The Research Alliance for New York City Schools

NEW YORK UNIVERSITY

Available Position: <u>Data Manager</u>

Job Description

The Research Alliance for New York City Schools, an independent research center housed in the Steinhardt School of Education at NYU, is looking for a **Data Manager**. The Data Manager will work under the general supervision of the Executive Director.

Responsibilities

- Lead the development, implementation, and documentation of data collection, storage, retrieval and analytic systems for the Research Alliance data archive consisting of multi-level and longitudinal data sets from the New York City Department of Education and other sources.
- Maintain and improve procedures and systems that comply with federal, state, and local regulations governing personally identifiable information, protection of human subjects, and reporting education-related data.
- Work closely with other researchers to determine data requirements for rigorous research and evaluation designs and prepare comprehensive data sets for multi-level and longitudinal data analyses.
- Lead the development, design, and execution of new data collection systems.
- Process data in SAS, including macro programming, and troubleshoot staff programming difficulties
- Work with IT staff to monitor, maintain, and contribute to strategic planning for the organization's data systems.
- Contribute to reports and papers on research findings that meet the highest standards of education science and that highlight their relevance to policy and practice.
- Opportunities to lead research and evaluation projects depending on experience and interests.

Requirements and Skills

- Master's degree or higher with extensive experience in education policy, economics, statistics, applied psychology, sociology, or related social science field. PhD preferred. Five or more years of experience in education-related research, accountability, and/or data management position in state or local school system or policy research organization required.
- Demonstrated programming and statistical analysis skills in SAS and other database software packages.
- Knowledge of Linux, ACL (access control) management, Windows, networks, etc. Experience with Emacs a plus.
- Knowledge of rigorous research and evaluation methods including randomized controlled trials, regression discontinuity, and other statistical analyses aimed at establishing causal inferences for questions about social policy or program effects.
- Highly motivated and entrepreneurial, ability to develop, conduct and manage multi-component research, data, and/or information technology projects.
- Strong written and oral communication skills, Highly productive working under pressure
- Knowledge of New York City Department of Education and its data systems is highly desirable.

Salary

- Commensurate with experience.

Application Process

- Submit application materials (cover letter discussing interest in the position and qualifications; CV or Resume; and references) online: http://steinhardt.nyu.edu/research_alliance/careers.
- Review of applications will begin May 21, and continue throughout the summer or until position is filled.

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