Specialist - External Research

The Specialist - External Research supports external partners and vendors by collecting, entering, verifying, analyzing, and reporting data and other information for internal and external use. In partnership with the Manager - External Research, the Specialist - External Research assists in the management of the Institutional Review Board (IRB) for City Schools, including facilitating monthly IRB meetings, conducting, and tracking proposal reviews, and communicating with internal and external stakeholders concerning district research projects. The Specialist - External Research will also review research study findings and help to summarize this information for district leadership.

Essential Functions

- Assists in aggregating and verifying student, school, and district level data for external partners.
- Coordinates IRB meetings and proposal reviews for the district.
- Conducts analyses using Excel and/or other statistical software (e.g., R, SPSS).
- Responds to internal and external data requests and prepares data extracts, interim and final reports.
- Communicates with external partners to clarify data requests, manages research proposals, and assist in the understanding of data shared.
- Manages a process for tracking all components of data requests and research studies taking place in City Schools.
- Maintains a strong knowledge of key partners' data sharing agreements and collaborates with Legal and other City Schools offices when necessary to receive clarification on requests.
- Keeps the Manager of External Research and Research Director abreast of all matters pertaining to the preparation of data scheduled to be released to central offices or external entities.
- Performs and promotes all activities in compliance with equal employment and non-discrimination policies; follows federal laws, state laws, school board policies and the professional standards.

Maximum Salary $86801.00
Minimum Salary $ 70148.00

Desired Qualifications

- Bachelor's degree with coursework in research design, statistics, research methodology, computer programming, and/or related areas. Degree must be from an accredited college or institution.
- One year of experience in research, programming, data cleansing, or designing and developing databases. Experience must have included the use of Microsoft Excel and/or other spreadsheet software and the use of R, SPSS, SQL and/or other statistical packages for data entry purposes.
- Strong attention to detail, data analysis, problem solving skills, and effective project management skills required.
- Ability to work effectively in high paced environment, with deadlines, and multiple stakeholder viewpoints.
- Excellent verbal and written communication skills.
- Proficient in the use of computer applications, including Microsoft Office.
- Experience in organizing and running meetings; including communications, administrative (agendas, notes, etc.) and follow up.
• Ability to demonstrate dedication to vision, mission, goals, and objectives of City Schools.

Full time

Additional Details

Qualified candidates for the above position must submit the following:

• Completed online application
• Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
• Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
• Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
• All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
• All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:
http://www.baltimorecityschools.org

• Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see City Schools' non-discrimination statement. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups.

For inquiries regarding the nondiscrimination policies, please contact the Equal Employment Opportunity Manager, 200 E. North Avenue, Room 208, Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.

This position is affiliated with the City Retirement Plan.