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Research Data Analyst 1

 School of Medicine, Stanford, California, United States

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Grade: G

FTE: 100%

Stanford University's Heart Center Clinical and Translational Research Program is seeking a Data Analyst (RDA1) to manage and analyze large amounts of information, typically technical or scientific in nature, under the direction of project researchers, investigators, and other research staff. The Heart Center supports a wide range of research projects and we are looking for a Data Manager to work with investigators, research coordinators, and biostatisticians to support the growing needs of our group. We are looking for an applicant who can manage a wide range of assignments with tight turnaround times and is willing to contribute to the growth and learning of a dynamic team ranging in experience. We would like you to have experience in data management working with large datasets, REDCap, and Electronic Medical Records, and be able to communicate with research teams to help them collect, construct, summarize and analyze their study datasets.

Duties include:

- Collect, manage and clean datasets.
- Employ new and existing tools to interpret, analyze, and visualize multivariate relationships in data.
- Create databases and reports, develop algorithms and statistical models, and perform statistical analyses appropriate to data and reporting requirements.
- Use system reports and analyses to identify potentially problematic data, make corrections, and determine root cause for data problems from input errors or inadequate field edits, and suggest possible solutions.
- Develop reports, charts, graphs and tables for use by investigators and for publication and presentation.
- Analyze data processes in documentation.
- Collaborate with faculty and research staff on data collection and analysis methods.
- Provide documentation based on audit and reporting criteria to investigators and research staff.

* - Other duties may also be assigned

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DESIRED QUALIFICATIONS:

- At least one-year previous experience in data management and database design.
- Experience working with REDCap, Electronic Medical Records, and other databases containing large data sets.
- Being familiar with basic statistical concepts and skills.
- Familiarity with statistical programming languages such as R and SAS
- Being familiar with different data formats and able to transfer datasets among those formats.
- Experience working in medical research and/or a health related field.
- Ability to work with others and desire to train and collaborate with research staff.
- Ability to handle a wide range of assignments and meet deadlines with minimal day-to-day instruction.
- Excellent written and verbal communication skills, and strong analytical skills.

EDUCATION & EXPERIENCE (REQUIRED):

Bachelor's degree or a combination of education and relevant experience. Experience in a quantitative discipline such as economics, finance, statistics or engineering.

KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):

- Substantial experience with MS Office and analytical programs.
- Strong writing and analytical skills.
- Ability to prioritize workload.

CERTIFICATIONS & LICENSES:

None

PHYSICAL REQUIREMENTS*:

- Sitting in place at computer for long periods of time with extensive keyboarding/dexterity.
- Occasionally use a telephone.
- Rarely writing by hand.

* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

WORKING CONDITIONS:

Some work may be performed in a laboratory or field setting.

Additional Information

- Schedule: Full-time
- Job Code: 4751
- Employee Status: Regular
- Grade: G
- Department URL: <http://pediatrics.stanford.edu/>
- Requisition ID: 85987

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