Data Management Analyst, University of Florida

Gainesville, Fl

Data Management Analyst

JOB DESCRIPTION:

- Manage large number of data collectors performing observations and interviews across the state of Florida.
- Establish and maintain relationships with Early Learning coalitions and participating early childhood providers to facilitate data collection and program compliance.
- Ensure agreements, consent forms, and assessments are completed on schedule across all participating early childhood providers.

DEVELOP PROCEDURE IMPLEMENTATION

- Develop and implement procedures for data collector training, monitoring and data entry.
- Develop and implement procedures for measurement of treatment fidelity and troubleshooting of compliance problems.
- Develop and implement procedures for collection of early childhood provider and teacher characteristics.

DATABASE CREATION AND MANAGEMENT

- Ensure that data entry procedures are followed and that the integrity and accuracy of database is maintained.

COMMUNICATION AND REPORTING

- Write reports detailing status of program compliance, data collection and data entry.

ADVERTISED SALARY:

Negotiable based on qualifications and experience

MINIMUM REQUIREMENTS:

Bachelor’s degree in an appropriate area. Must have a valid State of Florida driver’s license. A criminal background check will be conducted

PREFERRED QUALIFICATIONS:

Project Management experience a plus. Experience with Excel spreadsheets and SmartSheet preferable. Experience with CLASS observation instrument also preferable.

SPECIAL INSTRUCTIONS TO APPLICANTS:
IN ORDER TO BE CONSIDERED FOR THIS POSITION, APPLICANTS MUST UPLOAD TO THIS REQUISITION A COVER LETTER, RESUME, AND THREE REFERENCES THAT CAN BE CONTACTED.

Monday-Friday from 8-5 with occasional nights or weekends as needed.

Overnight travel may be needed.
This position is time-limited.