

## Research Data Management Specialist Tufts University

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Posted Jul. 22, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Research Data Management Specialist
<b>Department</b>	Tufts Technology Services (TTS)
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jul. 22, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory Information Technology
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20743?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20743?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

Tufts Technology Services (TTS) is a university-wide service organization committed to delivering adaptable, results driven technology solutions in support of Tufts' mission of teaching, learning, research, innovation, and sustainability. With staff working remotely, hybrid and on campus across Tufts University, as well as a 24x7 IT Service Desk, we collaborate with schools and divisions to meet the demands of a global, mobile, and diverse community. We promote a collaborative, forward-thinking, flexible work environment, embrace diversity and inclusion, and encourage personal and professional development.

Fostering a culture of organizational citizenship and making others successful, demonstrating integrity, ethical conduct and optimism, active contribution and continuous learning enables staff to serve the

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goals and values of the University and creates a fulfilling and positive work experience for all.

### What You'll Do

Reporting to the Team Lead for Research Data Management Services within Research Technology, the Research Data Management Specialist plays a pivotal role in supporting the research community by providing comprehensive data lifecycle management, ensuring data security and compliance, and supporting key infrastructure. The position will coordinate with various units across the university to help researchers ensure that research data is well-managed, secure, and compliant with regulatory requirements.

#### Data Lifecycle Management

- Provide data management consultations and recommend appropriate storage options and workflows to Tufts research community.
- Provide guidance on best practices for data collection, ensuring that data is collected in a compliant and consistent manner.
- Liaise with Tufts Librarians who assist researcher in developing data management planning
- Create and maintain resources, such as guides and tutorials, to support research storage and data management efforts.
- Liaise with Library Technology Services (LTS) and Tufts Data Librarians to develop and maintain strategies for long-term data preservation and archiving.

#### Data Security and Compliance

- Provide consultations and develop solutions for researcher's data management workflows that comply with relevant regulations such as NIST 800-171, dbGaP, HIPAA, GDPR, etc.
- Communicate effectively with stakeholders about compliance requirements and secure data handling practices.
- Develop and deliver training programs and documentation for researchers and staff on data compliance, secure data handling practices, and use of Tufts secure data enclave.
- Stay updated on regulatory changes and advancements in data security technologies.
- Coordinate with Tufts Office of the Vice Provost for Research (OVPR), Office of Information Security (OIS), and Tufts Data Librarians to develop policies and procedures.

#### Infrastructure Support

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- Provide user-facing support for research storage solutions such as on-premises High Performance Computing (HPC) storage, networked desktop storage, and cloud storage.
- Provide user-facing support for Tufts secure data enclave, a cloud-based compute environment for handling data requiring NIST 800 171/53 security controls.
- Optimize data storage solutions to support efficient and secure access to research data.
- Evaluate and implement data management tools and software that support the needs of researchers and the institution.

### Monitoring and Reporting

- Use a variety of analytical tools to monitor the usage of an array of research storage resources.
- Assist with the development of internal and researcher-facing reporting and analytics tools for compliance and storage usage for institutional review and planning
- Assist users with using user-facing reporting tools on research storage usage.

### What We're Looking For

#### Basic Requirements:

- Skills and experience typically acquired through a Bachelor's degree in Information Systems, Data Management, Computer Science, Data Science, or a related field with 3+ years of related experience in a higher education, research, or scientific environment.
- Experience providing data management consultations that includes data handling, compliant storage solutions, and systems security.
- Strong understanding of the research data lifecycle and workflow.
- Understanding of data security, compliance, and regulatory requirements such as HIPAA, GDPR, or NIST 800-171/53, etc.
- Strong organizational skills.
- Strong consulting and customer services skills with the ability to assess researchers' technical skills and adapt accordingly.
- Strong communication skills, both written and verbal, to effectively liaise with researchers, librarians, IT staff, and other stakeholders.

#### Preferred Qualifications:

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- Master's degree in Information Systems, Data Management, Computer Science, Data Science, Library and Information Science, or a related field with 4+ years of work experience or combination supporting specialized research systems, storage solutions, and data lifecycle management within an academic research environment.
- Familiarity with enterprise research storage solutions, including on-premises and cloud-based storage.
- Demonstrated experience with data security, compliance, and regulatory requirements such as HIPAA, GDPR, and NIST 800-171/53.
- Experience with data transfer tools (e.g., GLOBUS, SCP, FTP clients, etc.).
- Experience with on-premise and cloud High Performance Computing solutions.
- Experience with analytics tools (e.g., Starfish, Tableau, etc.).
- Experience leading training programs and developing policies for data management.
- Extensive experience working across multiple business units and IT departments with the ability to foster a sense of teamwork and create a collaborative environment.
- Experience managing projects.

### **Schedule:**

- Occasional evening or weekend work, as well as the ability to participate in an on-call rotation for major incident support activities and application issues as needed.
- This job involves responsibilities that are performed in a hybrid working environment.
- Candidate may need to travel to Tufts University campuses (i.e., Boston, Grafton, or Medford) as needed. Candidates can flex and/or have a compressed schedule per arrangement with manager.

### **Pay Range**

Minimum \$71,050.00, Midpoint \$88,850.00, Maximum \$106,700.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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### Contact

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