2026.10.01

JOB DESCRIPTION

TITLE: Research Manager

STATUS: Exempt; Full-time

REPORTS TO: Associate Director

LOCATION: Remote with some required travel

NATURE of POSITION:

The Research Manager leads the research agenda of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), advancing evidence-based accreditation, educational quality, and Emergency Medical Services (EMS) workforce development.

Working collaboratively with executive leadership, the Board of Directors, the Data and Research Committee, the Standards Committee, and accreditation staff, the Research Manager translates research findings into practical improvements in accreditation standards, policies, and educational outcomes.

As a senior member of the Accreditation Services leadership team, the Research Manager also supports selected complex accreditation reviews, policy and standards development, committee work, and strategic initiatives.

RESPONSIBILITIES AND AUTHORITY:

Within CoAEMSP Bylaws, Board-authorized policies, and administrative procedures, the Research Manager:

1. Develops and implements a strategic research agenda aligned with CoAEMSP's mission and priorities, addressing emerging issues in EMS education, accreditation, competency assessment, and workforce development.

2. Designs and leads original quantitative, qualitative, and mixed-methods studies, overseeing research questions, protocols, surveys, sampling, analysis, interpretation, and institutional review board (IRB) review and approval, as applicable.

3. Maintains scientific and ethical research standards and develops organizational policies for research, data governance, and evidence-based decision-making.

4. Builds research partnerships with stakeholders and professional organizations and identifies external funding and grant opportunities.

5. Develops and maintains data resources, benchmarking reports, performance dashboards, and outcome analyses to support research and accredited programs.

6. Leads peer-reviewed manuscripts and disseminates findings through publications, reports, presentations, webinars, and educational resources; serves as a lead or senior author as appropriate.

7. Represents CoAEMSP as a presenter, researcher, and subject matter expert, strengthening its national reputation in EMS accreditation research

8. Oversees data analysis for accreditation decisions, including longitudinal evaluation of educational outcomes, accreditation effectiveness, and trends in EMS education and workforce development.

9. Advises executive leadership on research-informed policy and quality improvement; uses literature reviews and evidence synthesis to support CAAHEP Standards revisions, CoAEMSP policies, and educational best practices and resources.

10. Participates in complex accreditation reviews and advises staff on research methods, statistics, survey design, educational outcomes, and program evaluation.

11. Serves as the primary staff resource to the Data and Research Committee and as liaison to other Board committees as assigned.

12. Engages in professional development to learn and participate in various operational aspects of the accreditation services offered.

13. Performs other duties as assigned by executive leadership.

WORKING RELATIONSHIPS:

Reports to the Associate Director and collaborates with the executive leadership, Accreditation Services staff, Board committees, external stakeholders, and professional organizations.

QUALIFICATIONS:

Required qualifications

1. Doctoral degree (PhD, EdD, or equivalent research-focused doctorate) from an accredited postsecondary institution.

2. Expertise in epidemiology, educational research, health services research, public health, implementation science, or a closely related discipline.

3. At least two (2) years of progressively responsible research leadership experience.

4. Record of independently designing, conducting, and completing original research and publishing as first or senior author in peer-reviewed journals.

5. Experience presenting original research at regional or national professional conferences, with excellent scientific writing, communication, and presentation skills.

6. Knowledge of research methods, survey design, statistical and qualitative analysis, and program evaluation.

7. Experience using statistical and qualitative analysis software.

8. Ability to translate complex research findings into practical recommendations for accreditation policy and educational improvement.

Preferred qualifications

1. Current or previous licensure or certification as a paramedic or another healthcare professional practicing in emergency care, with at least five (5) years of experience in prehospital care or EMS education.

2. Experience conducting research related to EMS education, healthcare education, accreditation, competency assessment, or workforce development.

3. Experience serving as principal investigator or co-investigator on externally funded research.

4. Experience working with accreditation agencies, higher education institutions, or healthcare professional education programs.

COMPENSATION AND EQUAL EMPLOYMENT OPPORTUNITY:

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The salary is commensurate with experience and credentials. Fulltime benefits include health care plan, health savings account, dental plan, group vision, group term life insurance, group short-term and long-term disability insurance, retirement plan, and paid time off. Benefits are reviewed annually by the board of directors and subject to change.

ADA SPECIFICATIONS:

Required to use a computer/monitor screen for extended periods of time daily, and often 8 or more hours per day.

Occasional moving equipment up to 15–20 lbs.

Extended working hours and travel may be necessary.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. CoAEMSP reserves the right to modify, add, or remove duties and to assign other duties as necessary.