Job Title: Statistician, Sr  
UCLA Title: Statistician, Sr  
Job Num.: H76909  
Work Hours: M-F, 8-5  
Work Location: 911 Broxton Ave. - Westwood, CA.  
Job Type: Career  
Duration: Indefinite  
Minimum Salary: $28.08 / $4885  
Maximum Salary: $55.34 / $9630  
Layoff Referral Deadline: 05/03/2015  
Bargaining Unit: 99

**Job Duties**

Assist in the design and construction of study databases. Monitor and coordinate computerized data collection for UCLA-centered projects, including providing staff with feedback. Conduct statistical analyses to monitor and validate data as part of data quality procedures. Conduct statistical analyses as part of reports, presentations, and manuscripts. Assist in the use and interpretation of statistical analyses. Prepare tables, and figures summarizing study data. Write, proofread, and edit research manuscripts. Edit manuscripts and bibliographies for consistency of format with appropriate journal or granting agency style and format. Compile all documentation related to completed analyses. Work closely with co-investigators and provide them with analytical support in completing their manuscripts. Supervise research assistants on data entry and data management procedures.

**Job Qualifications**

Knowledge of statistics. Knowledge of study design. Skill in statistical software applications, notably SAS and R. Ability to conceptualize desired tables and graphs and create them from raw data. Ability to write manuscripts for scientific peer-review journals. Ability to recognize and use statistical and medical terminology appropriately. Ability to summarize results of statistical analyses for medical collaborators and for peer-reviewed publication. Ability to use standard software, such as Microsoft Word, PowerPoint, and Excel. Skill in editing for spelling, punctuation, and grammar. Ability to select and pass on relevant information to co-investigators. Knowledge of basic computer hardware. Skill in speaking clearly and distinctively using appropriate vocabulary and grammar to obtain and convey information within and outside the university. Ability to perform duties and tasks independently with minimal supervision. Demonstrated ability to establish and maintain cooperative working relationships with other staff members and faculty.