

EMPLOYMENT OPPORTUNITY

Be a part of something BIG.

## DATA COORDINATOR (RESEARCHER 2) JOB OPENING ID 347073

### JOB DESCRIPTION

High School and Beyond (HSB) is a long-term cohort study of ~25,500 people who have been interviewed several times since they were high school students in 1980. HSB is nearing completion of a new round of data collection—gathering survey, biomarker, and administrative data that will facilitate path-breaking research on the lifelong social and biological pathways through which early life factors (especially education and racism) impact later-life cognition, health, longevity, and other outcomes. This is an exciting opportunity to join the HSB team as it embarks on analyses and supports the dissemination of these extraordinary new data.

HSB lead investigators, most of its staff, and its numerous research assistants are spread across the country (at universities in Minnesota, Texas, Wisconsin, and New York). Other investigators are spread all over the world (from California to Australia to Pennsylvania to Sweden). Given the nature of the research, HSB scholars also come from sociology, epidemiology, neuroscience, education, and other disciplines. Moreover, HSB survey, biomarker, and administrative data are highly sensitive and must be accessed and analyzed through complex restricted data sharing protocols.

These factors make it challenging to efficiently, effectively, and securely share data, statistical code, and results across locations; to organize, manage, and share documentation and metadata; to manage version control of data products, statistical code, manuscripts, and documentation; and to establish and implement “best practices” for organizing and managing all project data and related products.

We seek someone with experience and expertise in overcoming the challenges outlined above. We are looking for someone to engage with our diverse team of researchers to lead in establishing, managing, and evolving protocols for efficiently and securely managing and sharing data products, code, results, metadata, and documentation across project investigators. We also seek someone who will assist in producing documentation and metadata for the 2021 round of HSB data collection. Such tasks are essential to the research team’s ability to generate important new knowledge from analyses of 1980-2021 HSB data.

We are looking for someone who enjoys participating in the research process, who works well on complex teams, and who enjoys working with data. Diversity and inclusion are core values of our organization. We aspire to create a team that represents the diversity of our city, our region, and our world, and to create a space that encourages and embraces inclusiveness, equal opportunity, and respect. We strongly encourage women and members of under-represented groups to apply.

This position is housed in the Institute for Social Research and Data Innovation ([ISRDI](#)), a University-wide research institute that provides a vibrant and highly collaborative interdisciplinary research environment for four interrelated research centers ([JPUMS](#), the [Minnesota Population Center](#), the [Life Course Center](#), and the [Minnesota Research Data Center](#)). The environment is highly collaborative, and you will work closely with the principal investigators, research scientists, student research assistants, and contractors who have been hired to collect the survey and biomarker data. The Institute supports the work-life balance of our staff with 40-hour work weeks and flexible work hours, and encourages and supports staff training and development. The University also offers excellent health insurance, retirement benefits, and tuition assistance.

## RESPONSIBILITIES

The person in this position will work with project leaders, staff, and others to:

### DATA MANAGEMENT AND SHARING (75%)

- *Establish and implement best practices for organizing and managing all project data products, statistical code, documentation, metadata, and other products (such as funding applications, project manuscripts, and project conference presentations)*
- *Establish and implement best practices for managing version control of those various project materials*
- *Establish and implement best practices for researchers to use when collaborating across sites*

### CREATING METADATA AND DOCUMENTATION (20%)

- *Produce project data products and documentation*
- *Develop and maintain the project's public-facing website, which will increasingly be a portal for outside researchers to access many shareable HSB project materials*

### REPORTING FUNCTIONS (5%)

- *Assist when necessary in the project's regular reports to funders, federal agencies, IRBs, and other entities that oversee and/or govern HSB*

**Annual salary range: \$45,000-\$53,000, commensurate with experience.**

## QUALIFICATIONS

### Required Qualifications:

- Bachelor's degree plus 1 year of experience or a combination of related education and work experience to equal 5 years
- Expertise and experience in organizing and managing complex and diffuse data-related materials (e.g., data files, statistical code, documentation, metadata, funding proposals, project manuscripts), including protocols for managing version control
- Experience in environments in which data and data products need to be efficiently and securely shared across dispersed working locations and across platforms such as Google Drive or Box
- Expertise and experience in working within highly secure data access environments
- Experience in technical writing and in assembling documents that feature technical writing
- Experience using the statistical software package Stata (or experiencing using similar statistical packages—such as R—and a willingness to learn Stata)
- Ability to work independently while prioritizing tasks and managing multiple, often competing demands
- Ability to work collaboratively with individuals in a highly diverse working group

**Preferred Qualifications:**

- Experience and managing social science, epidemiological, administrative, or related data

## APPLICATION PROCEDURE

Please apply using the University of Minnesota's online employment system [humanresources.umn.edu/jobs](https://humanresources.umn.edu/jobs) and search job opening ID 347073. You may also apply directly using the following link: <https://hr.myu.umn.edu/jobs/ext/347073>

**Application requirements include (1) a resume or CV and (2) a cover letter describing your interest in and qualifications for the position.** Questions concerning the application process may be addressed to Alex Lunde, HR & Operations Manager, at [isrdi-jobs@umn.edu](mailto:isrdi-jobs@umn.edu).

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.