

**MPRO  
INTERNAL POSITION POSTING**

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**DATA MANAGER/ANALYST**

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**Date Posted: 02/12/10**

**Date Needed: Available now**

**Date Closed: When filled**

**Internal Posting Dates: 2/12/2010 to 2/18/2010**

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MPRO is a private nonprofit organization that is nationally recognized for providing innovative, comprehensive quality improvement. As the federally designated Quality Improvement Organization (QIO) for Michigan's Medicare program since 1984, MPRO's experience extends across all aspects of the health care industry, including managed care organizations (MCOs), hospitals, physician offices, nursing homes, and home health agencies.

MPRO has a full time position for a Data Manager with a background in Clinical Epidemiology. This position participates on quality improvement project teams and special projects by assisting in the design of quality improvement studies, analyzing data, and writing reports. Primary responsibilities for this position include data management and analysis using statistical (SAS) and data management software (SQL) as well as the preparation of tabular and graphic materials of statistical data using spreadsheet and related computer programs. The position will entail management of datasets, report writing, quantitative and qualitative analysis of cross-sectional and longitudinal data, and oversight of project evaluation deliverables.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Processes incoming data files including standardization and cleaning of data
- Extracts data from relational databases using SQL
- Manages and analyzes data in SAS
- Assists Project Managers in technical writing of project reports with regards to the statistical methodology and results of data sampling and analysis.
- Assists in developing data collection tools
- Participates in RFP development and new business development activities

**QUALIFICATIONS:**

**Education and/or Experience**

- Master's Degree in Biostatistics, Epidemiology, Health Policy or equivalent required.
- At least two years experience in SAS programming and healthcare data manipulation.

**Computer Skills**

- Knowledge of SAS (including SAS Macros)
- Experience with large databases.
- SQL, ACCESS, EXCEL (functions, formulas, and charts), and word processing software.

**Other Skills**

- Experience with statistical methodologies, data sampling and data analysis.
- Epidemiological experience including study design and intervention evaluation.
- Good organizational, communication and project management skills.
- Strong communication skills (written and verbal).
- Strong interpersonal skills, ability to interact effectively with customers, clients and staff.
- Effectively present information to a diverse audience.
- Strong time management skills, with the ability to meet deadlines and client deliverables.
- Ability to work independently, with minimal supervision.
- Understand detailed instructions and correspondence of various lengths

We offer our employees excellent benefits and a team-based work environment. MPRO is an AA-EEO employer and is committed to a diverse workforce. All MPRO employees must be authorized to work in the USA and have current immigration paperwork. MPRO does not sponsor employees needing Immigration Status.

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<b>Department:</b>	SARG (Statistical Analysis)	<b>Status:</b>	Professional
<b>Reports To:</b>	Director of SARG	<b>EEO Code:</b>	Exempt
<b>Flexible Schedule:</b>	Yes		

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Please send **curriculum vitae, writing sample, example SAS program including SQL syntax, and cover letter to Human Resources**

Fax: 248-305-7087/email: [hr@mpro.org](mailto:hr@mpro.org)