



DATE ISSUED: 07/14
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Biostatistician

JOB SUMMARY

Performs responsible work in the preparation of analysis plans and writing detailed specifications for analysis files, consistency checks, tables, and figures. May be called upon to communicate and assist faculty with writing research proposals and preparing articles for publication based on the results of their research. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Operations, Research and Sponsored Programs

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Assists faculty in instrument development and psychometric testing.
- Provides direction concerning the relative merits of statistical testing techniques appropriate for testing the research hypotheses.
- Advises faculty in appropriate sample sizes for valid research results.
- Advises on how to set up data files and manage them.
- Verifies the PIs interpretation of the statistical output is correct.
- Serves as consultant for statistical procedures on grant proposals or scholarly articles of the faculty and assists with the reporting of results.
- Organizes workshops for training on statistical software programs, research design, statistics, and other research-related topics.
- Maintains and verifies complex statistical data.
- Consults on appropriate methodology, materials, and statistical plan prior to data collection.

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ADDITIONAL DUTIES

- Assists faculty with writing manuscripts for publication.
- Learns new software and statistical techniques, and trains faculty on new programs.
- Advises graduate students on above topics at request and attendance of faculty.
- Performs other duties as requested.

EDUCATION

Graduate degree in statistics, experimental psychology, computer applications, or related area. Ph.D. preferred.

EXPERIENCE

Two years of relevant statistical experience required. One year grant writing experience preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex,

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sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.