**TREE**
Transitionen von der Erstausbildung ins Erwerbsleben
Transitions de l'Ecole à l'Emploi
Transitions from Education to Employment

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**UNIVERSITÄT BERN**

## Head of Survey Data Management of the TREE Study  80-100%

Transitions from Education to Employment (TREE) is an interdisciplinary multi-user and multi-cohort panel survey of currently two large cohorts of Swiss school leavers who completed compulsory education in 2000 and 2016, respectively. TREE tracks the educational and labor market trajectories of the cohorts. To date, the first cohort has been re-interviewed ten times over a period of 20 years and has reached an average age of 40. The second cohort has been re-interviewed seven times and has reached an average age of 24. Both cohorts will also be surveyed in the future and the start of a 3rd cohort is planned. The data of the TREE study are collected using mixed-mode dependent interviewing and are processed, documented and published as scientific use files by TREE survey data management. In addition to detailed episodic data on the trajectories, the data also include measures of cognitive and non-cognitive skills at the end of compulsory schooling as well as comprehensive longitudinal information on the context of the respondents. TREE is mainly funded by the Swiss National Science Foundation as a national data infrastructure.

We are presently looking for a Head of Survey Data Management of the TREE Study (80-100%) as of fall 2025.

### Job description
- Leading the data management team (4 to 5 people, including own position).
- Overall responsibility, coordination and supervision of data preparation, in particular preloads (including episodic information on education and employment) for the follow-up surveys and the creation of scientific use files.
- Editing, plausibility checking and processing of survey data, documentation of para- and metadata.
- Close coordination with the survey design team, especially with regard to field preparation and data documentation.
- Support of external data users.
- Networking activities to promote national and international research cooperation.
- Optional: Coordination and implementation of scientific analyses based on TREE data.

### Requirements
- Proven experience managing teams (excellent leadership, teamwork, networking, and communication skills).
- Strong background in quantitative social-science research and survey data management.
- Experience with large-scale panel data.
- Profound experience with relational databases (SQL).
- Willingness to work in an interdisciplinary research environment.
- Excellent proficiency in (scientific) English and fluency in German or French.
- Good knowledge of statistical software (Stata, R, SPSS) and LaTeX.

### We offer
- Collaboration in a large, unique, and innovative panel study embedded in excellent scientific networks, both nationally and internationally.
- Proficient, experienced and supportive scientific team.
- Salary in line with University of Bern regulations.
- Job location in Bern, Switzerland, one of the world's cities with the highest quality of life.

### Further information:
For further information contact Sandra Hupka-Brunner (sandra.hupka@unibe.ch), co-manager of TREE.

Please send your application documents (cover/motivation letter, CV including list of publications and other scientific achievements, references) as a single PDF file to: applications.sowi@unibe.ch

Application deadline:
**15.04.2025**