

Pew Research Center conducts many of its surveys online using its American Trends Panel (ATP). The Assistant Panel Manager works directly with the Panel Manager to perform core responsibilities related to the ATP. These responsibilities include but are not limited to panel recruitment; scheduling ATP surveys; coordinating with Center researchers using the ATP; quality checking questionnaires, online survey programming, banners, and survey datasets; methodological experimentation; and working closely with the ATP data collection vendor. The Assistant Panel Manager must be able to work independently, as well as work effectively in teams in a strongly collaborative environment.

This Assistant Panel Manager position requires strong project management skills and attention to detail. A significant component of this job is quality checking questionnaires and datasets to make sure that Pew Research Center surveys are getting an accurate read of American public opinion. The Assistant Panel Manager must combine a tireless attention to detail and the highest standards of quality control. Experience with survey data collection and questionnaire design are strongly preferred.

Candidates for this position must provide support to other team members with maturity, diplomacy and a cooperative spirit. The position reports to the Director of Survey Research.

### **Primary Responsibilities**

#### *Panel Operations Management, (85%)*

Support the day-to-day operations of the American Trends Panel. Work closely with the Panel Manager and methodology team in monitoring and evaluating panel operations. Collaborate with research projects across the organization in relation to their work with the panel.

Key Responsibilities include a mix of the following:

- Managing the timeline of the panel waves with panel vendor and internal clients
- Managing questionnaire content
- Combining, formatting and finalizing web questionnaires
- Working with panel vendor to answer programming question
- Testing programming link for web surveys prior to data collection to review for accuracy
- Gather internal feedback on program link and share with vendor
- Internal data management and organization
  - Creating folders for monthly panel wave materials
  - Updating methods outline with notes from each wave
  - Downloading and saving various files from vendor
- Analyzing data on an ongoing basis
  - Checking SPSS datasets to ensure correct survey routing, skip logic, and proper formatting
  - Running quality control checks on preliminary and final datasets

#### *Planning, Development and Management of Panel Methodological Research Agenda (15%)*

Work closely with the Director of Survey Research and the methodology team in shaping and implementing a methodological research agenda for the American Trends Panel.

Key Responsibilities include:

- Implementing methodological research agenda for the American Trends Panel
- Analyzing methodological experiments
- Conducting ad hoc analyses of topics such as conditioning and attrition

- Supporting panel methodological projects – from the background research and framing of the project to the implementation, analysis and reporting
- Maintaining familiarity with the latest developments in panel survey methodology
- Planning and supporting future panel recruitments

### **Education/Training/Experience**

- Bachelor's degree required, plus 1-5 years of research experience. Often includes significant graduate training at the MA level or equivalent experience in an applied setting.
- Track record of successful project management experience
- Experience with data and analysis in SPSS
- Production survey experience strongly preferred

### **Knowledge, Skill and Workplace Requirements**

- Detail oriented with exacting standards to maintain accuracy and impartiality in all work products.
- Skilled in project development and management.
- Strong quantitative and statistical skills, including strong facility with SPSS.
- Ability to work independently to carry out special projects from start to finish.
- Ability to balance numerous tasks simultaneously.
- Interest in expanding skills to cover new analytical tools and methods.

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