



Current Openings

Data Manager and Analyst

Job ID 46387
Job Location School of Education
Job Category Information Technology Services
Salary 4P1
Date Posted Feb 6, 2012

The Center for Educational Policy Analysis (CEPA) in the School of Education seeks a Data Manager/Analyst (DMA) to serve as a data manager and analyst supporting research projects on a variety of educational policy topics. Reporting directly to the Director of CEPA, the DMA will be engaged in a range of research activities including data acquisition, management, and analysis. Responsibilities include, but are not limited to: managing data sets, overseeing the intake of new data, evaluating and implementing software solutions for data compilation and management, maintaining relationships with researchers at other institutions on data-related issues, and performing statistical analyses and creating research reports. The DMA must be willing to go through a federal clearance process for use of restricted data.

Duties and Responsibilities:

70%: Data Management

- Construct, develop and manage multiple large-scale databases
- Implement rigorous quality control measures to ensure accurate data collection and processing
- Monitor adherence to data security and access protocols. Assure strict compliance with Stanford University, state, and federal data use agreements.
- Maintain systematic inventory of data and detailed documentation of data sets and data management procedures.
- Act as primary data liaison to graduate research assistants. Process data requests and provide technical assistance on data issues.
- Train and supervise research interns on all data collection and input tasks. Coordinate timelines for task completions, regularly monitor progress, and review accuracy of completed assignments.

20%: Research/Analysis

- Work with PI's on ongoing research projects by implementing statistical analyses and interpreting results.
- Summarize findings in tabular and graphical forms. Prepare tables and figures for presentations and reports as required by PI's.
- Contribute to the writing and editing of research briefs, journal articles, and technical manuscripts.

10%: External Relations

- Engage in communication with external organizations and collaborators to ensure timely data collection and discuss data issues as they arise.
- Participate in professional presentations of research findings.

Qualifications

The DMA must have advanced knowledge of data management and organization including demonstrated expertise working with spreadsheets, complex, large-scale data sets, and the database programming language STATA. The DMA must have experience obtaining data, cleaning data, creating codebooks and documentation of data sets, implementing quality control measures and selecting platforms and software tools. Knowledge of research design, statistical methodology, and a strong interest and background in education research and/or other social science research fields are required. The successful candidate will have exceptional organization skills and demonstrate superior attention to detail. The ability to work on multiple projects with multiple PI's, set priorities and work independently as well as collaboratively as part of a team is essential. Proficiency with SAS, MS Access, and other programming languages desired. Four year degree or equivalent experience and skills and 2-4 years related experience required. Advanced degree (MA or MS) preferred and 3-5 years preferred.

This is a two year fixed term position.



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