



# EdPolicyWorks Data Management Specialist

*Charlottesville, VA*

The Curry School of Education and Human Development seeks applicants for a Data Management Specialist to join the EdPolicyWorks. The Data Management Specialist will support the Study of Early Education through Partnerships (SEE-Partnerships) by managing large-scale datasets and creating/implementing structures to ensure data integrity. This position is ideal for detail-oriented individuals with excellent data management skills involving social science data. Strong Stata skills are critical.

## Responsibilities

The Data Management Specialist will use existing procedures for establishing effective, organized data systems, including the cleaning, merging, and maintenance of a variety of large administrative and survey datasets. The Data Management Specialist will also design more effective systems and protocols. The successful candidate will be capable of working independently to conduct well-defined complex data tasks with direction from senior SEE-Partnership staff.

## How You Will Contribute

The Data Management Specialist may have the opportunity to:

- Develop and implement systems for effective data management.
- 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.
- Generate basic descriptive analyses and visualizations for diverse audiences including practitioners.
- 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.

## Required Qualifications

- A bachelor's degree in data science, economics, public policy, statistics, psychology, computer science, education or a related field.
- At least 4 years of relevant experience. Student experience will be considered.
- Strong coding skills in Stata; experience in R, SAS, or other statistical software a plus.
- An understanding of data confidentiality principles to ensure data security.
- Flexibility to work both 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.
- Physical Demands: This is primarily a sedentary job involving extensive use of desktop computers. The job does occasionally require walking some distance to attend meetings, and programs.



**Preferred Qualifications:**

- A master's degree in data science, economics, public policy, statistics, psychology, computer science, or a related field.
- Experience supporting social science research.

Anticipated Hiring Range: \$50,000 to \$66,000 (commensurate with qualifications) with [UVA benefits](#). For questions about this position or the application process please contact [Bethany Case](#), Recruiter. This position will remain open until filled.

**Application**

Please apply through [Workday](#), and search for "Data Management Specialist, Curry School of Education and Human Development". Complete an application online and attach a cover letter (addressed to Daphna Bassok) and a CV/resume all into the resume submission field, multiple documents can be submitted into this one field. Internal applicants must apply through their UVA Workday profile.