

Position Vacancy Announcement

SOCIAL SCIENCE DATA ANALYST Center for Family & Demographic Research National Center for Marriage Research

(This is a reposting, those that have previously applied for L-61134, need not reapply.)

Bowling Green State University

Position Summary

The Social Science Data Analyst position involves coordination of all data related tasks (e.g., obtaining files, data preparation, analytic file preparation) in addition to conducting univariate and multivariate statistical analyses. The analyst will provide assistance to data users and offer workshops on data sources and statistical techniques. In addition, the analyst will prepare documents for general audiences on particular data sources and measures. This is a jointly funded position by CFDR (Center for Family and Demographic Research) and NCMR (National Center for Marriage Research).

Essential Duties, Tasks and Responsibilities

- Provide data support (e.g. data file preparation, recoding variables, merging files, etc.) as well as basic statistical support. Assist faculty affiliates and students with programming issues regarding their individual research projects. Support will also be provided by answering drop-in questions regarding statistical programs.
- Preparing written documents on social science programming. An important responsibility is to provide information for the web page and server on the particular data sources, data measures, and programming assistance. The current documents will be updated and new documents generated. The analyst will require some creativity in producing these materials. Affiliates and students come from a range of disciplines, so it is essential that the programmer be able to present materials in a manner that will bridge disciplines.
- Maintain data library, and data security agreements. The analyst will seek out new data, ensure the latest data is on the server and accessible, and take the initiative to update the holdings. Data providers are increasingly requiring specific data security agreements that need to be updated every year. The data security agreements must be coordinated with the researcher, HSRB, ITS and data providers.
- Present workshops on social science data and programming techniques. These are one-hour workshops which ranging from basic programming to the latest methods. Courses on SAS and STATA are expected. The classes require the development of examples and handouts which will be posted on the web page. Communication skills are an important element of this position.
- Prepare analysis of secondary data on family and marriage. Basic descriptive analysis must be conducted on family and marriage data sources to ensure that NCMR provides timely updates and trends. The analyst needs to work with the Associate Director on analysis, suggest ideas, advise on pitfalls of specific data sources, and convey findings in a clear manner.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills or Abilities

- Knowledge of statistical computing software (i.e. SAS, SPSS, Stata, etc), intermediate statistics, and data manipulation and management.
- Strong communication skills – oral and written
- Strong organizational skills
- Strong interpersonal skills
- Experience running original research projects

Minimum Qualifications

Master's degree in social sciences (i.e., sociology, psychology) or statistics. A minimum of two years statistical programming experience with social science data.

Salary

Full-time grant funded administrative staff position. Administrative grade level 14, minimum salary \$37,574. Salary is commensurate with education and experience. Full benefit package available.

To Apply

Submit cover letter w/email address, resume, and contact information of 3 professional references to:

Office of Human Resources (Search L-61134)
100 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403-0201

Review of applications will begin on September 19, 2008 and will continue until the position is filled. This is a reposting, those that have previously applied, need not reapply.

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.