JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Research Biostatistician

Job Code: 3070

Salary Grade: S09

FLSA Status: Exempt

Job Family: Research

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Responsible for collaborating with medical and scientific researchers in study design, development of research instruments, collection, management and analysis of data, interpretation of results, preparation of reports, and publication of research.

- Collaborates with medical and scientific researchers in designing research studies, developing objectives, designing sampling, randomization, and statistical analysis to achieve study objectives.
- Develops research instruments.
- Collaborates with managers and principal investigators to align statistical analysis plans with data collection procedures and forms. Oversees the collection of data and data entry. Determines timelines or technical objectives for the research study.
- Performs calculations, generates randomization schema, and prepares statistical data for research protocols and manuscripts.
- Analyzes large amounts of data and assists in the interpretation of such data.
- Prepares manuscripts and reports, and assists in the publication of research.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Master's Degree in Biostatistics, Statistics, Quantitative Psychology, Mathematics, or related field.

Equivalency/Substitution: Will accept a Bachelor's Degree and 24 months equivalent experience in lieu of the Master's Degree for a total of 24 months experience.

Experience:

Required: None

Required Certifications or Licenses:

None.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of SAS, R, or related analytical software.
- Strong mathematical skills.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to a problem.
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Ability to communicate verbally and in writing.
- Ability to understand written instructions and information.
- Ability to work independently and as a team member.
- Advanced computer skills.

Working Conditions

Physical:

Sitting for prolonged periods. Manual dexterity. Reaching and bending.

Environmental:

Standard Office Environment.

Printed Date: 10/30/2026