasional interactions with members of the Board of Directors and external consultants.

ADA SPECIFICATIONS

(Physical demands that must be met to successfully complete the essential functions of the job)

This position is presently a telework position due to COVID-19 until at least the end of 2021; it is unknown at this time if an in-person workplace will resume. Should in-person work resume, this position may remain remote with potential for intermittent in-person meetings and project work.

This position is primarily sedentary with infrequent overnight travel and may require some bending and lifting.

NRMP is an equal opportunity employer and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability or other protected class status.