Keck School of Medicine of USC

Data Management Coordinator
University of Southern California
Institute of Addiction Science
Health, Emotion, & Addiction Laboratory
Epidemiology of Substance Use Research Group
Los Angeles, CA

The USC Institute of Addiction Science (USC-IAS), USC Health, Emotion, & Addiction Laboratory (USC-HEAL) and USC Epidemiology of Substance Use (USC-EOS) Research Group are co-sponsoring recruitment of a full-time Project Manager. The USC IAS, USC HEAL and USC EOS groups represent a multidisciplinary team including multiple faculty Principal Investigators that conduct human subjects behavioral research at the intersection of substance use, addiction, and health behavior.

Job Description
The Data Management Coordinator will work closely with the Pop Core Project Director and Principal Investigators in programming data collection software, tracking software, managing multiple databases and statistical analyses of several ongoing longitudinal survey-based studies. In general, research projects include collection, management and preparing data for several large-scale multi-cohort longitudinal studies.

Specifically, the Data Management Coordinator:

- Design and maintain multiple platforms for data collection that leverage modern technologies (including programming REDcap surveys and automated e-mails / text messages to be sent to participants);
- Strong knowledge of SQL and query processing
- Import/export of data to/from various formats such as CSV or JSON
- Develop tools to support reporting including visualization through graphs/charts
- Programming of data collection instruments, caller interface, and tracking systems for retention;
- Developing and maintaining center-wide database repository for several longitudinal cohorts.
- Maintain data management and quality control of diverse data sets of self-report data including tobacco use and other health behavior outcomes from three longitudinal cohort studies;
- Generate reports and/or datasets for managing recruitment and other study operations;
- Assist with data analyses on a range of dataset types (e.g., longitudinal, cross-sectional, multilevel, within-subjects repeated measures) using SAS, STATA, R, MPlus, or SPSS;
- Contribute to the writing and preparation of reports, journal articles and conference presentations; and

The ideal candidate will have proficiency in one or more programming languages (e.g., SAS, SPSS), including data manipulation, documentation, and analysis. A Bachelor’s degree in a behavioral science-related field, and 2 years of experience in database management and statistical analysis are required. Candidates with practical experience and a masters degree in biostatistics, quantitative psychology, or epidemiology are also encouraged to apply.

Candidates must be detail-oriented, fluent in English, and possess excellent organizational, communication, analytic, and written skills.

To apply, please send cover letter, CV, and contact information for 3 references to Kristin Dahlquist (kdahlqui@usc.edu).

The University of Southern California values diversity and is committed to equal opportunity in employment.