Data Management Analyst I

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Type: Full-Time
Posted: 1 day ago
Application Due: 02/17/2026
Category: Laboratory and Research
Data Management Analyst I

Job No: 538623
Work Type: Full Time
Location: Main Campus (Gainesville, FL)
Categories: Social/Behavioral Science, Office/Administrative/Fiscal Support
Department: 60057000 - AG-PROGRAM DEV & EVAL CENTER

Job Description

Classification Title:

Data Management Analyst I

Classification Minimum Requirements:

Bachelor's degree in an appropriate area of specialization.

Job Description:

Join PDEC's Innovation Team as a Data Management Analyst I!

Lead our program evaluation efforts-from data collection and analytics to federal reporting-while crafting user-friendly tools, training, and documentation. Report directly to Dr. Sebastian Galindo and collaborate with associate deans, initiative leaders, and the AI/BI team to embed cutting-edge technologies into PDEC's evaluation processes. Ready to shape research impact and drive data excellence? Apply today!

What You'll Do

- Champion the full evaluation lifecycle: from designing surveys and collecting data, to securing and cleaning records, to forecasting federal compliance needs and producing executive-level reports.
- Build and steward the evaluation toolkit: create intuitive dashboards, develop step-by-step guidelines, author user manuals, and deliver onboarding training for faculty, staff, and partners.
- Think ahead in the tech space: research emerging data analytics, visualization, and AI/BI tools; pilot them in pilot projects; and translate findings into actionable upgrades for PDEC's workflows.
- Collaborate across campus: report directly to Dr. Sebastian Galindo while partnering with Associate Deans, Initiative Team Leadership, and the AI/BI squad to align evaluation outputs with institutional priorities.

Why You'll Thrive

- Your analytical curiosity and coding chops will shape how PDEC demonstrates impact to funders, stakeholders, and executive leadership. You'll be at the intersection of policy, technology, and people-an ideal spot for someone who loves turning data challenges into elegant solutions.
- Ready to make data work differently?
- Apply today and help PDEC set new standards for program evaluation across the university.

Expected Salary:

$72,000/annually

https://hr.ifas.ufl.edu/benefits/

Required Qualifications:
Bachelor's degree in an appropriate area of specialization.

Preferred

Qualifications:

Demonstrated expertise in the evaluation of social sciences programs.
Strong technological acumen
Strong attention to detail
Strong drive and self-motivation
Leadership skills to drive projects to completion
Ability to work well as part of a team, with high degree of autonomy in completing work.
Attention to detail is essential. Must be able to follow instructions and meet deadlines.
Should have excellent communication and organization skills.

Special Instructions to Applicants:

In order to be considered, please provide your cover letter, resume and up to 3 personal / professional references.

Application must be submitted by 11:55 p.m. (ET) of the posting end date.

This is a Time-Limited position

Health Assessment Required:
No

Applications Close: 17 February 2026

To apply, visit https://explore.jobs.ufl.edu/en-us/job/538623

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