



Job Title: Administrative Data Research Facilities Network Coordinator

Location: University of Pennsylvania

Summary of Main Responsibilities:

Actionable Intelligence for Social Policy (AISP), in collaboration with the Population Studies Center at Penn, seeks to hire a full-time Network Coordinator for the Alfred P. Sloan Foundation's Administrative Data Research Facilities (ADRF). The Network Coordinator will support the establishment of the Sloan ADRF Network through the following three, key activities: (1) developing a network governance process, (2) organizing annual PI meetings and network conferences, and (3) creating a communications plan that includes a website and monthly newsletter. The Network Coordinator is expected to establish collegial and collaborative relationships with researchers and faculty at the Penn Population Studies Center.

Specific Duties:

The Network Coordinator will work closely with the Executive Director of AISP to establish and sustain the ADRF network. Specific duties will include--

- Organizing annual ADRF PI meetings and ADRF annual conferences.
- Developing and managing the ADRF communications strategy, including the ADRF website and newsletter.
- Coordinating ADRF activities with the AISP Network of states and local governments
- Organizing logistics in relation to annual research meetings and travel
- Hiring consultants to develop a preliminary business plan for the next phase of this work
- Building relationships with ADRF stakeholders and identifying networking activities
- Function as the point of contact within the ADRF network for day-to-day operational matters.

Required Minimum Qualifications:

- Master's degree in social sciences, business administration, management, or related field.
- 3-5 years experience managing complex research projects

Preferred Qualifications

- Recent PhD or ABD in the Social Sciences

Skills

- Excellent organizational, project monitoring, and data management skills.
- Knowledge of different social science data sources and their relative utility.
- The ability to communicate effectively, both orally and in writing.
- Demonstrated proficiency with MS Office, including creating and using spreadsheets.
- Capability to be proactive and productive in a fast-paced environment, sourcing relevant input from appropriate sources and identifying innovative solutions to problems.



- Strong commitment to client satisfaction.
- Ability to work across multiple academic environments.
- Commitment to expanding and fostering diversity and working with research teams.
- Ability to navigate requirements from more than one institutional system, including identifying an effective path forward when these requirements conflict

Experience

- Strategic planning, organizational development, and large group facilitation.
- Using program or transactional data for policy innovation highly desirable.
- Working with designers to adapt websites, databases, and web-based reporting interfaces.
- Communication planning and execution, from knowledge management to generating materials used in stakeholder and media engagement, including the synthesis of various types of information into communication outputs aimed at a range of target audiences.

Instructions to Applicants:

To apply, please access the Penn Jobs portal via <https://jobs.hr.upenn.edu/>, click “Search Jobs,” and enter “35-24638” into the field titled “Reference Number.”

If you have any questions about this position, please contact Matthew Hill, Executive Director of AISP, at mjhill@upenn.edu.

About Actionable Intelligence for Social Policy (AISP)

Actionable Intelligence for Social Policy (AISP) is an initiative funded by the John D. and Catherine T. MacArthur Foundation through a series of grants to University of Pennsylvania Professors Dennis Culhane, School of Social Policy and Practice, and John Fantuzzo, Graduate School of Education. Since its founding in 2009, AISP has focused on the development, use, and innovation of integrated data systems (IDS) for policy analysis and program reform. In order to achieve these aims, AISP developed a professional network of IDS experts that collaborates regularly on IDS best practices, engages in multi-site research projects to demonstrate the value of linked administrative data, and fosters the growth of developing IDS sites across the United States. In addition to these activities, AISP is currently focused on developing a formal training and technical assistance model for new and developing IDS sites, forming an international professional network of academic researchers that utilize IDS, and creating a model for using IDS with randomized control trials. Through all of these efforts, IDS continues to work with federal and state officials to promote policies for secure data sharing.

About the Population Studies Center (PSC)

The Population Studies Center (PSC) of the University of Pennsylvania has fostered research and training in population since its founding in 1962, with support from the NICHD P30 program 1978-2003 and the R24 program since 2003. The research emphasizes the social bases of health differentials; human resources and endowments; innovation in methods; international population research; and policy evaluation. The PSC maintains a strong core commitment to demography (the study of the growth and structure of populations), including the Graduate Group in



Demography (GGD), a world-leader in the training of demography Ph.D.s. The heart of the PSC is its Research Associates, who come from over a dozen academic departments spread across numerous Schools, including Arts and Sciences (SAS) (primarily Sociology and Economics, but also Anthropology, Criminology, History, and Psychology), Wharton (Statistics and Business and Public Policy), Medicine, and Nursing. There is also a core of post-doctoral scholars and visiting fellows. The PSC staff support their research, including administration, computing and other information technology, library and bibliographic services, and expertise in issues related to human subjects. PSC Research Associates are heavily represented on national scientific boards and commissions, and have earned numerous honors reserved for recognized leaders in the study of population processes and understanding the nation's health. Their work has had demonstrable impacts on public programs and legislation in the United States and abroad.

About the Alfred P. Sloan Foundation's Administrative Data Research Facilities (ADRF)

The Sloan Foundation has recently funded fifteen Administrative Data Research Facility (ADRF) grantees to leverage these data sources for their potential to expand knowledge. The administrative data sites in this network cover a broad range of topics from private sector business sources such as credit information to highly confidential government sources such as earnings and medical records. The ADRF grantees hold the potential for greatly increased access to administrative data. Sloan has funded AISP to develop the Sloan ADRF Network through the following three, key activities: (1) developing a network governance process, (2) organizing annual PI meetings and network conferences, and (3) creating a communications plan that includes a website and monthly newsletter.