Job Description

Position Identification

Biostatistician I

Job ID#: 

Job Name: Biostatistician

Position Category: Research

Position Purpose

Collaborates with medical and scientific researchers in study design, development of research instruments, collection, management and analysis of data, interpretation of results, preparation of reports, and publication of research.

Organizational Structure

<table>
<thead>
<tr>
<th>Location:</th>
<th>HRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Institute of Health and Equity</td>
</tr>
<tr>
<td>Division:</td>
<td>Biostatistics</td>
</tr>
<tr>
<td>Reports to (title):</td>
<td>Program Manager</td>
</tr>
<tr>
<td>Direct Reports (title):</td>
<td>Director of Biostatistics Consulting Service and</td>
</tr>
<tr>
<td>Collaborates with (title):</td>
<td></td>
</tr>
<tr>
<td>Workweek:</td>
<td>Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.</td>
</tr>
</tbody>
</table>

Job Dimensions

Collegiality
Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication. Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

Excellence & Creativity
Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact missions. Identify and implement new methods to increase efficiency and quality.

Education & Development
Participate in design, development and/or evaluation of instructional materials, methods, courses or programs. Seek out mentorship and learning opportunities. Develop and maintain professional affiliations.

Agility
Resourceful in deviating from the routine; adapt behaviors, priorities and work methods to meet needs of others. Support transformational change to achieve institutional vision and strategies.

Dependability & Judgment
Demonstrate logical, rational, and objective decision making. Use analysis, experience and logic to solve problems and offer solutions and suggestions that are effective in addressing problems. Show reliability and accountability in the successful completion of all work.

Stewardship & Institutional Citizenship
Be an active and thoughtful participant in institutional initiatives, meetings and committee work. Conserve resources and use in an efficient and cost effective manner across all MCW missions. Look for ways to improve and promote quality within area of influence.
Primary Functions

1. Collaborate with medical and scientific researchers in designing research studies.

2. Provide consultation to multiple researchers from MCW as well as outside the institution on statistical methods, software and data management.

3. Perform the necessary statistical analyses in accordance with federal and private grants and contracts including the analysis of specific projects mentioned in grants and contracts.

4. Provide expertise in the development and maintenance of data management systems that optimize the efficiency of statistical analyses and reporting.

5. Work collaboratively with other members of the section as well as external customers and clients in the development of scientifically sound study and project designs.

6. Assist faculty with special research projects including medical information requests and special studies, analyzing proposed studies to determine feasibility.

7. Assist in the writing of grants and scientific publications, providing expertise and scenic content regarding the study design and statistical techniques to be used.

8. Assist in the preparation of research proposals for submission to external bodies.

Specifications

Minimum Education: Master's degree in Biostatistics or Statistics

Prior Experience: 1 year

Preferred Field of Study:

Certification:

Knowledge, Skills, and Abilities Excellent oral and written communication skills are essential. Strong critical thinking, problem solving and attentiveness to detail required. Good computer skills including a working knowledge of SAS.
Position Title: Biostatistician I

Job Scope

<table>
<thead>
<tr>
<th>Problem Solving</th>
<th>Methods and practices are not fully established.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact</td>
<td>Rework may cause irreparable damage or expense.</td>
</tr>
<tr>
<td>Leadership</td>
<td>Infrequent supervision based on reported results.</td>
</tr>
<tr>
<td>Internal Communication</td>
<td>Communicates regularly about matters with little controversy.</td>
</tr>
<tr>
<td>External Communication</td>
<td>Communicates regularly and conducts interviews.</td>
</tr>
<tr>
<td>Responsibility</td>
<td>Maintains custody of the use of small amounts of money.</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>Regularly uses, and/or reports confidential information.</td>
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</tbody>
</table>

Physical Requirements

Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

Risk Potential

Infrequent exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

Sensory Acuity

Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

Work Environment

Occasional exposure to dust, noise, temperature changes, or contact with water or other liquids. Work is performed in an environmentally controlled environment.

Job Profile

<table>
<thead>
<tr>
<th>Grade:</th>
<th>714</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Equivalent:</td>
<td>1.0</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
</tr>
<tr>
<td>FLSA Test:</td>
<td>Learned Professional</td>
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</table>

Diversity, Affirmative Action, Equal Employment Opportunity, and Confidentiality Statement

Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check Law, physical examination, and / or driving record check. The Medical College of Wisconsin is an affirmative action / equal opportunity employer and does not discriminate in hiring or employment on the basis of age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation. The Medical College of Wisconsin defines diversity as a commitment to recognizing and appreciating the variety of individual differences in an environment that promotes and celebrates individual and collective achievement. The diversity of MCW continues to be an important source of innovative ideas and creative accomplishments. Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PHI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification, or security breaches. This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time.

EFFECTIVE DATE: 11/1/17