**External Position Title: Association Research Assistant**

**Internal Position Title: Research Coordinator**

**Division: Professional Development & Member Engagement**

**Reports To: Co-Director**

**Key Functions:**

**Research**

* Program and disseminate online surveys as assigned.
* Tabulate surveys including running of cross tabs and coding of open-ended responses.
* Prepare reports and PowerPoint presentations for assigned research projects or surveys
* Work with constituent leadership on state specific surveys, including all phases of the project from questionnaire development to report generation.
* Coordinate all areas of ADHA’s research poster competitions that are held during annual conference, including all communication with applicants as well as coordination of competition on site.
* Coordinate process of selecting judges for undergraduate and graduate research posters. Work with committee selected to review and revise clinician research abstracts.
* Provide support to Editor in Chief and Managing Editor of Journal of Dental Hygiene on an as needed basis.
* Provide support for any related volunteer committees or task forces as assigned

**Division-Wide**

* Support the execution of the annual operating plan, goals and related strategic action plans.
* Assist with updates to the research portion of the ADHA website
* Collaborate with ADHA staff and volunteers to accomplish projects assigned by the division director
* Provide research support to other ADHA divisions as assigned

**Qualifications**

Experience: 1 – 2 years’ experience assisting with research design, dissemination, tabulation and presentation, preferably in a non-profit association.

Skills:Excellent computer skills required, including, but not limited to, Word, Excel, PowerPoint, Publisher, and Outlook, social media platforms, email distribution software, SPSS and Web based survey software (j.e., SurveyMonkey, QuestionPro). Strong oral and written communication skills, strong project management skills, and computer literacy are required. Also required are excellent customer service skills, self- direction, the ability to meet established deadlines, and the ability to handle multiple projects.

Education:BA/BS in psychology, anthropology or relevant degree**.**

*Duties and responsibilities may be added, deleted or changed at any time at discretion of management, formally or informally, either verbally or in writing. Employee may be required to sit or stand for extended periods of time.*