



**Office of the Vice President for Research
Public Policy Center
Iowa Social Science Research Center
Data Manager**

University Classification: **Research Assistant**

Job Code: **PRK1** Pay Level: **3A**

Position #: **00155307** Org/Dept/Sub-dept #: **04-0220**

Position Reports to: **Fred Boehmke** **00127022**

Name Position #

Position Specific Summary:

Under the supervision of the Director of the Iowa Social Science Research Center, the person in this position will be responsible for providing survey and data management to the clients of the Iowa Social Science Research Center (ISRC). This will include programming survey instruments in software such as Qualtrics and WinCATI, pulling and preparing data sets, developing and managing tracking systems, manipulating and preparing data, and contributing to written reports. Ensuring the security and integrity of the data gathering process will be of utmost importance. This person will also serve as the Inter-University Consortium for Political and Social Research (ICPSR) and the Central Plains Census Research Data Center contact for campus, the point of contact for the ISRC data haven, and help oversee our data analysis and software workshops and consulting services.

Key Areas of Responsibilities and Specific Job Tasks

Classification Key Areas of Responsibilities	Specific Job Duties and Tasks
Collect, Analyze and Summarize Data; Prepare Reports; Contribute to Manuscripts, Publications	<ul style="list-style-type: none"> • Collect and track data, perform data entry for reports and maintain records of methods used. • Prepare materials for reports. • Assist in the design of manuals, questionnaires, and forms. • Program survey instruments in software such as Qualtrics and WinCATI. • Prepare reports, data sets, and other documentation for researchers. • May perform statistical analysis of data and qualitative analysis.
Survey Methodology	<ul style="list-style-type: none"> • Identify and adhere to Quality Assurance practices to maintain validity and integrity of research data. • Propose modifications to survey data collection protocols and/or assist in the design of survey data collection protocols. • Knowledge of formal methodologies, tools, and techniques for conducting research, data analysis, studies, and tests.
Experiments, Investigations, Evaluations	<ul style="list-style-type: none"> • Read and understand survey protocols. • Arrange and plan daily activities to prepare for research protocols. • Perform procedures assuring fidelity to protocols. • Collect, record and consolidate data as directed. • Track progress of research activities. • Adhere to Quality Assurance protocols to maintain validity and integrity of research data. • As individual skills develop: troubleshoot, analyze and propose modifications to protocols; perform complex techniques per protocol; may present results at team meetings.
Data Analysis, Migration and Management	<ul style="list-style-type: none"> • Conduct data integrity audits. • May gather requirements or recommend improvements to researchers or other stakeholders. • Maintain data integrity and security.

Relationship Management (Vendor/Customer)	<ul style="list-style-type: none"> Manages customer relationship for multiple services and across the workgroup.
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Other duties as assigned.

Universal Competencies

Collaboration/Positive Impact	Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.
Diversity, Equity and Inclusion	Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.
Service Excellence/Customer Focus	Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.

Technical Competencies

Research (Working)	<ul style="list-style-type: none"> Follows a specific methodology for conducting research. Discusses specific tools and techniques associated with the methodology. Participates in interpreting research results and reports. Discusses the major steps in a specific research methodology. Discusses the validity and reliability considerations for various tests.
Quantitative Research (Working)	<ul style="list-style-type: none"> Currently performs quantitative research as part of normal responsibilities. Collects and tabulates data produced from an ongoing experiment. Uses established methods for tracking and measuring ongoing processes. Uses statistical analysis methods and techniques to explain probable outcomes. Assists in the planning, design and implementation of a quantitative research project.
Research Documentation (Working)	<ul style="list-style-type: none"> Assists in the preparation of research documentation. Applies word processing to produce tables of contents, footnotes and other document components. Embeds tables of research data into documents. Explains the organization's process for drafting, editing and publishing formal research studies. Prepares bibliographies for research documents.
Managing Multiple Priorities (Working)	<ul style="list-style-type: none"> Performs at least 2-3 concurrent activities without reducing productivity. Completes current work according to assigned priorities. Recognizes changing demands and priorities; validates changes with management. Responds to day-to-day operational priorities while still making progress on project work. Obtains information about how current assignments contribute to organizational goals.
Research Ethics / Compliance (Basic)	<ul style="list-style-type: none"> Explains the rationale and importance of basic research ethics and compliance requirements. Gives examples of proper and improper behavior. Able to locate applicable IRB, IACUC, etc. regulations. Recognizes ethical/compliance requirements within own area of responsibility.
Effective Communications	<ul style="list-style-type: none"> Makes oral presentations and writes reports needed for own work.

(Working)	<ul style="list-style-type: none"> • Avoids technical jargon when inappropriate. • Looks for and considers non-verbal cues from individuals and groups. • Listens to feedback without defensiveness and uses it for own communication effectiveness. • Delivers helpful feedback that focuses on behaviors without offending the recipient.
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As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the [University Operations Manual](#).

Proficiency levels are defined as:

Basic Application - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

Working Experience - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

Extensive Experience - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

Expert/Leader - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

Position Qualifications

Education or Equivalency Required	A Bachelor’s degree in a related field or an equivalent combination of education and experience is required.
Required Qualification	<ul style="list-style-type: none"> • Demonstrated six months to one year of experience with social science data collection, social science research design, and social science data analysis. • Demonstrated six months to one year of experience manipulating data in software packages such as Excel, SAS, SPSS, R, or Stata. • Demonstrated ability to communicate effectively and efficiently with individuals from a variety of backgrounds, including excellent written, verbal, and interpersonal communication skills. • Demonstrated flexibility with multiple technologies, such as desktop software and/or developing web applications.
Highly Desirable Qualification	<ul style="list-style-type: none"> • Demonstrated knowledge or experience with survey development tools such as WinCati or Qualtrics.
Desirable Qualification	<ul style="list-style-type: none"> • Demonstrated understanding of data security and storage. • Knowledge of UI policies, procedures and regulations (i.e., HawkIRB, Workflow, UI purchasing procedures).

See requisition # 19004418 at <https://jobs.uiowa.edu>

Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.