



Data Management Assistant – *Temporary Part-Time Student or Non-Student Employee* The Northwestern Neighborhood & Network Initiative (N3) The Institute for Policy Research (IPR) at Northwestern University

Hours: 10-25 hours per week, variable and dependent on availability and project needs

Pay: \$15-25 an hour, depending on skills, education, and experience

About N3

The Northwestern Neighborhood & Network Initiative (N3) seeks to engage communities, civic partners, and policy makers in addressing core problems facing the residents of urban communities. Our research focuses on utilizing “network thinking” (an understanding of how relationships shape how we feel and behave) to improve neighborhoods, the city, and our region. We are currently working with partners in Chicago to evaluate a series of interventions focused on reducing gun violence and improving public safety in the city. For more information about N3, visit:

<https://n3networks.northwestern.edu/>

Responsibilities

N3 is looking for a part-time, temporary data management assistant for Fall 2022, with the possibility to extend into 2023. This individual will report to the data manager to perform a variety of data infrastructure and DevOps projects to support N3, including:

- Assisting with the development and testing of automated data and continuous integration pipelines under the direction of the data manager
- Creating interactive dashboards and data visualizations for internal and external use under the direction of the data manager and/or project managers
- Comprehensively documenting any procedures, processes, or code developed during their tenure
- Other administrative tasks or responsibilities as assigned by N3’s Data Manager

Desired Qualifications

We are looking for individuals who demonstrate some or all of the following characteristics and skills:

- Proficiency in writing well-documented code in Python and JavaScript
- Prior experience querying databases using SQL
- An understanding of best practices for collaborative software development using git version control
- Some background with cloud development, data analytics, and/or ETL/ELT processing preferred, but not required
- A high level of commitment to the work of N3, enthusiasm, flexibility, and a desire to learn
- Strong verbal and written communication skills and enjoys interacting with people
- Excellent organizational skills and attention to detail
- Candidates should be pursuing or have a bachelor’s degree and may currently be pursuing master’s or doctoral training in computer science, quantitative social science, or a related field

Individuals with relevant professional or lived experiences, and/or who hold identities underrepresented in the research field are strongly encouraged to apply.

Educational Value

This is an excellent opportunity to gain hands-on cloud development experience in an innovative, partnership-driven research space. We can train highly committed individuals in using and developing cloud tools and infrastructure to support the data needs of cutting-edge research institutions and businesses alike. Our work is action-oriented and policy-relevant: as a member of the N3 team, you will be part of an effort to use research and data to improve the safety of residents living in areas of the city most impacted by gun violence and facing other public safety challenges.

Interested candidates should email resume and cover letter to Adam Shelton, N3 Data Manager, at aqs@northwestern.edu.