

Duke University School of Nursing

Job Description

HR Title: BIOSTATISTICIAN III

**Working Title:** BIOSTATISTICIAN III

Job Code: 2682

FLSA: E

Job Level: 74 (s/b 78)?

Revised Date: 03/01/2017 Job Family: JF 05

### **General Purpose**

Performs intermediate and advanced statistical analysis and programming for research projects conducted by faculty in the School of Nursing. Manages project responsibilities independently. Handles multiple competing projects and deadlines, and coordinates all the statistical needs of each project.

### **Supervisor**

This position reports to the Research Design and Statistics Core Director

### **Essential Duties**

With minimal or no guidance, prepares statistical analysis plans and performs and interprets basic and advanced analyses. Uses statistical and practical understanding to propose and perform additional analyses appropriately and independently. Learns new statistical methods and applies new skills to future projects.

Documents analyses, creates summaries, and presents results in written and verbal form to requestors. Writes statistical text for study reports and publications. Prepares methods sections and analysis plans for incorporation in abstracts, manuscripts, grants.

Writes own SAS and/or R code, finds errors, corrects, and validates output and results. Performs complex programming efficiently, uses advanced SAS procedures and options. Programs analysis datasets using SAS, combines multiple disparate raw databases and derives analysis variables accurately. Considers alternative programming approaches to improve quality and/or efficiency.

Collaborates effectively with Principal investigator to support projects under the supervising of faculty statistician. Identifies potential data problems from analytic queries and takes appropriate initiative to guide the process of resolution. Demonstrates thorough understanding of project data collection processes and data sets and shares knowledge with collaborators and fellow statisticians.

Participates in all statistical aspects of a project with minimal guidance. Collaborates with principal investigator, faculty statistician, other investigators, clinical research coordinators, and external government or industry representatives to affect significant decisions regarding the project, and to jointly achieve objectives and timelines.

Understands the contracted scope of work and forecasts monthly hours expected to complete each project. Proactively identifies potential out-of- scope activity and brings to the attention of faculty statistician. Creates timelines for statistical project management with minimal or no assistance.

Collaborates closely with investigators and faculty statistician to ensure that project results and conclusions are presented accurately and without bias.

Provide educational workshops for students and faculty in the School of Nursing.

Perform other related duties incidental to the work described herein.

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The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

### **Requirements**

Education/Training:

Position requires a minimum of a Doctoral degree in (bio) statistics or related field and no relevant experience, or a Master's degree in (bio) statistics or related field and 2 years relevant experience, or a Bachelor's degree in (bio) statistics or related field and 4 years relevant experience.

Experience: Seven years of experience working with extramural grants and contracts.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION  
AND/OR EXPERIENCE

Preferred: A minimum of Master's degree in (bio) statistics or closely related field and 2 years relevant experience

Experience:

Contribution to analysis of clinical trials and/or clinical research projects, and/or participation in preparation of academic manuscripts or other written summaries of analysis results, thorough experience with SAS, and solid command of the English language is required. Desirable experience includes prior role as a lead statistician on clinical trials and/or clinical research projects that have delivered the agreed-upon end products on time, and prior guidance of lower level or less experienced staff.

Skills:

Strong knowledge of SAS. Working knowledge of SPSS, R, Tableau, Excel, Access, or other data management visualization, and analysis systems.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description

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