Business Manager

The Division of Biostatistics is seeking a Business Manager. This position is responsible for managing all aspects of the administrative activities including, but not limited to, finance and budgets, planning, human resources, operations, space/facilities and special projects. The ideal candidate will have experience preparing the annual strategic plan, the annual budget, managing the administrative and grant accounts, overseeing administrative staff for operations and graduate program. Must possess creative leadership ability and work effectively with a broad range of faculty, staff, and school administration. Supervisory experience is highly desired. Excellent organization and writing skills are required, as well as, a Bachelor’s degree in finance, accounting or related field plus 5 to 10 years of relevant experience.

Please apply on-line at https://jobs.wustl.edu/, job # 21560

Program Manager for the Master in Biostatistics (MSIBS) Program

The Division of Biostatistics is inviting applications for a Program Manager for a new Master’s Degree Program in Biostatistics. The successful candidate will have several years of experience in successfully managing and recruiting for training program(s). We are looking for a highly energetic person who is able to easily relate to and work with students, faculty and staff. Candidates should be experienced in various modes of recruitment and must be technically savvy and able to communicate with potential students on an on-going basis using a variety of media, including but not limited to text messaging, IM, Facebook, etc. Job duties include organizing all recruiting efforts, processing all admissions material, maintaining student records, writing the student and faculty handbooks, working with faculty on various committees and helping with graduating student’s career placement.

Qualifications include: Several years experience managing and recruiting for training program(s), exceptional organizational and communication skills and a minimum of a Bachelor’s degree. Preferences include experience and or knowledge of Washington University’s Student Information Systems, registration procedures and policies or experience with the SIS system at another University.

To apply, go to http://hr.wustl.edu/opportunities/Pages/default.aspx and search on job # 21336.

Statistical Data Analyst

Washington University School of Medicine currently has a position available for a Statistical Data Analyst to perform programming, data management and data analysis. This position has a wide range of responsibilities including designing and programming web-based data entry systems across multiple platforms, designing and programming
databases; analyzing datasets; and implementing and maintaining data collected for research purposes, including acquisition, editing and reporting. Position also includes verbal and written interactions with faculty and staff from multiple institutions.

Qualified applicants must have bachelor’s degree and programming experience using SAS and UNIX, including SAS/IntrNet software for transferring data between UNIX and web-based data entry systems. Applicant also must possess exceptional organizational and good communication skills. Master’s degree preferred, as is additional programming experience using REDCap software.

To apply, please go to http://aisweb.wustl.edu/hr/empopp.nsf/pages/Job and apply for job number 21276

**Statistical Data Analyst**

Washington University School of Medicine currently has a position available for a Statistical Data Analyst to perform programming, data management and data analysis. This position will have a wide range of responsibilities including designing and programming databases, analyzing datasets; assisting in implementation and maintenance of data collected for research purposes, including acquisition, and editing and reporting.

Qualified applicants must have bachelor’s degree and programming experience using R, Pearl, SAS and UNIX. Must possess exceptional organizational and good communication skills. Master’s degree preferred.

To apply, please go to http://aisweb.wustl.edu/hr/empopp.nsf/pages/Job and apply for job number 21276.