

**DATABASE ANALYST II  
SANFORD SCHOOL OF PUBLIC POLICY  
DUKE UNIVERSITY**

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**Overview**

Professor Kenneth Dodge at the Sanford School of Public Policy seeks a database analyst to join him in working on a new NIH grant entitled “Factors in Persistence Versus Fadeout of Early Childhood Intervention Impacts.” The aim of the proposal is to understand whether, for whom, and how the effects of successful early childhood school readiness interventions are sustained across a child’s development. This position is funded by the NIH and is subject to NIH’s approval for future year funding. Occupational Summary This position is intended to be a five-year appointment, covering the entire period of award for this grant. The database analyst, under the supervision of the Project Coordinator for this grant, will work closely with colleagues from the Duke Center for Child and Family Policy (CCFP). The Center, established in 1999 under the leadership of Dodge, pursues science-based solutions to important problems affecting today’s children and families.

**Work Performed**

A detailed description of functional areas and tasks follows:

- Access and integrate data files relevant to this grant, such as data from the More at Four and Smart Start studies, including cleaning and merging data files, and preparing files for analysis.
- Contribute to the ongoing collection of administrative records and the writing of project technical reports as needed.
- Provide technical support and staff training for the database, to include tools to assist in its management.
- Identify and resolve conflicts arising over the creation, control and use of data; develop and enforce database use guidelines.
- Provide backup and recovery services.
- Ensure that external and internal regulations and policies governing data management are met including regulations concerning security, auditability and privacy.
- Perform other related duties incidental to the work described herein.

**Required**

- A Bachelor's degree in mathematics, computer science, social science, or a computer-related field, preferably supplemented with graduate training.
- 4 years of progressive programming or database administration experience to include design, implementation, tuning, backup, recovery, modification and reorganization of relational databases for a complex computer network or an equivalent combination of relevant education and/or experience

- Candidates for this position should be comfortable working in a team environment, able to work under pressure, and able to juggle multiple projects smoothly.

### **Preferred**

- Knowledge in SAS, SPSS, R, software
- Experience with Structural equation modeling, hierarchical linear modeling
- Knowledge of the Duke community
- Strong interest in learning about best practices in early childhood development

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

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