JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Research Data Specialist

Job Code: 7076

Salary Grade: S11

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Plans, implements, and assesses research data management services including instruction, consultations, and partnerships with faculty and researchers on data management plans, data management tools and strategies, and metadata standards.

- Develops and designs policies, services, and infrastructure to enable researchers to preserve and make available their research outcomes.
- Assists faculty with development of data management plans for grant applications and overall data stewardship.
- Partners with internal units and external units to implement data management.
- Designs, deploys, and maintains computing and data resources.
- Maintains awareness of subject and disciplinary repositories of potential interest to the OU research community.
- Maintains awareness of tools and algorithms for computationally centered, data-driven science (data mining, visualization, text mining, etc.).
- Develops services to enhance access to data and coordinates computing resources.
- Develops opportunities and materials for research data management best practices.
- Promotes the use of open access for OU grant-funded research data.
- Solicits feedback from researchers about data management needs.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 84 months of related experience.

Experience:

Required: 36 months of experience in computer programming and analysis.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Strong communication (oral and written)
- Interpersonal and presentation skills
- Detail oriented for accuracy of data and information
- Able to work well with interdepartmental teams and initiatives
- Demonstrated knowledge of issues and technical challenges related to the life cycle of research data

Working Conditions

Physical:
Must be able to engage in repetitive motions. Manual dexterity. Ability to sit for short or extended periods of time.

Environment:
Standard office work environment.

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