DATA MANAGER (Half-time position – 50% effort)

Moore Center for the Prevention of Child Sexual Abuse
Johns Hopkins Bloomberg School of Public Health
Baltimore, Maryland, USA

The Moore Center for the Prevention of Child Sexual Abuse, which is housed within the Department of Mental Health at the Johns Hopkins Bloomberg School of Public Health, has an opening for a Data Manager. The Moore Center is dedicated to promoting a public health approach to preventing child sexual abuse (CSA), while striving to change our nation’s response to CSA from primary criminal justice, reactive focus, to a more comprehensive approach that focuses significant resources on preventing CSA before harm occurs. Current research projects focus on youth, family, and school CSA prevention; policy evaluation; CSA cost, causes, and consequences; and communication research strategies.

The Moore Center is in search of a highly motivated Data Manager who will be responsible for data management activities to support the ongoing research projects conducted by investigators at the Moore Center. The ideal candidate will have excellent reading, writing, critical thinking, problem solving, and interpersonal skills. Primary work includes:

- Maintain and update research data sets/databases;
- Explore and organize variables of multiple large administrative data sets;
- Perform data cleaning and manipulation of different data sets and create analysis files using standard statistical programming skills in SAS, R, and/or STATA;
- Identify and propose solutions to systematic issues with data;
- Write detailed documentation/specifications for analysis data sets and related files;
- Provide descriptive and analytical reports, including tables, graphs, and figures;
- Provide technical assistance on data sets and statistical approaches to team members;
- Perform and document statistical analyses;
- Ensure all data procedures are compliant with IRB protocols and data are stored securely and privately;
- Assist with literature search, grant and manuscript writing;
- Attend team meetings and work in a highly collaboratively setting.

Minimum qualifications:

- The minimum of a Bachelor’s degree in Mathematics, Statistics, Data Science, Economics, Public Health, or a related field and 3 years of related experience or an equivalent combination of education and experience required;
- Experience in working with large data sets through SAS, R, or STATA programming is required;
- Intermediate or advanced knowledge of MS Access is a plus;
- Must be able to demonstrate excellent data management skills and have experience working with datasets of varying complexity and size
- Prior data management and analysis experience strongly preferred;
- Must be detail oriented and have effective organizational skills;
- Prior work experience in academic or research setting is preferred;
- Strong communication skills and experience working with diverse research teams also desired.

Interested applicants please send an email to reshmi.nair@jhu.edu with your resume.

The Johns Hopkins Bloomberg School of Public Health is an equal opportunity employer committed to recruiting, supporting and fostering a diverse community of scholars. Women and under-represented minorities are strongly encouraged to apply.