**Job Title: Data Analyst**

Req ID **23202** - Posted **01/27/2014** - **Midwest Region** - **Iowa City, Iowa** - **Research/Educational Measurement** - **Fulltime-Regular** - **No Travel Required**

ACT is an independent, not-for-profit organization that provides a broad array of assessment, research, information, and program management solutions in the areas of education and workforce development. Each year, ACT serves millions of people in high schools, colleges, professional associations, businesses, and government agencies—nationally and internationally.

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**Position objective:**Under the direction of senior staff, the Data Analyst will conduct psychometric and statistical analyses for ACT products and services.

**Typical work-related activities include:**

* Under the direction of senior staff, conduct, compile, interpret, and present the results of various psychometric and statistical procedures, such as IRT calibrations, DIF analyses, test score distributions, item analyses, etc.
* Under the direction of senior staff, create and maintain complex data files and datasets
* Under the direction of senior staff, maintain item pools, develop test forms, and conduct post-test analyses
* Under the direction of senior staff, provide consulting support to internal and external clients
* Under the direction of senior staff, prepare technical and/or interpretive materials for programs
* Acquire additional knowledge and skills in psychometric and statistical methodology for measurement research
* Contribute to a program of research, publication, and presentations at professional conferences on issues affecting ACT’s business
* Maintain quality and security control on all projects
* Communicate effectively and efficiently with other staff members

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

* Bachelor’s degree required in related content area
* Master’s preferred
* Advanced coursework desired

**EXPERIENCE:**

* Demonstrated experience in:
  + Conducting data analyses
  + Using computer programs
  + Interpreting results

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Working knowledge of psychometrics/testing and applied statistics
* Computer programming/use of computer software, including statistical software such as R, IRT, word processing, spreadsheets, database, project management, and operating systems
* SAS and VBA programming strongly preferred
* Skilled in reading and interpreting technical materials
* Skilled in writing analyses results
* Oral communication skills
* Ability to determine logical solutions to complicated problems
* Ability to set specific goals and priorities
* Ability to meet multiple deadlines
* Strong interpersonal skills and working effectively in teams

**REPORTS TO:**

Director, Psychometrics Research

**COMPENSATION:**

Starting salary commensurate with qualifications. Excellent benefits and work environment.

**Completion of the ACT**[**National Career Readiness Certificate**](javascript:void(0);)**is recommended. Find a**[**testing site**](javascript:void(0);)**near you to register for the WorkKeys assessments. Finalists for this position will be subject to a pre-employment criminal background check as a condition of employment.**

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