

## **GAYLORD BUSINESS CORRIDOR TIGER GRANT**

JOB TITLE: Data Specialist

DEPARTMENT: Research Division

REPORTS TO: Research Director

APPROXIMATE STARTING SALARY: \$16.02-\$22.04

### ***Position Summary:***

Under the direction of the Research Director the Data Specialist (DS) is responsible for the quality and timeliness of all data management activities related to TIGER grant research. The position will assist with the development of study specific databases, identify errors and inconsistencies in data and ensure their resolution. The DS will be responsible for assisting in the development and completion of study startup documents, conducting traffic safety telephone surveys, collection of survey data from the Otsego County website and postal delivery, coding survey data, database QC, query resolution, compilation and the maintenance of data management source documents for archiving. The DS will develop and monitor study metrics, and will represent the Research Division at meetings. In addition to assisting in the development of data collection tools, data entry, ensure security and confidentiality of data, cross-train to other project tasks and support as necessary, establish and maintain working relationships with the staff of the GBC. Assist the Research Director, as necessary regarding typing, filing, faxing, mass mailings, and literature searches. Participate in staff meetings.

### ***Duties and Responsibilities***

- ❖ Interfaces with research staff to establish data management plans and requirements, and database implementation schedules
- ❖ Interfaces with project staff to review database implementation schedules, database utilization training, and database utilization efficiency
- ❖ Participates in the data system design, utilization, and maintenance to maintain conformance with federal guidelines and standard operating procedures
- ❖ Participates in review of GBC research and development projects
- ❖ Perform any other tasks determined by the Research Manager as needed

***Experience/Skills:***

- ❖ Thorough understanding of federal regulations regarding management of data
- ❖ Well-organized, with strong attention to detail, documentation, and follow-through. Ability to work on multiple tasks simultaneously
- ❖ Strong communication skills as demonstrated via telephone interactions and general written correspondence
- ❖ Ability to work effectively within a team configuration
- ❖ Design, develop and program case report forms (CRFs) including document formatting, item coding, application formatting, and testing
- ❖ Collaborate with project staff and the Research Director on the design, development, validation and implementation of research databases
- ❖ Conduct peer-review QA of non-relational databases
- ❖ May serve as data specialist for one or more research projects
- ❖ Cultivates working relationships with other agencies, optimizes resources and methodology for data collection for research purposes
- ❖ Assists with the research design and determination of data collection variables
- ❖ Assists with the preparation of research projects for presentation at local, state and national conferences

***Education and Training:***

Bachelor's degree in related field preferred. Experience in a research setting required. Some experience working with database management systems required. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Previous experience with large data sets. Applying contextual understanding of the problem to re-engineer available data for use in application under development. Proficient in Microsoft Word, Excel, PowerPoint and the Internet required. Ability to handle multiple priorities and meet deadlines. Strong organizational, interpersonal, and communication skills necessary. Must be able to work independently. Flexibility in work schedule is required.