



**USC** University of  
Southern California

## Senior Biostatistician Job Description

### JOB INFORMATION

Job Code:	185531
Job Title:	Senior Biostatistician
FLSA Status:	Exempt
Supervisory:	
Job Family:	Business Data Analysis
Job Family Group:	Data Analysis
Management Level:	7 Individual Contributor

### JOB SUMMARY

This position will serve as the lead biostatistician on multiple clinical studies or medical research projects with varying levels of complexity. The Senior Statistician will collaborate in protocol development, study design, conduct, analysis, and report

### JOB QUALIFICATIONS:

#### Education

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

#### Additional Education

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

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 years	

#### Additional Work Experience

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

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
With minimal supervision, act as lead biostatistician on projects ranging in size and complexity, with responsibility for the statistical and analytical aspects of consulting projects.				
Collaborate with Principal Investigators (PI) and the scientific team in grant preparation, with particular emphasis on experimental/study design, sample sizes, data capture and monitoring, and statistical/analytical methodology.				
Writes and reviews the statistical analysis plans (SAPs) based on the study protocol, in collaboration with the study leadership.				
Serves as the biostatistics representative in the project team/product discovery or development team to ensure that the presentation of study results is clear and consistent with the statistical analysis provided and support study conclusions.				
Analyzes data and interprets results from studies to meet objectives of study protocol. Prepares oral and written reports to effectively communicate results to the project team, senior management, regulatory agencies or individual investigators.				
Monitors progress of study activities against agreed upon milestones and ensures the study timelines for project deliverables are met.				
Ensures proper conduct by documenting and archiving study related materials according to Standard Operating Procedures (SOPs).				
Provides training in research design and analysis for non-statistical groups.				
Provides leadership, guidance and direction to others, as needed. Mentors/trains peers/less experienced biostatisticians, as assigned.				
Stimulates the scientific development of staff by encouraging participation in departmental seminars, short courses, and the publication/presentation of scientific articles.				
Conducts research independently on statistical methodology, pursues solutions to various technical problems, adapts known methods and develops new methods.				
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

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.