



## **APPLY ONLINE**

### **Position Summary**

#### **Program Director I, Statistical Operations**

##### **Purpose**

Direct the Statistical Operations functional area of the Center for International Blood and Marrow Transplant Research (CIBMTR), Medical College of Wisconsin (MCW). Develop, implement, and manage the Statistical Operations work portfolio for biostatisticians at CIBMTR MCW. Provide direction and guidance to the statistical team to facilitate collaboration with medical and scientific researchers in study/project design, development of research instruments, collection, management and analysis of data, interpretation of results, preparation of reports, and publication of research.

##### **Primary Functions**

1. Direct and supervise CIBMTR MCW statistical staff including recruitment, training, performance reviews, mentoring and corrective action.
2. Develop and maintain a system to standardize/enhance onboarding, training and periodic assessment of Statistical Staff performance.
3. Develop and facilitate professional development opportunities to support Statistical Staff engagement and retention.
4. Drive strategic initiatives within the statistical area and supports the development of long-term growth plans and efficiency goals.
5. Responsible for overseeing statistical operations requirements, communicating results to Senior Leadership, and developing strategies based on organizational reviews.
6. Participate in establishing strategic vision and direction for the CIBMTR and work cross functionally with other CIBMTR leaders to execute strategy.
7. Develop policies and standard operating procedures specific to statistical operations. Collaborate with other CIBMTR functional areas to establish standardized CIBMTR policies and procedures.
8. Work closely with Scientific Directors and Statistical Staff in study design, study population, data file preparation, analyses and assisting in the preparation of scientific reports and manuscripts.
9. Develop and maintain the administration of CIBMTR Research activities including tracking deadlines for completion of studies. Coordinate resources for all ongoing studies/projects including in the work portfolio.
10. Support workflow process management related to preparation of complex datasets for research projects to optimize up to date statistical techniques.



11. Develop management techniques to achieve efficiency in assessments of outcomes utilizing statistical packages (e.g. SAS, R, Python), databases and graphics packages.
12. Forecast and manage statistical effort necessary to support research studies and projects within CIBMTR programs.
13. Oversee development of the schedule and materials for annual Working Committee meetings at the CIBMTR/ASTCT Tandem Meetings.
14. Oversee Statistical Staff collaboration with external investigators in determining study population, study design, performing univariable and multivariable regression analyses, assisting in the preparation of scientific reports and manuscripts describing the results. Assist in the writing of grants and scientific publications, providing expertise and scientific content regarding the study design, study population and statistical techniques to be used.
15. Manage the preparation of materials for presentation at national and international conferences.
16. Participate on appropriate internal and external committees relevant to the advancement of CIBMTR, the biostatistical profession or cellular therapy research.
17. Assist in the training of CIBMTR Research Fellows, residents, and students.

#### **Knowledge – Skills – Abilities**

- Excellent oral and written communication skills are essential.
- Interpersonal skills and to effectively communicate with senior management and staff within the institution and with external regulatory agencies and research study sponsors.
- Independence, excellent organizational skills, detail focused and demonstrated ability to respond quickly to changing regulatory requirements.
- Strong critical thinking, problem solving and attentiveness to detail required. Strong computer skills. Sufficient knowledge of program study area.
- Familiarity with statistical computing packages required; proficiency in SAS is highly desirable.

#### **Organizational Structure**

Building: Center for Cancer Discovery (CCD)

Department: Center for International Blood and Marrow Transplant Research (CIBMTR)

Division:

Reports to (Title): CIBMTR Senior Director, Operations

Direct Reports (Titles): Director of Statistical Protocol Development, Biostatistician III, Statistical Operations Training Manager, Program Manager II

Collaborates with (Titles): CIBMTR Chief Scientific Director, CIBMTR Scientific Directors, CIBMTR MCW Directors, Advisory Committee, Investigators



**Specifications**

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

Minimum Required Education: Bachelor’s degree

Minimum Required Experience: 10 years of experience required

Preferred Education: Bachelor’s degree required. Master’s Degree in Statistics, Biostatistics or MPH preferred.

Preferred Experience: 10 years of statistical experience in the medical research field preferable in hematopoietic cell transplantation with at least 5 years of program management responsibility in the medical research field or educational environment. Prior work with large databases and datasets is required.

Teaching experience is desired. Experience in CAR-T cell therapy studies is a plus.

Field:

Certification: CITI training required within 90 days of hire.

**Classification**

Grade Name	20
Full-Time Equivalent	1.0
FLSA Status	Exempt
FLSA Test	Administrative
Workweek	Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.
Job ID	262
Job Name	Director
Position Category	Professional Services

**Job Scope**

*Complexity* – requires sound judgment; leads difficult and involved planning of initiatives

*Impact* – errors may result in extensive damage; constant attention to accuracy required

*Autonomy* – individual responsible for completion of work; seeks supervision as appropriate

*Communication* – involved in frequent conflict resolution; communicates with senior leaders

*Responsibility* – influences others

*Confidentiality* – confidential information used frequently to make decisions

*Leadership* – prioritizes work of others or may provide supervision

**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.