

[Research Data Management Analyst](#) / Harvard Medical School / Boston, MA  
Apply by 7/13

TITLE: Research Data Management Analyst

GRADE: 56

DEPARTMENT: Information Technology

Location: USA - MA - Boston

Schedule: Mon-Fri 9-5 (35 hrs/week)

Application Deadline: July 13, 2018

**BASIC FUNCTION:**

The Research Data Management Analyst (RDM Analyst) will assist the HMS Research Data Manager with enabling HMS researchers to understand, manage, classify, and organize their data throughout its lifecycle to improve the research data organization process. Under the direction of the HMS Research Data Manager, the RDM Analyst will perform outreach with faculty and researchers to gather information about data management workflows, data storage, and data management challenges. The RDM Analyst will assist labs in the implementation of data storage management plans designed by the Research Data Manager. The RDM Analyst will seek out opportunities to collaborate with labs and will maintain existing connections with designated labs that are assigned by the Research Data Manager.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Initiate and maintain working relationships with faculty, staff, and lab members through outreach, correspondence, meetings, and follow-up.
- Implement data storage management plans through lab consultations based on lab outreach assessments and subsequent assignment from the Research Data Manager.
- Increase visibility of research data management services through active presence within the community and attendance at relevant events, as directed by the Research Data Manager.
- Provide support to the Research Data Manager with incident response and inquiry triage.
- Advocate for data management best practices on the Harvard Medical School campus in multiple contexts.
- Collaborate with the Research Data Manager to curate and update research data management resources and educational materials.
- Provide mentorship guidance for interns, including establishing learning objectives and providing constructive feedback.

Other duties as assigned.

#### BASIC REQUIREMENTS:

- Bachelor's degree, and a minimum 1-2 years of experience in data organization.
- Prior experience with and ability to interact with scientists, computer professionals, and project managers.
- Demonstrated knowledge of the research data lifecycle.

#### ADDITIONAL REQUIREMENTS:

- Master's Degree in library science or related field preferred.
- Strong commitment to customer service; ability to work in a demanding, fast-paced environment.
- Ability to create working partnerships with multiple researchers and lab managers.
- Strong organizational skills, communication skills (written, oral and presentation); a concern for accuracy, details and quality.
- Tolerance of ambiguity and uncertainty in a constantly evolving field.
- Adaptability and ability to prioritize work and to be flexible in job tasks.
- Highly self-motivated and directed.
- Ability to take direction from supervisors/managers.
- Experience mentoring interns and co-ops.

Comfortability keeping up with emerging trends, best practices, and new knowledge in the fields of data management, the research data lifecycle, and information technology.

To apply for this position, please visit the [Harvard Careers website](#). This position will be publicly visible starting on July 11th, 2018