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Health Data Manager/Analyst
University at Buffalo

Direct Link: https://www.AcademicKeys.com/r?job=261351
Downloaded On: Aug. 19, 2025 5:36pm
Posted Aug. 19, 2025, set to expire Aug. 4, 2026

Job Title	Health Data Manager/Analyst
Department	Epidemiology and Environmental Health
Institution	University at Buffalo Buffalo, New York
Date Posted	Aug. 19, 2025
Application Deadline	08/18/2026
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Health Services
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Job Description

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Health Data Manager/Analyst

Position Information

Position Title: Health Data Manager/Analyst
Department: Epidemiology and Environmental Health
Posting Link: https://www.ubjobs.buffalo.edu/postings/58469
Job Type: Full-Time

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Posting Detail Information

Position Summary

The **Health Data Manager/Analyst** provides data management, analytic and research support as part of a statistical expert team within the**School of Public Health and Health Professions.** In this role, this self-directed professional will interface with faculty from various UB Departments, data vendors and data compliance professionals and provide support in secure and compliant data acquisition and storage and data retrieval for study design and analysis planning. In addition to superb analytic skills, statistical expertise and being a team player, the successful candidate must have an interest in healthcare analytics, quality reporting and payment models.

Examples of the work to be performed include, but are not limited to:

- Maintain knowledge about administrative and billing data available for researchers at UB.
- Assist researchers in identifying datasets and variables to develop their proposals.
- Retrieve data as per approved proposal coordinating between PIs and data providers.
- Conduct appropriate data cleaning and variable building tasks as per PIs requirements.
- Provide statistical support to research teams.
- Follow regulations of ethics boards, IRB, and data use agreements and compliance with data privacy regulations and policies, such as HIPAA, in data retrieval and maintenance and monitor data quality, integrity and accuracy.
- Monitors data completeness, accuracy, and integrity and query discrepancies.
- Extract, analyze (summary statistics, data quality checks, status of data queries) and report on data quality and compliance.

Learn more:

- Our **benefits**, where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the **University at Buffalo community.**

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

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Minimum Qualifications

- Bachelors degree in data science, biostatistics, statistics, econometrics, population health, public health, health services research, epidemiology, or related discipline
- Proficiency in quantitative research methods and relevant analytic software, including SQL (in Oracle, SAS and other platforms), SAS, R, STATA, Access, Excel, REDCap and others.
- Ability to manage several projects concurrently, prioritize tasks and carry out tasks with minimal supervision
- Ability to perform well while working independently or as a team member.

Preferred Qualifications

- Masters or other advanced degree in the above disciplines.
- At least 1-2 years experience working with large healthcare databases
- Previous experience in working with academic research teams.
- Strong understanding of EHR systems (e.g., EPIC), claims and billing data, and health information management principles.
- Proficiency and/or awareness in data analysis and reporting tools.
- Understanding of the US healthcare systems and familiarity with concepts in medicine and public health.
- Exposure to medical terminology, healthcare billing practices and health IT.
- Knowledge of relevant regulations and policies, such as HIPAA
- Previous experience in preparing or contributing to research manuscripts, proposals and grant applications
- Strong organizational, communication and interpersonal skills, and ability to work with limited direction.

Physical Demands

Salary Range
$60,000 - $85,000

Special Instructions Summary

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Applications will be considered as they are received. For best consideration, please apply as soon as possible.

Is a background check required for this posting?
No

Contact Information

Contact's Name: Rebecca Kranz
Contact's Pronouns:
Contact's Title: Division Administrator
Contact's Email: rlkranz@buffalo.edu
Contact's Phone: 716-829-5365

Posting Dates

Posted: 08/18/2025
Deadline for Applicants: Open Until Filled
Date to be filled:

Contact Information

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

Contact

N/A
University at Buffalo
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