Job Description

Job Title: Research Data Analyst Associate  
Department: Ctr for Health Info Partnerships

Job ID: 30982  
Percent Full Time: 100

Location: Chicago Campus  
Grade: EXS 6

Job Summary:

The Research Data Analyst Associate utilizes multiple quantitative and qualitative datasets from a variety of sources and interprets results using various techniques, ranging from simple data aggregation via statistical analysis to complex data mining. Assists in the design, development and implementation of business solutions partnering with clients to identify analytical requirements. Compiles reports, charts, and tables based on established statistical methods.

Specific Responsibilities:

Strategic Planning

- Partners with clients to define requirements based on business objectives.
- As her/his experience grows, provides consultation to customers on appropriate data management and data-related methodological issues such as strengths and weaknesses of aspects of the EDW and other data sources.

Administration

- Designs and prepares documentation for qualitative and quantitative data analysis.
- Performs basic descriptive analyses (frequencies, cross-tabs, means, standard deviation, medians, etc.).
- Creates basic graphs (e.g., in Excel, Powerpoint, etc.).
- Assists faculty members as they write reports for presentation and publication.

Development

- Completes a variety of statistical analyses using appropriate data and software.
- Merges data from multiple sources in preparation for analysis.
- Interprets results of analyses for use in reports and presentations.
- Passes the PowerUser test administered by NM EDW for access to the data.
- Works daily on developing her/his knowledge of the NM EDW data and meta-data.
- Develops skills through her/his independent initiative as well as by asking questions of the EDW team and her supervising faculty member and other faculty members.
- Gradually increases scope of EDW participation/access.
• Provides accurate and thorough documentation of her/his, with regularity (daily or in some cases weekly).
• Demonstrates clear ability to retrace her/his steps and to troubleshoot problems.

**Performance**

• Completes data cleaning and organizes data files for analysis.
• Reviews data and identifies quality issues.
• Demonstrates excellent ability to retrace her/his steps and to troubleshoot problems.

**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; OR appropriate combination of education and experience.
• Experience with the following:
  o Infrastructure: Microsoft Office (Word, Excel, Powerpoint, Access, Outlook), SQL/MySQL/Postgres.
  o Programming Languages and Frameworks: SAS.
  o Analytical: critical thinking, data mining, data modeling, decision making, judgment, problem solving, troubleshooting, use-case analysis.
  o Project: agile environment, Code documentation, collaboration and teamwork, organizational skills.

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

• Excellent communication skills.
• Strong SQL skills.
• Excellent organizational skills and ability/temperament to set aside time daily to document 1) her/his methods on particular projects as well as 2) more generally, key lessons learned in her/his growing knowledge of the data and the meta-data.
• Able to pass the EDW PowerUser test.
• Able to develop fluency in data content and methods, in a rapidly-evolving data environment.
• Adaptability and creativity: Possess skills and temperament to develop a knowledge base using some guidance but generally taking initiative to research and learn on one's own. Able to develop creative approaches for extracting, processing and analyzing data.
• Transparency: Can express ownership of his/her work and will report any errors (in code or data processing or output reporting). Able to work with supervising faculty members to redo any incorrect work.

**Preferred Qualifications:**
• Experience working with the NM EDW or Lurie EDW or other similarly complex data repositories.
• Previous work or volunteer experience in a health care setting.
• Previous work or volunteer or student experience in a health care data analysis setting.
• Master’s degree in a relevant discipline.

Preferred Competencies: (Skills, knowledge, and abilities)

• Geographic information systems experience.
• Strong SAS skills.
• Strong Stata skills.
• Ability or willingness to learn how to prepare abstracts, to write sections of manuscripts, and/or to present results herself/himself at scientific meetings.

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.