

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Biostatistician	SALARY GRADE:	HU-13
DATE REVISED:	December 1, 2014	EEO CODE:	05
JOB CODE:	2312	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The major responsibilities of this position are to develop statistical plans for conducting data analyses for pilot studies and interpret all data analyses. Present data in a form that is suitable for publication, and provide statistical consultations.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts generally include administrators, faculty, students and staff. External contacts generally include vendors, consultants, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES: Reviews all statistical analyses for proposals submitted to the department and other funding agencies and for articles submitted for publication.

Supervises all data coding and data entry procedures.

Assists in designing protocols, developing study designs, and providing computer programming resources for statistical analyses.

Analyze clinical or survey data using statistical approaches such as longitudinal analysis, mixed effect modeling, logistic regression analyses, and model building techniques.

Apply research or simulation results to extend biological theory or recommend new research projects.

Provide biostatistician consultation to clients or colleagues.

Review clinical or other medical research protocols and recommend appropriate statistical analyses.

Analyze archival data such as birth, death, and disease records.

Collect data through surveys or experimentation.

Design or maintain databases of biological data.

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Design research studies in collaboration with physicians, life scientists, or other professionals.

Design surveys to assess health issues.

Develop or implement data analysis algorithms.

Performs other related duties as assigned.

CORE COMPETENCIES: Designs research studies using various methodologies and software to support data analysis and interpretation.

Conducts power analyses.

Generates data that are valid and reliable.

Excellent interpersonal and communication skills are necessary.

Advanced knowledge of office and administrative practices and principles.

Skill in operation of computers, related software applications (MS Word, Excel, PowerPoint and Access). Knowledge of standard office equipment.

Ability to communicate effectively orally and in writing with a diverse population. Must be detailed oriented and organized.

Ability to exercise discretion and ensure a high-level of confidentiality.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, residents, students and the general public.

MINIMUM REQUIREMENTS: Bachelor's Degree and 5-7 years of related work experience. 12 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

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POSITION TITLE: Biostatistician
DATE REVISED: December 1, 2014
JOB CODE: 2312
BARGAINING UNIT: N/A

SALARY GRADE: HU-13
EEO CODE: 05
FLSA STATUS: Exempt

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation & Performance Management

DATE: _____