EdPolicyWorks Data Specialist

EdPolicyWorks at the University of Virginia is seeking a Data Specialist to join our team and work with education policy Faculty and other researchers on large-scale, complex research studies related to early childhood education policy. This position is ideal for detail-oriented individuals with excellent data management tasks involving social science data. Strong Stata skills are critical.

EdPolicyWorks is a joint collaboration between the Curry School of Education and Human Development and the Frank Batten School of Leadership and Public Policy which seeks to bring together researchers from across the University of Virginia and the State to focus on important questions of educational policy. Our projects aim to advance educational and economic opportunity for socioeconomically-disadvantaged individuals, from birth through the workforce.

RESPONSIBILITIES

- Work with administrative datasets from the Virginia Department of Education, the Louisiana Department of Education, and other educational agencies.
- Process, organize, and manage data collected through primary data collection, including survey data, child assessment data, etc.
- Conduct and document quality control checks on data
- Create high-quality Stata code to automate and document data processes
- Develop and implement systems for effective data management
- Generate basic descriptive analyses using graphs, charts, and tables
- Construct project-specific data intake plans and timelines
- Collaborate with partner agencies on data intake
- Develop and document systems to meet data security and collaborative needs
- In addition to the above job responsibilities, other duties may be assigned

QUALIFICATIONS

Required:
- A bachelor’s degree in data science, economics, public policy, statistics, psychology, computer science, education or a related field
- 4 years of relevant experience writing code to conduct data management tasks; a master’s degree will be considered in lieu of experience
- Strong coding skills in Stata; experience in R, SAS, or other statistical software a plus
- Substantial knowledge and experience working with longitudinal and multilevel datasets
- An understanding of data confidentiality principles to ensure data security
- Flexibility to work independently, with minimal supervision and cooperatively within an interdisciplinary team
- Excellent organizational skills and the ability to work across multiple projects at the same time while meeting regular deadlines
- Strong written, verbal, and interpersonal communication skills

Preferred:
- A master’s degree in data science, economics, public policy, statistics, psychology, computer science, or a related field.
- 5+ years of relevant experience writing code to conduct data management tasks
- Experience supporting social science research
- Experience collaborating with a diverse group of stakeholders
- Interest in learning new software and programming languages
**COMPENSATION**
This is a full-time salaried position. The anticipated hiring range is $50,000 - $65,000 per year.

For questions about the position or the application process, please contact Bethany Case, Academic Recruiter, at bcase@virginia.edu. This position will remain open until filled.

*Please note that this role is a full-time, restricted position for one year, available until September 2020. Continuation is contingent on available funding, satisfactory performance, and need for the role.*

**APPLICATION PROCESS**

**Process for External Applicants:** Please apply through Workday, and search for ‘EdPolicyWorks Data Specialist’. Complete an application online and attach a cover letter, CV/resume, and contact information for three references (name, email address, telephone number) into the resume submission field.

**Process for Internal UVA Applicants:** Please apply through your Workday Home page, search “Find Jobs”, and search for ‘EdPolicyWorks Data Specialist’. Complete an application online and attach a cover letter, CV/resume, and contact information for three references (name, email address, telephone number) into the resume submission field.

The University of Virginia, including the UVA Health System and the University Physician’s Group are fundamentally committed to the diversity of our faculty and staff. We believe diversity is excellence expressing itself through every person’s perspectives and lived experiences. We are equal opportunity and affirmative action employers. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information.