



## Research Data Manager

Klein Buendel is a small woman-owned business in metro Denver specializing in the research and development of effective health communication programs and technologies to change health behavior and prevent chronic disease.

The purpose of this position is to support behavioral research with the development of online surveys, databases, and procedures for data collection and data management; prepare data for analysis by statisticians. The position is exempt, non-temporary, full-time/40 hours per week, and hybrid in-office 2 days per week. The position supervises an assisting Data Coordinator.

We offer flexible schedules, work-life balance, and a full benefit package, including health, dental, vision, life, AD&D, and long-term disability insurance; a 401(k) match; and 10 holidays, 24 vacation days, and 6 sick days per year.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Provide input and recommendations for project data collection and manipulation. Develop sophisticated electronic databases. Program online surveys using Qualtrics survey software. Work with programmers to manage program usage data. Create queries in relational databases for various data reports. Edit programmed surveys and fix bugs. Clean data in preparation for analysis by statisticians. Prepare some basic summary statistics using SAS software. Produce thorough data reports for project data and program usage data. Present data reports to scientists and assist with the interpretation of data. Research and develop technology-efficient methods of data collection and manipulation. Train and supervise Data Coordinator in databases and data collection and manipulation methods to insure consistency and quality of procedures.

**MINIMUM QUALIFICATIONS:** Master's degree in math, statistics, computer science, public health, psychology, environmental health, nutrition, communication or social science or a Bachelor's degree with 3 to 5 years of relevant program management, evaluation or research experience in a supervisory or leadership role is required. Experience and proficiency using online survey software is strongly preferred. Experience and knowledge of NIH research protocols is strongly preferred. Experience and proficiency with database software, such as Microsoft Excel and Access, is required. Understanding SQL is preferred.

Klein Buendel, Inc. does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is Klein Buendel's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Covid vaccination is strongly recommended for all KB employees without an approved exemption. Employees may be asked to work from home exclusively at times of local high COVID transmission.

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