



USC University of Southern California

Biostatistician I Job Description

JOB INFORMATION

Job Code:	185527
Job Title:	Biostatistician I
FLSA Status:	Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Business Data Analysis
Job Family Group:	Data Analysis
Management Level:	7 Individual Contributor

JOB SUMMARY

This position is responsible for assisting the Principal Investigator (PI) in grant proposal preparation, writing programming code to accomplish the statistical analysis, and designing a comprehensive quality assurance and validation process. The Biostatistician I interprets the results of the statistical analyses, manages data across multiple databases, and prepares reports, publications and presentations. This position also participates in regularly scheduled meetings with study investigators and maintains awareness of changes and trends in the field.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		1 year	
	X	2 years	
	X		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in Biostatistics, Statistics or related field. Experience with SAS, R or STATA.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	2 years in clinical trials and/or biostatistics.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists the Principal Investigator (PI) in grant proposal preparation by providing input on study design, sample size calculations and development of the analysis.				
Writes the programming code to accomplish the statistical analysis.				
Designs a comprehensive quality assurance and validation process for codebase.				
Interprets and analyzes the results of the statistical analyses. Prepares and disseminates project/study summaries and reports, as required.				
Manages and oversees statistical information and data across multiple databases and data sources.				
Prepares reports, publications and presentations for academic and non-academic audiences.				
Participates in regularly scheduled meetings with study investigators and teams.				
Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments by reading journals and other pertinent publications, and participating in professional organizations, meetings and seminars, as required.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.