The Labs of Cognitive Neuroscience at Boston Children's Hospital are seeking a full-time **Computational Health Informatics Data Manager II** for multiple dynamic (domestic and/or international) research projects.

This position involves overseeing multiple types of assessments (e.g., questionnaires, behavioral observations, neuroimaging, genetic and other biological data) from data collection to publication across a variety of research questions. This position does not involve interaction with study participants.

To apply: https://jobs.bostonchildrens.org/job/19535427/computation-health-data-manager-ii-developmental-neuroscience

Responsibilities

- Manage the design, functionality, implementation, and validation of databases.
- Develop scoring scripts and automated pipelines for cleaning, preprocessing, and statistical analysis of data for funding requirements and deliverables.
- Perform data transfers from and to collaborators as part of research collaboration initiatives. Comply with HIPAA data security and data sharing guidelines working with BCH-approved secure file transfer methods.
- Securely store data collected from research studies, including via REDCap, Smartsheet, CANTAB, third-party cloud software.
- Develop data quality pipeline for questionnaires, clinical and cognitive behavioral assessments, diagnostic reports, videos, biological specimens, neuroimaging (e.g., EEG, ERP), caregiver reports and interviews.
- Optimize data storage health and maintenance using MATLAB, R, Python, SAS, SPSS, etc. with longitudinal datasets.
- Track changes to study measures, charts, and cohorts, order of tasks, version control
- Perform regular audit checks for data, combining awareness of how the data are collected with initiation of data-driven data collection methods.
- Incorporate IRB-required changes related to data management and data sharing.
- Support PIs and project managers in preparation of progress reports and preliminary data for grant submissions, including streamlining of report generation processes.
- Manage data sharing, including data/variable standardization, for biannual data submissions to data repositories (e.g., NDA).
- May supervise or lead/mentor junior data managers and data staff.

Requirements
- Minimum of 2-year commitment is preferred.
- Bachelor's degree in biomedical engineering, psychology, statistics, or health-sciences related field and a minimum of two or more years of data analyst and data coordinator or equivalent experience
- Excellent computer skills, including expertise in Microsoft Office software (e.g., Excel), R and/or Python, SPSS, and familiarity with SAS and STATA

- Experience in formatting and exporting data for statistical analyses
- Experience in verifying, documenting, and cleaning large data files
- Commitment to the consistent maintenance, accuracy, and completeness of data
- Familiarity with best practices for HIPAA data security
- High level of motivation, strong organizational skills, attention to detail, and well-developed communication skills
- Ability to work independently and proactively and to utilize internal and external resources to complete tasks
- Prior project or data management experience
- Strong writing skills for documentation or publication
- Strong communication skills for necessary collaboration with study team members, coordinators, and PIs, representing data management best practices and leading data preparation and recovery initiatives.

Preferred Experience
- Master's degree in biomedical engineering, psychology, statistics, or health-sciences related field
- Knowledge of developmental science and neuroscience
- Experience with longitudinal datasets and longitudinal study experimental design
- Experience with reporting on study and/or data performance measures
- Experience using REDCap
- Experience working with IRBs and data use agreements (DUAs)
- Experience providing educational support and training to research investigators and staff