Data Manager
Archbold Biological Station

Archbold seeks a bright, intellectually curious person, to fill the technical support position of Data Manager, reporting to the Director of Data and Technology. The Data Manager is responsible for monitoring and trouble-shooting data flow from weather towers, buoys, flux towers, etc. to the Station and to data users. This position will be responsible for the creation and maintenance of Microsoft Access databases, including form creation for data input; automating data input, monitoring, and general upkeep of Archbold’s data management software (WISKI); the organization and management of new data tasks or projects; as well as providing training and support to staff and the Director of Data and Technology for all data management tasks.

Responsibilities:
• Design and implement relational databases throughout various software systems (MS Access, MS SQL server, WISKI)
• Review or formulate techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data.
• Devise, document, and implement efficient and secure policies/procedures for data handling and analysis.
• Establish rules and procedures for data sharing with upper management, external stakeholders etc.
• Support others in the daily use of Archbold data systems including assisting with reports and extracting and formatting data when needed.
• Investigate and resolve data and technology related issues,
• Provide training on best management practices for the effective management of scientific data.
• Monitor and analyze information and data systems and troubleshoot any data-related problems.
• Assist with basic GIS, IT, and web tasks as needed.

Requirements:
• Bachelor’s degree in computer science, biology, or relevant field, or suitable coursework
• Excellent understanding of data administration and management functions (collection, QC, analysis, distribution etc.)
• Familiarity or coursework with modern relational databases and information system technologies
• An analytical mindset with the ability to problem solve data and software issues with little to no supervision.
• Ability to independently research and master new software
• Proficient in MS Office (Excel, Access, Word etc.)
• Knowledge and prior use of a coding language (R, Python, etc.) and database queries (SQL)
• Excellent communication and collaboration skills
• Ability to work with research staff and outside agencies
• Strong organizational skills and ability to work independently and prioritize tasks
• A passion for Archbold’s mission (interest or experience in biological research and conservation)
• Knowledge of statistical analysis, HTML, VBA are not required but helpful

This is a full-time position with benefits, partial remote work will be considered. To apply, please submit a cover letter, resume, and the names of three professional references, to vsclater@archbold-station.org. Deadline is July 18th, 2021. Archbold is an equal opportunity employer and encourages applications from members of underrepresented groups.