THE HENRY M. JACKSON FOUNDATION FOR THE ADVANCEMENT OF
MILITARY MEDICINE

Position Description
Data Analyst

Position No: XXXX  FLSA Status: Exempt
Grade: X          EEO Category/Job Group: XXXX

JOB SUMMARY: Data Analyst to support the Infectious Disease Clinical Research Program (IDCRP), Department of Preventive Medicine and Biometrics, Uniformed Services University in Bethesda, Maryland. The IDCRP is a network of Department of Defense (DoD) clinical and research centers that focuses on the epidemiology, treatment and prevention of infectious diseases of importance to the US military. The primary responsibilities of the Data Analyst are to provide programming and biostatistical support for clinical research studies focusing on the epidemiology, prevention and management of travel- and deployment-related infectious diseases. The candidate will play a lead role in the analysis of observational epidemiologic study data, including the calculation of disease incidence rates, description of clinical characteristics, outcomes, recurrence rates and clinical risk factors for travel- and deployment-related infections. In addition, the candidate will contribute to the analysis of data from randomized controlled trials evaluating prevention and treatment methods for traveler’s diarrhea, as well as a case-control study for osteomyelitis. Finally, the candidate will participate in the preparation of text, tables and figures for inclusion in internal and external interim reports, and participate in the preparation and submission of grant proposals, presentations, and publications.

ESSENTIAL JOB DUTIES: 95% of time

1. Provides programming and biostatistical support to the investigative team

2. Participates in the coordination of study activities related to the acquisition, analysis and reporting of data addressing major study objectives

3. Participates in the review of relevant scientific literature

4. Executes analysis plans for primary and secondary study objectives; assists in the preparation of reports, abstracts, presentations and manuscripts

5. May lead data analysis meetings and project-based conference calls with study personnel and external collaborators

6. Assists in the development and implementation of internal tracking reports (e.g. status of enrollment, follow-up, analysis endpoints, project timelines, etc.)

7. Reviews new concepts, protocols and sub-studies and assists in the selection of appropriate study design as well as development of preliminary analysis plans
8. Assists program directors, program coordination center staff and study investigators to achieve the goals of the research program

**NONESSENTIAL JOB DUTIES:**
Performs other duties as required.

5% of time

**JOB SPECIFICATIONS:**

**Required Knowledge, Skills, and Abilities:** Experience in the design, conduct and analysis of clinical trials and epidemiologic studies; knowledge of biomedical sciences and clinical research; familiarity with clinical research methods, including studies utilizing randomized controlled trial, cohort, case-control, and case-series designs; knowledge and proficiency in SAS and SAS Macros (experience within a Windows environment preferred) required; knowledge of other statistical software (e.g. STATA, R) preferred; knowledge and experience with logistic regression, general linear models with repeated measures, survival analyses, and other statistical techniques for longitudinal and missing data; experience with utilization of electronic medical records preferred; prior experience in the conduct / management of clinical research protocols required; background in infectious disease epidemiology preferred; ability to communicate effectively in written and oral form; ability to effectively communicate research findings in presentations and publications; solid foundation in the preparation of tables, graphs, and/or models communicating study findings; prior presentation and publication record preferred; excellent verbal, written and interpersonal skills; occasional travel may be required.

**Minimum Education/Training Requirements:** Master’s degree in Epidemiology, Public Health or related clinical research field

**Minimum Experience:** 2-4 years of experience in an academic or similar clinical research environment

**Physical Capabilities:** Extended periods of sitting

**Required Licenses, Certification or Registration:** n/a

**Supervisory Responsibilities/Controls:** n/a

**Work Environment:** Office or laboratory environment

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Director of Human Resources

**To apply:** Please submit a cover letter and curriculum vitae to Ms. Jamie Fraser (jamie.fraser.ctr@usuhs.edu), Clinical Research Manager, Infectious Disease Clinical Research Program, Uniformed Services University