

RADxUP Data Manager

Posting Information

Position Information

Position Type	Permanent Staff (SHRA)
Is this an internal only recruitment?	No
Position Title	Soc/Clin Research Specialist - Contributing
Working Title	RADxUP Data Manager
Position Number	20037656
Vacancy ID	P012379
Budgeted Hiring Range	\$45,130 - \$55,000
Pay Band Information	To learn more about the pay band for this branch and role, please see the Career Banding rates spreadsheet .
Salary Grade Equivalent	GN09
Full-time/Part-time Permanent/Time-Limited	Full-Time Time-Limited
If time-limited, estimated duration of appointment	1 year
Hours per week	40
Work Schedule	Monday- Friday; 8am-5pm Hours may vary depending on project needs
Department Name and Number	Globl Hlth and Infect Disease-427801
Date First Posted	02/17/2021
Closing Date	02/24/2021
Position Location	Chapel Hill, NC
Position Posting Category	Research Professionals

Position Summary Information

Department Description	<p>The Mission of the Institute of Global Health and Infectious Diseases is to develop ongoing clinical, educational and research activities focused on the prevention and treatment of infectious diseases. Working in nine countries, throughout the state, and across campus, the institute's goals include:</p> <ul style="list-style-type: none">• Executing basic and applied research in infectious diseases and fostering collaboration among other investigators and researchers from both within and outside the University of North Carolina system.• Coordinating International and community outreach activities with UNC's School of
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Public Health, Department of Epidemiology, and appropriate State agencies.

- Improving clinical care in infectious disease, including activities related to the management of HIV and other infectious diseases, as well as activities related to emerging pathogens, international health issues, and clinical outreach efforts.
- Supporting infectious disease prevention activities, including those with a focus on vaccine development and vaccination practices.

Equal Opportunity Employer

The University of North Carolina at Chapel Hill is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, or status as a protected veteran.

Position Description

The RADxUP Data Manager has the primary responsibility for oversight of data collection, reporting, and other data activities that fall within the scope and goals of a UNC award from the NIH's RADx-UP initiative (<https://www.nih.gov/news-events/news-releases/nih-assess-expand-covid-19-testing-underserved-communities>). This award supports scale-up of COVID-19 testing and rollout of COVID19 vaccines to underserved and historically marginalized populations in the Piedmont region of North Carolina. The Data Manager position is 100% grant-funded for 18 months.

The Data Manager works as part of a team and supports the Principal Investigators, Project Manager, Research Assistants and other research team members in their work. They are responsible for coordinating with RADx-UP project partners to securely abstract, curate, and manage routinely collected program, public health, and electronic medical record data in accordance with protocol specifications in addition to Federal, State and local regulations, including HIPAA, and GCP. The Data Manager also has the primary responsibility for verifying that study data collection documentation is completed in accordance with all applicable regulations and oversees data quality control, review and assessment of key quality indicators, and corrective action planning, as necessary. They will also be responsible for data submission to the RADx-UP Coordination and Data Collection Center and ensuring data sharing and reporting follow sponsor requirements and timelines. This position may also be responsible for other duties, review and resolution of database queries, and maintaining research data tracking tools. Oversight duties include supervision of Research Assistants involved in data collection activities.

Minimum Education and Experience Requirements

Bachelor's degree in a discipline related to the field assigned and one year of related training or experience; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Essential Skills, Knowledge and Abilities

- Must be willing and able to travel to off-site locations in the Piedmont region of North Carolina to train, supervise staff, and support data collection, abstraction, and management among study partners, as needed so a valid driver's license is required.
- Must be willing and able to adjust to varying work/time demands.
- Must have excellent accuracy, attention to detail, and organizational skills.
- Must have very strong computer skills in Microsoft Word, Powerpoint and Excel.
- Must have an exceptional ability to communicate and form productive working relationships with a variety of staff and outside sponsors.
- Requires strong oral and written communication skills, cultural competency, and sensitivity to alternate lifestyles.
- Professional experience in data management is required.

Preferred Qualifications

- Candidates with the ability to make independent assessments and decisions within the context of protocol, GCP and sponsor requirements are highly preferred.
- Experience in data programming methods strongly preferred.
- Experience with electronic data capture methods strongly preferred.
- Familiarity with REDCap or equivalent research database program is highly preferred.
- At least one (1) year of professional experience in data management is preferred.

Required Licenses/Certifications	Valid NC Driver's License
Special Physical and Mental Requirements	
Position/Schedule Requirements	Evening work occasionally, Night work occasionally, Overtime occasionally, Valid NC Driver's License, Weekend work occasionally
Position Attributes	
Stimulus/ARRA Funded	No
Quick Link	https://unc.peopleadmin.com/postings/188663
Contact Information	

Office of Human Resources Contact Information If you experience any problems accessing the system or have questions about the application process, please contact the Office of Human Resources at (919) 843-2300 or send an email to employment@unc.edu

Please note: The Office of Human Resources will not be able to provide specific updates regarding position or application status.

Applicant Documents

Required Documents

1. Curriculum Vitae / Resume
2. Cover Letter

Optional Documents

1. List of References

Posting Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please select the response below that best describes your experience/education for the Social/Clinical Research Specialist position.
 - o Bachelor's in a discipline related to the field assigned and at least 1 year of related training or experience.
 - o Associate's, Bachelor's, Master's, Doctorate in an unrelated field and at least 5 years of related training and/or experience.
 - o Master's and/or Doctorate in a discipline related to the field assigned.
 - o Associate's in a discipline related to the field assigned and at least 3 years of related training or experience.
 - o Combination of post-high school education and experience to equal at least 5 years of experience related to the field assigned (ex: 1 year towards a degree and 4 years experience).
 - o Did not complete high school but have a combination of high school education and related experience to equal at least 9 years (ex. 3 years of high school and 6 years of experience).
 - o None of the above
2. * Do you possess a valid driver's license and access to reliable transportation?
 - o Yes
 - o No
3. * Do you have experience working with diverse populations?
 - o Yes
 - o No
4. * Do you have Redcap database experience?
 - o yes

◦ no

5. * Do you have any previous experience with data collection, analysis, and reporting? If yes, please describe briefly.

(Open Ended Question)