

POSITION DESCRIPTION
For the Period of July 1, 2019 – June 30, 2020

NAME:

TITLE:

Statistical Research Specialist

DEPARTMENT/DIVISION:

Center for Clinical Research

Statistics and Research Informatics Core

POSITION FUNCTION

The functions of the Statistics and Research Informatics Core are: 1) to develop and maintain a service resource in research design and statistical methodologies for the purpose of providing statistical consultation to faculty, staff, and students; 2) to provide an environment to faculty and staff in the program that promotes and encourages the academic functions of teaching, research, and service.

Under the general supervision of the Team Leader, Statistics and Research Informatics Core, Center for Clinical Research, the appointee will be responsible for all aspects of data organization and management using REDCap software. Produce periodic reports from REDCap and Microsoft Access databases. Merge and organize files from large nationwide databases (HCUP, Medicare/Medicaid) for analyses by statisticians at the Center for Clinical Research.

FUNCTIONAL RELATIONSHIP

This position will report to the Team Leader, Statistics and Research Informatics Core, Center for Clinical Research, who reports to the Director of the Center for Clinical Research (CCR).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

TIME COMMITMENT

I. Research

100%

- Manage the REDCap portal in Administrator capacity including project creation and management of user accounts.
- Create data entry forms for longitudinal and cross-sectional projects in REDCap.
- Learn and adapt new features in REDCap such as integration with electronic health records.
- Provide consultation to faculty and staff within the School of Medicine, as well as outside the School, in designing data collection procedures and setting up data files.

- Develop methods of downloading data from national data banks into locally designed databases to meet the needs of specific research projects.
- Develop detailed documentation of programs and procedures to assist others in developing and maintaining systems.
- Assist Center staff in fulfilling its “honest broker” function by designing and implementing data de-identification procedures and perform other data-related activities required to meet data confidentiality and related requirements.
- Write, debug, modify, and test new statistical programs as necessary.
- Create research data files using SAS or other statistical software.

MINIMUM QUALIFICATIONS

- Bachelors’ degree in computer science, informatics, statistics or related field and at least two (2) years of experience with software/databases such as REDCap, The Healthcare Cost and Utilization Project - HCUP databases (in particular, the National Inpatient Sample), NHANES, and Medicaid/Medicare data.
- Proficient in SAS or other statistical software.
- Sensitive to the needs of underrepresented minority populations.

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

Participates in meetings, training and other environmental, health and safety activities as required by SIU Medicine.

WORKING CONDITIONS/PHYSICAL DEMANDS

See attached Physical and Environmental Requirements form.

Incumbent _____ Date
 Statistical Research Specialist
 Center for Clinical Research

Albert Botchway, Ph.D. _____ Date
 Team Leader, Statistics and Research
 Informatics Core
 Center for Clinical Research
 Research Assistant Professor, Department of
 Internal Medicine

Joseph Milbrandt, Ph.D. _____ Date
 Director, Center for Clinical Research
 Research Associate Professor
 Departments of Surgery and Pediatrics