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Position Summary

POSITION TITLE: Biostatistician I

Purpose

The Center for International Blood and Marrow Transplant Research (CIBMTR) provides a unique resource of data and statistical expertise to the scientific community for addressing important issues in hematopoietic cell transplantation and cellular therapies. The CIBMTR Biostatistician I directs the progress of research studies, manages and coordinates the activities of the CIBMTR Scientific Working Committees. They are responsible for creating data files, describing patient populations, coding clinical outcomes and performing univariate statistical analysis. Support investigators, scientists and physicians in the development of moderately complex study design, preparation of scientific reports, manuscripts and materials for presentation at national and international meetings.

Primary Functions

Biostatistical Analyses and Support:

- Serve as the primary statistician for one or more CIBMTR Scientific Working Committee with primary responsibility for 10-15 observational studies. Provide project management for studies and projects to ensure the timely and accurate completion of analyses, reports and submission of studies for publication.
- Support principal investigators in moderately complex study design; prepare preliminary study tables to assess study feasibility, determining final study population, and performing descriptive and univariate analyses.
- Prepare moderately complex datasets for CIBMTR programs. Perform statistical analyses and manage research projects assessing the results of hematopoietic stem cell transplant and cellular therapy outcomes utilizing statistical packages (SAS), databases (ORACLE) and graphics packages.
- Assists in the writing of grants and peer-reviewed scientific publications, providing expertise and scientific content regarding the study design, study population, statistical methodology and description of results.
- Respond to requests from physicians, patients, pharmaceutical and insurance companies, the media, state and federal government agencies through the CIBMTR Information Request Process.
- Assist database programmers to create new computed database variables and resolution of database problems.
- Direct clinical research coordinators and other CIBMTR staff in collating data for scientific research studies and resolve data inconsistencies.

Staff responsibilities:

- Directs the administrative staff to support the management of the CIBMTR Scientific Committees.

Knowledge – Skills – Abilities

Knowledge: Research study design methods, independent problem solving, decision making, statistical analyses.

Skills: Programming experience with statistical analysis programs (SAS), SPSS; interpersonal communication and networking; written, oral and presentation skills required. Basic Microsoft Office computer software and Internet skills.



Organizational Structure

Building: Center for Cancer Discovery

Department: CIBMTR

Division:

Reports to (Title): Biostatistician II

Direct Reports (Titles): NA

Collaborates with (Titles): Principal Investigators of Research studies; CIBMTR Scientific Directors; CIBMTR Statistical Directors; CIBMTR Biostatisticians II; CIBMTR Programmer Analysts

Specifications

Appropriate education and/or experience may be substituted on equivalent basis

Minimum Required Education: Master's degree

Minimum Required Experience: 1 year

Preferred Education: Master's degree in Biostatistics or closely related biomedical field where biostatistical design and analyses comprised the primary course of study and application.

Preferred Experience: One or more years of experience in performing statistical design/analysis in health or medical related research, or project management. Experience programming with statistical analysis programs, (SAS), SPSS; logistic regression and survival analysis, and research writing for publication required. Recent Masters level graduates will be considered.

Field: Statistics

Certification: NA

Classification

Grade Name 15

Full-Time Equivalent 1.0

FLSA Status Exempt

FLSA Test Learned Professional

Workweek Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.

Job ID 274

Job Name Biostatistician

Position Category Research Services (RS)



Job Scope

Complexity – regularly applied judgment to accomplish tasks; develops policies and procedures

Impact – errors may cause moderate to serious damage; accuracy highly important

Autonomy – performs work independently with regular check-ins; supervision available as needed

Communication – occasionally resolves conflicts; adapts communication style to audiences

Responsibility – advises others

Confidentiality – regularly prepares and uses confidential information

Leadership – acts as a role model

Physical Requirements

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

Risk Potential

Little or no 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.

Performance 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 and 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 institutional missions.

Identify and implement new methods to increase efficiency and quality.

Education and Development

Displays an ongoing commitment to continuous learning and self-improvement in one's area of responsibility. Actively seek out mentorship and learning opportunities that can be applied to current and future work activities. Develop and maintain professional affiliations. Participate in design, development, and/or evaluation of instructional materials, methods, courses, or programs.

Agility and Judgment

Remain flexible and versatile in rapidly changing environment and adapt quickly to changing circumstances. Change behavioral style or method of approach when necessary to achieve a goal. Make timely and sound decisions based on analysis of information, experience, and logic. Show reliability and accountability in the successful completion of all



work.

Stewardship and Institutional Citizenship

Support transformational change to achieve institutional vision and strategies. 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 institutional missions. Look for ways to improve and promote quality within area of influence.

Disclaimers

Background Check

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.

Equal Opportunity Employer

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.

Diversity and Inclusion

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.

Confidentiality

Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), 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.

Completeness

This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.