



AIRA
AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

Epidemiologist/Data Analyst Position Description

Background

The American Immunization Registry Association (AIRA) is a 501(c)(3) nonprofit membership organization that promotes the development and implementation of immunization information systems (IIS) as an important tool in preventing and controlling vaccine preventable diseases (VPDs). The organization provides a forum through which IIS programs and interested organizations, individuals and communities combine efforts, share knowledge, and promote activities to advance IIS and immunization programs. A strong, unified voice for standards, policy and funding, AIRA is a resource for data exchange standards development, information sharing, education, and training.

Job Responsibilities

AIRA is seeking an Epidemiologist/Data Analyst with documented IIS, public health registry, or large database-related experience to support jurisdiction-specific efforts to best utilize IIS to assess coverage levels for routinely recommended immunizations. This position will work with IIS and immunization workforce leads across state, tribal, local, and territorial health departments to leverage IIS to identify communities at risk for VPDs.

The Epidemiologist/Data Analyst will provide extensive epidemiologic support to IIS jurisdictions by leading and performing data analyses to determine vaccine coverage rates, identify trends in VPD data, and inform immunization programs of activities to target populations and areas of greatest need. The ideal candidate should be adaptive and flexible in meeting each jurisdiction's needs, and in leading or supporting analysis efforts.

In this role, the Epidemiologist/Data Analyst will directly report to the AIRA Director of Strategic Initiatives.

Summary of Duties:

The primary duties of the Epidemiologist/Data Analyst will be to support IIS jurisdictions in:

- Conducting routine statistical analyses to identify epidemiological trends in routine immunization coverage.
- Analyzing and interpreting IIS data to identify pockets of need.
- Overseeing and reviewing statistical analyses using SAS, SPSS, ArcGIS and similar statistical packages for analysis and management of epidemiological data.
- Conducting analyses using spatial data and/or implementing GIS.





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REGISTRY ASSOCIATION

- Assisting jurisdictions with the use of SmartyStreets and Tableau products and connecting with existing AIRA staff to provide technical assistance and trainings.
- Providing briefings on epidemiological findings.

Knowledge

The ideal candidate will have knowledge of the following areas:

- IIS functions and capabilities
- Management of large databases
- General principles of public health surveillance and epidemiology, specifically infectious diseases
- Principles of immunization

Experience & Qualifications

- Minimum of four years of increasingly responsible professional experience as an epidemiologist or data analyst.
- Master's degree in epidemiology, biostatistics or related field is a minimum requirement.
- Prior work experience with EHRs and/or IIS is preferred.

Ability to:

- Assimilate and share technical and non-technical information and data clearly for multiple audiences.
- Understand and resolve complex issues across multiple systems.
- Ensure efficient and timely completion of program projects and activities.
- Maintain sensitive data in a confidential manner.
- Change direction and re-prioritize in response to evolving situations.
- Prioritize conflicting needs; handle tasks and requests expeditiously and proactively; and follow-through on projects to successful completion, often with deadline pressures.
- Demonstrate interpersonal skills such as diplomacy, patience, and politeness.
- Emulate the style, philosophy, and persona of the organization with a positive and professional approach.





AIRA
AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

- Establish and maintain cooperative and effective working relationships with others and coordinate across groups of people.
- Work independently with little or no supervision.
- Work in a remote/virtual office environment.
- Pass a background and reference check.

Possess:

- A passion for public health and the immunization field.
- A solid track record of meeting deadlines and being responsive.
- High level analytical skills.
- Outstanding time management skills.
- Initiative to conceive, test, and implement new ideas to improve the success of the organization.
- Expert knowledge of Microsoft Word, Excel, Power Point, Outlook, OneNote, etc.
- Experience in assessing data quality, writing and reviewing analytic code using SAS and/or SQL; experience using Tableau.

Other Relevant Information

- This is a full-time position with benefits.
- Headquarters are in Washington, DC, but this position will work remotely (telecommute).

Application Process

Applicants must complete and submit an application packet consisting of:

1. AIRA Job Application
2. Cover letter
3. Résumé
4. Presentation/Report – applicants must submit a professional presentation, report, or synopsis communicating analytical findings to a target audience

All forms must be compiled into one electronic document and submitted in PDF FORMAT ONLY. Title application as follows: *Epidemiologist/Data Analyst – [applicant's last name]*



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September 2020. Electronic applications will only be accepted for this position. Send complete application package to admin@immregistries.org. Applications that do not include the requested information in the correct format may not be considered.

Submission Deadline

The deadline for the submission of applications is Friday, September 11, 2020.

Consideration of applicants will begin immediately upon receipt of application. Applicants will be expected to demonstrate problem solving and analytical skills during the initial interview round.