

Position 1: Project Coordinator

(Company Information)

SciMetrika LLC is a scientific research organization headquartered in Research Triangle Park, North Carolina that specializes in public health. Our core staff consists of statisticians, SAS programmers and other personnel with an advanced degree in public health.

(Job Description)

We have a position open for an MPH with excellent to assist with the compiling and validating of data submitted to a surveillance system by state and local partners. The position entails:

- a. Communicate data submission guidelines and timetables to all partners providing data
- b. Monitor adherence to data submission guidelines and timetables
- c. Catalog and track data as it is submitted
- d. Document and manage existing post-submission data validation procedures
- e. Apply existing post-submission data validation procedures on an ongoing basis, review resulting outputs, and compile summary reports
- f. Recommend and/or implement additional data validation criteria as needed
- g. Follow-up with partners as necessary, providing guidance and oversight for data resubmissions / updates that may be required as a result of initial submissions that are either incomplete or do not meet important data quality criteria
- h. Assist with identifying and obtaining data from national data stewards such as U.S. Environmental Protection Agency, U.S. Geological Survey, U.S. Census Bureau, NIH, CDC, and AAPPC
- i. Assist with the development and compilation of new or existing measures related to such data

(Requirements)

The ideal candidate has a Master degree (preferably in a field of public health), familiarity with SAS (ability to make some modifications to a SAS Program), excellent organization and communication (oral and written) skills. Previous experience dealing with data from the Centers for Disease Control and Prevention (CDC), US EPA, US Census Bureau or NIH is a plus.

(How to Apply)

For consideration, please submit cover letter, resume, and salary history by email to (jobs@scimetrika.com). EOE.