

**THE INSTITUTE FOR HEALTH, SOCIAL, AND COMMUNITY RESEARCH
AT SHAW UNIVERSITY**

Center for BIostatISTICS and DATA MANAGEMENT (CBDM)

POSITION TITLE: Director, Center for Biostatistics and Data Management (Full-Time)

PURPOSE OF INSTITUTE:

The purpose of The Institute for Health, Social, and Community Research (IHSCR) at Shaw University is to 1) develop a collective of researchers at Shaw involved in health-related research; 2) conduct scientifically sound and relevant minority health and health disparities research; 3) enhance collaboration with Research Level I universities and other institutions; and 4) provide leadership to Shaw in developing an academic focus pertaining to public health.

PURPOSE OF THE Center for Biostatistics and Data Management:

The Center for Biostatistics and Data Management will provide statistical services including data analysis, data management, and database development, quality control, consultation and training for studies, projects, and contracts implemented by the IHSCR.

PURPOSE OF POSITION:

The purpose of the position is to ensure that the CBDM functions effectively and efficiently as a resource for the IHSCR for completing all statistical analysis for grants, protocols, and manuscripts, presentations; and other activities of the IHSCR.

DESCRIPTION OF RESPONSIBILITIES:

- Provide leadership and oversight of all CBDM activities to assure high quality performance.
- Supervise staff allocation to projects and assure timely completion of all data analysis requests.
- Provide statistical consultation for the design and analysis of observational and experimental studies, grants, publications, conference presentations, and other IHSSCR activities.
- Collaborate with investigators and statisticians on the development and implementation of analysis plans.
- Recruit and maintain staff levels as needed in the CBDM.
- Provide guidance for the utilization, supervision, and instruction of research assistants and interns.
- Provide training and professional development plans for biostatisticians in the CBDM.
- Regularly monitor resource needs and provide requests to IHSCR Director for planning CBDM expansion.
- Provide training and professional development plans for biostatisticians in the CBDM.
- Develop and implement quality control and data management procedures, as well as manuals for CBDM operations.
- Provide monthly reports of CBDM activities for Administrative meetings.
- Represent the CBDM on the IHSCR Information Technology Committee, which coordinates all technological needs of the Institute.

SUPERVISION:

The Director of the CBDM will report to Daniel L. Howard, PhD, Director of the IHSCR.

QUALIFICATIONS:

Minimum requirements include Master's degree in Statistics/Biostatistics with 5 years of experience with data analysis and data management in a research setting. Expertise in SAS, STATA, SUDAAN, and MS Access is required. Strong statistical background in categorical, longitudinal, hierarchical, survival and survey analysis is required. A minimum of 2 years of staff management and training experience is desired. Excellent oral and written communication skills are required. Ability to work in a team setting is required.

WORK SCHEDULE:

8:00 a.m. – 5:00 p.m., Monday – Friday. Overtime is occasionally required.