



Job Description: Data Analyst - Psychometrics and Research Support

Organization Overview:

The American Council of Academic Physical Therapy (ACAPT) is a dynamic and innovative 501c6 trade association committed to delivering high-quality products/services to our customers. Our core purpose is to lead physical therapy in the pursuit of academic excellence. ACAPT's organizational membership includes about 95% of all U.S.-accredited physical therapist programs. We serve and represent the physical therapist educators of these nearly 290 institutions, including:

- faculty
- clinical partners
- academic administrators & leaders

Position Overview: We are seeking a highly skilled and motivated part-time Data Analyst with expertise in psychometrics to join our dynamic team. The Data Analyst will play a critical role in ensuring data integrity, conducting advanced statistical analyses, generating insightful reports, and utilizing data-driven insights to support decision-making. This role also involves providing essential support for the research activities of our organization, contributing to the advancement of our mission.

Key Responsibilities:

1. **Data Collection:**
 - i. Oversee the execution of data collection, which includes managing survey platforms and overseeing data collection vendors.
 - ii. Collaborate with internal stakeholders to define research objectives, formulate relevant research questions, and design comprehensive surveys that effectively address the research goals.
 - iii. Choose appropriate survey methodologies, such as online surveys, telephone interviews, focus groups, or mixed-method approaches, based on the research objectives and target audience.
 - iv. Work with internal stakeholders to develop clear, concise, and unbiased survey questionnaires that capture accurate and meaningful data. Ensure question sequences flow logically and minimize bias.
 - v. Design effective sampling strategies to ensure survey responses represent the target population accurately.
2. **Data Integrity and Tracking:**
 - i. Develop and implement quality assurance processes to ensure accuracy, completeness, and reliability of datasets.
 - ii. Monitor data collection procedures, identify discrepancies, and collaborate with relevant teams and vendor(s) to resolve data-related issues.
 - iii. Maintain organized and well-documented procedures, adhering to best practices for data management and privacy.
 - iv. Adhere to data privacy and confidentiality regulations while handling sensitive information and maintaining ethical standards in data analysis.
3. **Data Analysis:**
 - i. Analyze large and diverse datasets using statistical methods to identify patterns, trends, and relationships relevant to the project's objectives.
 - ii. Extract meaningful insights and patterns from data.
 - iii. Interpret results, provide clear explanations, and assist in making data-driven recommendations.

- iv. Stay updated with the latest statistical techniques, methodologies, and industry best practices to continuously improve analysis processes.
4. Report Writing:
- i. Data Visualization: Present data and analytical findings in a clear and visually compelling manner to effectively communicate insights to non-technical stakeholders.
 - ii. Create comprehensive and accessible reports, summarizing analytical findings, trends, and implications for both technical and non-technical audiences.
 - iii. Collaborate with staff and volunteers to develop dashboards and visualizations that effectively communicate key metrics and insights.
5. Decision-Making Support:
- i. Collaborate with stakeholders to understand their data needs and provide timely and relevant insights to guide strategic and operational decisions.
 - ii. Proactively identify opportunities to leverage data in decision-making processes, promoting a culture of evidence-based practices.

Qualifications:

- Bachelor's or Master's degree in Statistics, Data Science, or a related field.
- Proven experience (X years) as a Data Analyst, with a focus on psychometric data analysis.
- Strong understanding of psychometric concepts, test development, and measurement theory.
- Demonstrated ability to approach complex problems analytically and develop innovative solutions.
- Experience with data visualization tools and techniques.
- Excellent written and verbal communication skills, with the ability to convey complex findings to diverse audiences.
- Strong organizational skills, meticulous in data cleaning, preparation, and ensuring the accuracy of analysis results.
- Collaborative team player with the ability to work effectively in cross-functional projects.
- Knowledge of research methodologies and a passion for contributing to scientific advancements.

Preferred:

- Experience working in an academic or research-oriented environment.
- Familiarity with database management systems and data querying languages (e.g., SQL).
- Proficiency in survey design software and data analysis tools such as Qualtrics, SPSS, Python libraries like pandas, NumPy, and matplotlib for data manipulation and visualization, or tools like R for statistical analysis.

Oversight:

Under the supervision of the Executive Director, you will be responsible for oversight of the content, updates, format, functionality, and accessibility of ACAPT's surveys, including the annual institutional profile and engagement surveys. You will also serve as the key contact for Center for Excellence, Data Advisory Committee, and the vendor(s) that provide the platform(s) to constitute the Center for Excellence.

Hybrid/Remote:

ACAPT's office is located in Alexandria, Virginia. Space is available for this position should you choose to come into the office to work on occasion. This position may also be fully remote.

Join our team and be a key contributor to our mission of advancing a culture of assessment and informed decision-making through robust data analysis. Apply your psychometrics expertise to make a meaningful impact to physical therapy!

Interests and inquiries may be directed to executivedirector@acapt.org