Assistant Data Manager – Archbold Biological Station, Florida

Archbold Biological Station, a not-for-profit dedicated to long-term ecological research, education and conservation in south central Florida, is seeking a bright, intellectually curious person to fill the technical support position of Assistant Data Manager at a dynamic field station.

The incumbent of this career building position will report to the GIS/Data Manager and work with research staff and outside agencies. The Assistant Data Manager is responsible for the day to day monitoring and trouble-shooting of data flow from raw file entry point of abiotic and biotic data to relational databases, real-time streaming onto an SQL Server, and automated subset data transfers to offsite end users. Incumbent will also be responsible for creation and maintenance of Microsoft Access databases, including form design and SQL Server database maintenance, query writing and view creation.

Qualifications

1. Associate’s degree in Computer Science or related field, or relevant coursework or equivalent work experience preferred

   - Experience with Microsoft Access, Word and Excel is required
   - Experience with Microsoft SQL Server, VBA coding, MS Access form design and macro creation preferred
   - Familiarity with SQL Server scheduled jobs, queries and views, as well as general database maintenance is recommended
   - Experience with MS DOS batch files, ColdFusion, LoggerNet, RTMC, R, CoraScript helpful but not required
   - Ability to troubleshoot network data flow connections, database errors, VBA code
   - Strong organizational skills and ability to work independently and prioritize tasks

Good written communication/documentation skills

This is a full-time position with benefits. Salary commensurate with experience. To apply, please submit a cover letter, resume, and three professional references, to shawkins@archbold-station.org. Deadline is March 10th, 2017, or until filled, with anticipated March 27, 2017 start date. Additional information at http://www.archbold-station.org/html/aboutus/employ.html.