

**Job Code:.....101336**  
**Position#:(PSA).....(E)**  
**Developed by:.....KJP**  
**Reviewed by:..... KB**  
**Approved by:..... LK**  
**Date:.....10/18; 12/18**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Data Scientist, DataSpark  
**DIVISION:** Academic Affairs (Library)  
**REPORTS TO:** Director, Data Analytics/DataSpark  
**GRADE:** 13  
**SUPERVISES:** Staff, Students, and Consultants

**BASIC FUNCTION:**

Utilize proficiency in data analysis/analytics and visualization to enhance DataSpark’s analytic capacity. While working directly with stakeholders, policy makers and researchers, the Data Scientist will transform, analyze, package and present data to inform policy and research. Use strong quantitative and analytical skills to work collaboratively with internal and external teams to create data visualizations, dashboards, and reports to extract insights. Provide leadership on data product development and administrative duties to ensure timely, accurate, high quality project deliverables. Build and maintain relationships with various external stakeholders, assist with project strategy and development, and support the other staff members of DataSpark. Maintain and share working knowledge of datasets, projects, and relevant local and national policies and best practices with staff, faculty, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Work with a large volume of data, linking databases and datasets, to effectively inform stakeholders. To be responsible for a full range of data analysis requirements including developing research methodology, implementing appropriate statistical techniques, managing a number of projects, and processing and reporting on data accurately. Perform data management activities including dataset documentation. Use longitudinal data to produce a variety of compelling products (reports, charts, maps, visualizations) in formats appropriate for a variety of audiences. Produce both technical and informal writings about data. Maintain deep and up-to-date knowledge of the internal datasets and data systems. Troubleshoot data inconsistencies within projects, administrative and scientific datasets, and workflow. Provide high-quality, relevant, and timely data and reports to all customers.

Assist Director of Data Analytics with planning and design of data product development including deliverables, activities needed, resource estimates, schedule, etc. Lead teams of colleagues, interns, consultants, and external parties on specific projects (i.e. data story development). Under the direction of the Director of Data Analytics, monitor project costs, scope, deliverables, etc. against project plan. Assist with new employee training, orientation, professional and skill development as requested. Provide insight and operational support to DataSpark staff and the Director of Data Analytics as requested. Coordinate with DevOps/Data Engineering team on software and product-related efforts providing additional support as needed to build new tools, data products, and indicators. Meet with stakeholders to explore and analyze data related to key policy questions. Coordinate with supervisor on priorities. Support and advise staff when the Director of Data Analytics is away. Assist with minor office and administrative tasks.

**Data Scientist, DataSpark (101336 – PSA)**  
**Page 2 of 2**

Oversee analytical intern program. Oversee 1-3 interns per semester assigning and overseeing work (receives general direction and supervision from Director of Data Analytics.) Assist intern program with position development, recruitment, hiring, training, supervising, assigning projects, and other support as needed.

Advance DataSpark's mission. Strategize about new projects. Assist with funding applications and proposals. Participate in organizational/ departmental strategic planning and implementation. Attend and contribute to meetings with community groups and other organizations. Present about tools, information, data products, and findings at local and national meetings and conferences. Contribute to social media and other outreach and dissemination activities.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers and printers; word processing, database management, and project management software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree; Demonstrated experience querying and processing large data sets; Demonstrated experience analyzing and reporting on large data sets; Demonstrated ability to tell stories with data using data visualization software or other reporting/BI tools (such as Tableau, PowerBI, ArcGIS, etc.); Demonstrated experience in programming/scripting languages and statistical software (such as R, Python, or other programming language); Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to communicate advanced analytical concepts and complex quantitative analysis in a concise, clear and actionable manner; Demonstrated ability to respond to changing priorities and ensure timely, accurate deliverables; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Minimum of two years of experience in quantitative and qualitative research, statistical analysis, reporting, and/or data analysis of large, longitudinal data sets; Demonstrated experience in manipulating and analyzing complex, high-volume, high-dimensionality data from varying sources; Demonstrated experience with intermediate statistical methods; Demonstrated familiarity with diverse data analytics tools; Demonstrated project management experience; and, Demonstrated knowledge of database & data management concepts.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**