



**Data Support Manager**  
**Association of University Centers on Disabilities (AUCD)**

AUCD is a leading national disability organization that has a direct impact at the local, state and national levels to advance policy and practice; this is accomplished through research, education, leadership, and services for and with individuals with disabilities, their families, and communities to support independence, productivity, and a satisfying quality of life.

AUCD is seeking a highly-qualified, full-time Data Support Manager to perform and enhance the operations of federally-funded, university-based disability training and research centers in collecting, organizing, analyzing, displaying, and reporting data utilizing a proprietary online database. This position supports federal reporting of 67 University Centers for Excellence in Developmental Disabilities (UCEDDs), 52 Leadership Education in Neurodevelopmental and Related Disabilities (LEND) programs, 10 Developmental and Behavioral Pediatrics (DBP) programs, 7 Leadership Education in Adolescent Health (LEAH) programs, and 6 Pediatric Pulmonary Centers (PPCs).

This position will provide leadership to the AUCD staff and network on the effective utilization of existing and new data to highlight the work and impact of individual Centers and Programs, as well as the overall AUCD network, with specific emphasis on: (1) providing support and training in the daily use of data systems, (2) supporting implementation of periodic database updates, and (3) mining data and developing public reports and documentation.

The Data Support Manager will report jointly to the Sr. Director of Technical Assistance and Network Engagement and the Director of Web Services. This individual will work collaboratively across teams within AUCD's central office, national network, and federal funders.

**Required Competencies:**

- Demonstrated understanding of database relational model
- Demonstrated ability to understand SQL statements and use knowledge of SQL to create report queries
- Demonstrated ability to perform data collection, utilization, validation, and reporting
- Demonstrated experience in using computer applications for data collection
- Demonstrated proficiency in the use of online tools to present information for communication and information exchange purposes

**Responsibilities:**

- Assist in the maintenance of a comprehensive program for data management
- Assist in the design of database enhancements, testing, and implementation of data collection software to support AUCD strategic objectives
- Train and educate database users with varying degrees of knowledge to effectively use the database systems (including planning and hosting annual in-person training events, semi-annual remote orientation events, quarterly users' conference calls, maintenance of online learning modules, and help-desk response to user questions).
- Generate, edit, and maintain training materials
- Import and export data from/to federal agencies and/or identified contractors

- Design simple and complex data queries, and develop tabular and narrative reports on query results
- Generate and review documentation for all database changes or refinements
- Respond in a timely manner to questions from network members on data collection, database, federal reporting, and other related topics
- Troubleshoot data submission errors and data error issues, research solutions, and promptly resolve problems; regularly review data for inconsistencies or anomalies that could skew analytical results
- Develops ad-hoc reports as necessary
- Adhere to data security and integrity policies and procedures
- Support AUCD CRM of AUCD member centers and programs

Required Qualifications:

- Bachelor's degree
- Experience in database management and/or analysis
- Ability to work with large data sets
- Extrapolate conclusions from large data sets
- Excellent organizational, oral, and written communication skills
- Strong customer service orientation
- Ability to effectively respond to requests for information from database users at all levels
- Able to work effectively under pressure with multiple priorities and deadlines
- Ability to work well both independently and as part of a team

Desired Qualifications:

- Working knowledge of current software products, including report writers, display technologies, and interactive data manipulation and display
- Working knowledge of disability issues, federal disability services, and relevant agencies
- Working knowledge of university systems
- Working experience in a UCEDD, LEND, or other university based research and development center

Benefits

AUCD provides a family-friendly work environment, a competitive salary based on education and experience, generous benefits (health, dental, disability, life insurance and retirement), and three weeks' vacation, sick and personal days, and paid holidays. This position provides a unique opportunity to exercise your expertise, creativity, and initiative in a fast-paced yet relaxed office atmosphere. AUCD is committed to an inclusive culture that values all types of diversity, and as such has experience accommodating a wide range of disability and related workplace needs. AUCD's office is located in downtown Silver Spring, MD, one block from the red line Silver Spring Metro station and adjacent to a county-maintained parking garage.

Application Procedures

Please submit: (1) a letter of interest, (2) a resume of relevant experience, (3) names and contact information of at least three professional references, and (4) any accommodations needed for the application and interview process to Dawn Rudolph ([drudolph@aucd.org](mailto:drudolph@aucd.org)) with "Application for Data Support Manager" as the subject line. Applications will be accepted and reviewed immediately. The position will remain open until filled.

The online job posting can be found here: <http://www.aucd.org/index.cfm/employment>.  
For more information about AUCD, visit: [www.aucd.org](http://www.aucd.org).

*AUCD is an equal opportunity employer. Persons from traditionally underrepresented or unrepresented cultural backgrounds and persons with disabilities are strongly encouraged to apply.*