

Data Assistant

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Job Summary:

Reviews and processes incoming interview and administrative data for coherence, missing data, coding errors, logical inconsistencies and coding open-ended questions. Ensures submission and maintenance of accurate, timely, complete and reliable data and reports by implementing data management and quality assurance procedures. Provides feedback to customers and clients regarding systematic data errors or problems. Documents revisions in codebooks and manuals.

The Health Disparities & Public Policy program investigates health disparities in traditionally underserved populations. For the past 25 years, we have been conducting the Northwestern Juvenile Project, a longitudinal study of the mental health needs and outcomes of 1,829 youth involved with the justice system. Funded by a consortium of federal agencies and private foundations we have been tracking and re-interviewing our participants since April 1996. We are currently conducting an intergenerational phase of this study – Next Generation – that investigates individual, interpersonal, and neighborhood factors that promote resilience in children.

Specific Responsibilities:

Strategic Planning

- Participates in team and other departmental meetings to share experiences, learn about what other teams are doing and help solve problems.

Administration

- Manages data receipt, tracking and follows up on assigned project(s).
- Detects trends and reports on patterns of errors.
- Contacts customers to obtain missing data.
- Compiles and maintains codebooks, data files and memos needed for subsequent analysis of data.
- Learns and complies with appropriate compliance and regulation requirements regarding protected data.
- Provides administrative support to organizational area.

Development

- Edits, codes and enters data per protocol.
- Runs reports and completes basic analysis.
- Enters information into databases.

Performance

- Reviews data input for accuracy, addressing on skip patterns, coding, and other information.
- Performs cleaning/formatting tasks of datasets.

Miscellaneous

- Performs other duties as assigned.

Minimum Qualifications:

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in social sciences or related; OR appropriate combination of education and experience and 2 years' research study or other relevant experience required.
- 2 years' experience with interview protocols and/or survey research.

Minimum Competencies: (Skills, knowledge, and abilities.)

- Keen attention to detail.
- Excellent organizational skills and habits.
- Strong troubleshooting and problem solving skills.
- Intermediate proficiency with Microsoft Word and Excel.
- Experience with REDCap or other survey software.

Preferred Qualifications:

- 2 years' experience with research involving interview data and data processes.