UNIVERSITY OF SOUTHERN CALIFORNIA
Biostatistician I
Job Code: 185527

OT Eligible: No
Comp Approval: 6/16/2017

JOB SUMMARY:
This position is responsible for assisting the Principal Investigator (PI) in grant proposal preparation, writing programming code to accomplish the statistical analysis, and designing a comprehensive quality assurance and validation process. The Biostatistician I interprets the results of the statistical analyses, manages data across multiple databases, and prepares reports, publications and presentations. This position also participates in regularly scheduled meetings with study investigators and maintains awareness of changes and trends in the field.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Assists the Principal Investigator (PI) in grant proposal preparation by providing input on study design, sample size calculations and development of the analysis.
E M NA % TIME

Writes the programming code to accomplish the statistical analysis.
E M NA % TIME

Designs a comprehensive quality assurance and validation process for codebase.
E M NA % TIME

Interprets and analyzes the results of the statistical analyses. Prepares and disseminates project/study summaries and reports, as required.
E M NA % TIME

Manages and oversees statistical information and data across multiple databases and data sources.
E M NA % TIME

Prepares reports, publications and presentations for academic and non-academic audiences.
E M NA % TIME

Participates in regularly scheduled meetings with study investigators and teams.
E M NA % TIME

Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments by reading journals and other pertinent publications, and participating in professional organizations, meetings and seminars, as required.
E M NA % TIME

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

EMERGENCY RESPONSE/RECOVERY:

Essential: No
Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
JOB QUALIFICATIONS:

Minimum Education:

Master's degree
Combined experience/education as substitute for minimum education

Minimum Experience:

1 year
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Experience in Biostatistics, Statistics or related field. Experience with SAS, R or STATA.

Preferred Education:

Master's degree

Preferred Experience:

2 years

Preferred Field of Expertise:

2 years in clinical trials and/or biostatistics.

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Computer
Consulting
Organization
Planning
Problem identification and resolution
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ___________________________ Date: ___________________________
Supervisor: ________________________________ Date: ______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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