VPA Analyst Job Description

Purpose

To provide quantitative and qualitative data and feedback to non-profit organizations from the perspective of their volunteers with the goal of improving volunteer and organizational outcomes.

Qualifications

- Passion for providing outreach to volunteer organizations
- Prior or developing knowledge in the field(s) of Organizational Science and/or Industrial/Organizational Psychology
- Approval from the Program Director, Dr. Joseph Allen

Duties and Responsibilities

- Follow-up with interested volunteer organizations
- Complete all necessary VPA paperwork prior to surveying
- Launch surveys and maintain continual contact with client
- Interpret results and present information to client via an electronic report and phone call
- Serve as a point of contact for questions before, during, and after the VPA process

Location of the Position

VPA-UNO Analysts work with volunteer organizations throughout the United States, and do so through phone and internet communication. On-campus VPA-UNO meetings occur once each week on Tuesdays from 8:45am to 9:45am in the Barbara Weitz Community Engagement Center. VPA-UNO has four cubicles on the second floor of the Community Engagement Center for Analysts to work if they would like. VPA client work may also be done remotely (i.e., from home).

Benefits

What are the benefits of being a VPA Analyst?

- The ability to provide outreach consulting services to volunteer organizations that may not have been able to previously attain such services.
- Valuable applied experience to enhance your course of study or your professional experience

Time Commitment

After VPA Analysts have been trained, each VPA client takes approximately 5 hours to complete. The 5 hour time commitment can occur as quickly (or as slowly) as the Analyst and their client are able to work through the necessary steps. Most VPA clients take a few weeks to move from start to finish, with the 5 hours spread throughout those weeks. In general, we prefer new analysts to commit to working with VPA for a minimum of one year to have enough time to complete the training process as well as work with a few clients on their own. In the past, time commitments under a year haven't allowed enough time to complete training and gain experience