

Department: MED-Preventive Medicine
Salary/Grade: EXS/8

Job Summary:

The Division of Biostatistics, Department of Preventive Medicine of the Feinberg School of Medicine (FSM) is recruiting a Master's-level biostatistician. Responsibilities will include collaboration with biostatistics faculty and research investigators on the analysis of clinical, epidemiological, and basic science projects under the direction of doctoral-level biostatisticians (faculty). Specific opportunities for collaborations are with (1) Northwestern University Data Analysis & Coordinating Center, assisting the study design, data curation and statistical analysis of the clinical research study life cycle for multicenter clinical trials and observational studies; and (2) the Mesulam Center for Cognitive Neurology and Alzheimer's Disease, which is a national leading research center committed to providing quality care, conducting research on how the brain coordinates mental functions, transferring the benefits of research to afflicted patients and preparing future scientists and clinicians. Duties may include data management and analysis; querying, extracting, managing and analyzing multiple, complex datasets; ensuring data integrity, quality, and timeliness of results; overseeing the deployment of reporting and analytical solutions. Level of appointment and responsibilities will be commensurate with experience and education. Partners with clients to design, develop, implement and maintain business solutions regarding data management and analysis. This includes database administration, data consolidation, data analysis and management reporting. Utilizes software to generate metrics and develops actionable recommendations. Collaborates with various function teams such as marketing, research, and IT to achieve business results.

Specific Responsibilities:

Strategic Planning

- Manages and plans for data/analysis requests and projects.
- Provides consultation to customers on appropriate data management, methodological issues and statistical analyses.
- Assist in development of statistical analysis plans.

Administration

- Develops and maintains documentation of process for quality assurance and reporting methodology
- Maintains study databases; runs ad hoc queries and analyses
- Cleans and organizes data in preparation for analysis
- Prepares and edits data summaries on a weekly basis
- Help interpret results and write reports; prepares tables, figures, and graphs for publications and presentations.
- Assist faculty members in teaching statistical analysis and epidemiologic methods skills

Development

- Interprets results using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex statistical analysis.
- Determines data structure for local datasets.

Performance

- Develops and documents standards for data quality and regulatory compliance pertaining to reporting.
- Perform range, logic and consistency checks, reporting errors when necessary.
- Prepare analysis programs and reports to monitor data accrual and quality

Miscellaneous

- Performs other duties as assigned.

Minimum Qualifications:

- Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in a major such as biostatistics, statistics, public health (with a focus in biostatistics or epidemiology) or related with 4 years of data analysis/report writing or similar experience required; OR appropriate combination of education and experience; OR
- Successful completion of a full course of study in an accredited college or university leading to a master's or higher degree in a major such as biostatistics, statistics, public health (with a focus in biostatistics or epidemiology) or related with 2 years of data analysis/report writing or similar experience required; OR appropriate combination of education and experience.
- Infrastructure (extends across applications)
 - Microsoft Office (Word, Excel, Powerpoint, Access, Outlook)
- Programming Languages and Frameworks
 - SAS
- Compliance
 - HIPAA
 - IRB
- Analytical
 - Critical thinking
 - Data modeling
 - Debugging
 - Decision making
 - Problem solving
- Project
 - Code documentation
 - Collaboration and teamwork
 - Organizational skills
 - Planning
 - Workflow development & documentation

Minimum Competencies: (Skills, knowledge, and abilities.)

- COW - Communicates effectively one-to-one, or in small groups.

- PRS - Strong organization and problem solving skills

Preferred Qualifications:

- Proficiency with SAS or R programming for data management and analysis
- Commitment to writing clean, well-documented code
- Ability to work independently to efficiently accomplish specific responsibilities
- Proficiency with Stata or Python in addition to R and SAS
- Proficiency in REDCap – preferred but not required
- Proficiency in database design – preferred but not required
- Proficiency in R Markdown, knitR, or LaTeX – preferred, but not required
- Knowledge of medical/institutional research procedures
- Experience with Github- preferred but not required
- Experience with SQL or similar – preferred but not required
- Experience with managing and analyzing longitudinal cohort data

Application Instruction:

Please apply it at Northwestern University official job application website and using Job ID 41087 to find this position (Job Code: 261112; Position Number: 00088182). Please feel free to contact hzhang@northwestern.edu for any question and would like to recommend a CV.

The Northwestern campus sits on the traditional homelands of the people of the Council of Three Fires, the Ojibwe, Potawatomi, and Odawa as well as the Menominee, Miami and Ho-Chunk nations. We acknowledge and honor the original people of the land upon which Northwestern University stands, and the Native people who remain on this land today.

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