

Data Manager**Baltimore Neighborhood Indicators Alliance - Jacob France Institute****Vacancy #: 2010-068B**

Regular exempt position with benefits package

Open Date: 6/18/2010; Closing Date: 7/9/2010**Annual Salary Range: \$50,000 - \$65,000****Note: An employment offer is contingent upon university funding of the position.**

The Baltimore Neighborhood Indicators Alliance - Jacob France Institute (BNIA-JFI) is a unique research center that is part of the University of Baltimore. We are a member of the Urban Institute's National Neighborhood Indicators Partnership (NNIP) specializing in the collection, analysis and dissemination of community and neighborhood data. For more information about BNIA-JFI, visit <http://www.ubalt.edu/bnia>.

DESCRIPTION:

The Data Manager is a full-time, technical position responsible for the development, architecture, usage, efficiency, accuracy, maintenance, and administration of BNIA-JFI's computerized databases and data warehouse. The Data Manager works with BNIA-JFI staff to develop and maintain all data, monitor datasets, provide quality control, and plan for future data/technology needs. A partial list of duties includes:

- Developing and maintaining the data warehouse, documenting and integrating data from a variety of primary and secondary sources;
- Working collaboratively with BNIA-JFI staff to identify and secure appropriate data sources to expand the data warehouse;
- Working with staff in data analysis strengths/limitations and best data dissemination techniques;
- Processing and "cleaning" data as needed;
- Ensuring that data are reliable and complies with standards in regards to accuracy and confidentiality;
- Developing and maintain data documentation packages and determine all data protocols;
- Working with staff to integrate data warehouse data sets into GIS format;
- Working with staff to update and maintain BNIA-JFI's website and web applications;
- Working with staff to fulfill data requests and provide assistance and training where required; and
- Staffing BNIA-JFI's Data Committee.

QUALIFICATIONS:

This position requires a bachelor's degree in computer science, computer technology, information systems, or a related field and at least 1 year of experience in database management and statistical analysis. Advanced degree preferred. Required skills and knowledge include: database management and programming skills (SQL/Visual Basic), proficiency in MS Office Suite (Excel/Access) and statistical software (SAS/SPSS/R), ability to communicate data and technical issues to persons with a range of data expertise, ability to work both independently and as a team-member within tight timeframes, and excellent writing and interpersonal skills. Additional skills may include: knowledge of ESRI mapping applications. The ideal candidate will have interest in issues related to urban areas such as: neighborhoods, housing, education, health, and other social issues.

BENEFITS INCLUDE:

- Excellent State Health benefits packages, including health, life, and disability insurance
- Choice of retirement plans
- Tuition remission at any University System of Maryland Institution
- Generous leave package includes holidays, 15 sick days, 22 vacation days, and 3 personal days

TO APPLY: Include your Vacancy Number 2010-068B on all correspondence and in your e-mail subject line.Submit resume and cover letter to [xxx](#), or mail to: _____Human Resources, VA 2010-068B
University of Baltimore

Baltimore, MD

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Web: <http://www.ubalt.edu/hr>