



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 03/12
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Senior Statistical Consulting Director

JOB SUMMARY

Performs responsible work in the creation and evaluation of statistical analysis plans and the development of detailed standards and systems for quality research designs, analyses, consistency checks, and reporting. Trains, directs, and assesses statistical consulting staff on research project needs and tasks. Communicates with and supports faculty in 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, Research and Sponsored Programs

Supervises: No supervisory responsibilities

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

- Designs and implements standards and procedures for consulting in research and statistics.
- Creates organizational systems to facilitate the work flow on multiple research projects for multiple PIs, project staff, and statistical consulting staff members.
- Supports faculty in understanding statistical software programs, research design, statistics, research proposal process, and other research-related topics.
- Develops and sustains a climate that fosters growth in research funding, staff capabilities, and scientific excellence and reputation.
- Constructs analysis plans for research proposals and scholarly research.
- Directs statistical consulting staff on research project needs and tasks.
- Critiques work of statistical consulting staff to foster growth in their expertise.
- Trains and assesses the work of statistical consulting staff.

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- Designs and implements research and data quality assurance plans in accordance with compliance requirements.
- Evaluates faculty needs in research, statistics, and research proposals.
- Creates workshops for training on statistical software programs, research design, statistics, research proposals, and other research-related topics, based on faculty needs.
- Evaluates instrument development and psychometric testing.
- Recommends statistical testing techniques appropriate for testing the research hypotheses.
- Recommends appropriate power and sample sizes for valid research results based on critical review of the research project, connection of the statistical needs, and conceptual framework.
- Evaluates statistical procedures on research proposals for accuracy and feasibility.
- Designs statistical procedures on research proposals or projects to support the reporting of accurate results.
- Evaluates and analyzes complex statistical data.
- Evaluates and designs appropriate methodology, materials, and statistical plan prior to data collection.
- Verifies the PIs interpretation of the statistical output is accurate mathematically and conceptually.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

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

EXPERIENCE

Five years of relevant statistical experience required. Two years proposal writing in research methodology, analysis, and power/sample size experience required. Two years leading research development, staff capabilities, and research and statistical consulting. Extensive experience and understanding of high-level statistical analyses, including logistic and multinomial regression, path analysis, hierarchical linear modeling, linear mixed modeling, factor analysis, cluster analysis, and structural equation modeling.

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 prioritize work based on need and experience of statistical consulting staff.
- Ability to connect research and statistical needs with conceptual framework for feasibility and accuracy.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize and delegate 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.

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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, 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.