



Job Title: Data Management Specialist

Location: This is a hybrid position. Most work will be remote, with some required work periods in person at the NUARI Office, Northfield, VT

Reports To: Director of Information Operations Research

Job Type: Full-time, typically M-F (8 am – 5 pm)

About Norwich University Applied Research Institutes:

Norwich University Applied Research Institutes (NUARI) was federally chartered under legislation sponsored by Sen. Patrick Leahy in 2002 and is funded in part through the Department of Homeland Security and the Department of Defense. NUARI was established as a national center to address cyber incident management challenges through research, training programs, and technology development and has been a global leader for more than a decade in developing cyber war gaming, distributed learning technology, distributed simulation technology, critical infrastructure exercises, and cyber security.

Job Overview:

NUARI seeks a highly organized and proactive Data Management Specialist to support our applied research initiatives in Information Operations. The ideal candidate will be detail-oriented and capable of managing multiple priorities and deadlines with precision. This role demands a high level of professionalism and the ability to effectively engage with diverse stakeholders across research and operational domains.

Key Responsibilities:

- **Identify and Source Data:** Locate, acquire, and evaluate new datasets relevant to our research priorities.
- **Oversee Data Management:** Organize, clean, and maintain large datasets, ensuring accuracy, consistency, and accessibility.
- **Facilitate Data Enrichment:** Guide the process of augmenting datasets with additional variables or sources to maximize their research value.
- **Support Research Teams:** Collaborate with researchers to understand their data needs and provide datasets tailored to their projects.
- **Ensure Compliance:** Manage data security and governance, ensuring compliance with ethical standards, privacy laws, and institutional policies.

- **Innovate Data Solutions:** Stay updated on data management technologies and methods to recommend and implement best practices.

Qualifications

Essential:

- Bachelor's or master's degree.
- Proven experience in data management, database systems, or similar roles.
- Proficiency in data processing and analysis tools (e.g., SQL, Python, R).
- Strong knowledge of data cleaning, organization, and enrichment techniques.
- Familiarity with metadata standards and data governance practices.
- Exceptional problem-solving skills and attention to detail.

Preferred:

- Experience with research-oriented datasets in applied research settings.
- Understanding of domain-specific data sources relevant to information operations, geospatial intelligence, socio-cultural dynamics, and U.S. competition actors, such as open-source intelligence (OSINT), demographic datasets, satellite imagery, media and social media analytics, and economic and political indicators.
- Knowledge of data visualization tools and techniques.
- Strong management and communication skills.

Applications will be accepted until January 15, 2025.

Interested candidates are encouraged to submit a letter of interest and resume to John Kidder at jkidder1@norwich.edu.

Norwich University Applied Research Institutes is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. Applications from women and people of diverse racial, ethnic, and cultural backgrounds are encouraged. Competitive salary and excellent benefits package offered. Please visit <https://nuari.org> for more information.