Employment Opportunities

- **Research and Faculty Positions**
  - Assistant / Associate Research Professor
  - Biostatistician I
  - Research Associate
  - Sr. Research Assistant

- **Professional & Administrative Positions**
  - Sponsored Projects Associate
  - Sponsored Projects Associate

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The George Washington University is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity expression, or on any other basis prohibited by applicable law. Applications from women, people of color and people with disabilities are especially encouraged.
Assistant / Associate Research Professor
Clinical Trial Statistician / Biostatistician

With an opportunity for substantial leadership responsibility in studies of international public health import.

The Biostatistics Center of The George Washington University, founded in 1972, is a leader in the statistical coordination of clinical trials conducted by the National Institutes of Health. We manage NIH research funding totaling over $60 million per year for major studies in cardiovascular disease, diabetes, maternal/fetal medicine, osteoporosis, urology, and the genetic basis for various diseases. The center has a staff of over 115 with 35 biostatisticians/epidemiologists, including 13 faculty. We are recruiting a Ph.D. level research faculty position to participate in these and future studies. Please visit our web site at www.bsc.gwu.edu to learn more about our research.

Assistant / Associate Research Professorial Position with responsibilities at the Biostatistics Center and in the Department of Epidemiology and Biostatistics. Position involves: serving as Co-Investigator on an existing grant studying youth-onset type 2 diabetes. The successful candidate will join a highly competent team of academic biostatisticians and epidemiologists, contribute to the design and analysis of major medical studies, seek substantive scientific and statistical responsibility, interact with medical investigators, participate in the publication of major papers in leading medical journals, and make an impact on issues important to public health. The candidate will be expected to develop expertise in the design, conduct, analysis, and report of multi-center collaborative research, with the ultimate goal of acquiring funding as a coordinating center principal investigator. As a member of the faculty of the Department of Epidemiology and Biostatistics, the candidate will be expected to participate in Milken Institute School of Public Health faculty activities as well as educational activities at the graduate level. The research projects also provide an environment rich in methodological problems, with opportunities for collaboration between faculty and graduate students.

Basic Qualifications: Applicants must have a Doctorate in Statistics, Biostatistics, or Epidemiology with strong credentials in statistical methodology.

Application Procedures: To be considered please complete an online faculty application at http://www.gwu.jobs/postings/29015 and upload a Curriculum Vitae, a letter that includes a synopsis of your experience and qualifications, including any medical scientific presentations or publications, and a statement of career goals and how this position can help you achieve those goals. Please send three letters of reference to researchjobs@bsc.gwu.edu or by U.S. Post to Manager of Human Resources, The Biostatistics Center, The George Washington University, 6110 Executive Blvd., Suite 750, Rockville, MD 20852.

Only complete applications will be considered. Review of applications will begin on November 5, 2015 and is ongoing until the position is filled. Rank/position title and salary commensurate with experience and qualifications.

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Biostatistician I
POSTING: S005594
Effective Date: 7/2016
Recruitment Close Date: Ongoing until hire
Link to posting on GW’s Employment Portal: http://www.gwu.jobs/postings/36052

Seeking a full-time Biostatistician I to participate as a member of a team of academic biostatisticians who collaborate in the conduct of major clinical trials research.

Essential duties include:

- Collaborates in the design of studies and with medical investigators to implement methods in collaboration with Center faculty.
- Performs statistical analysis of data using advanced statistical procedures using statistical software (SAS and R).
- Contributes portions of abstracts, posters, reports and manuscripts for major publications in leading health, medical and other journals and presentations of results.
- Oversees data management (auditing, editing & analysis) and quality control of study databases. Day-to-day oversight of study activities, communications with sites to coordinate and document resolution of study issues.
- Participates in project development from beginning to end. Participates as a member of a multi-disciplinary team of programmers and researchers to ensure deliverables are completed efficiently.
- Performs other related duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

Preferred qualifications:
- Data analysis using advanced statistical procedures in biomedical applications
- Writing reports and assisting with preparation of manuscripts
- Oversight of study databases
- Management of data and project staff (as applicable)
- Excellent written and oral communication skills

Minimum requirements: MS or MPH in Statistics, Biostatistics, Epidemiology or related field.

Research Associate
POSTING: S005697
Effective Date: 8/2016
Recruitment Close Date: Ongoing until hire
Link to posting on GW’s Employment Portal: http://www.gwu.jobs/postings/36837

Seeking a full-time Research Associate to work independently as well as with a team which serves as the Coordinating Center for large multi-center clinical studies in Maternal Fetal Medicine Unit (MFMU) Network.

Essential duties include:

- Runs new research study start-up, together with the MFMU Principal Investigator and statistician; drafts research study documents (protocol, manual of operations, data forms) and investigates and coordinates drug supplies, etc.
- Manages MFMU Network effort on secondary analyses and manuscripts. Attends publications committee bi-monthly conference calls and meetings, records minutes and follows up on all issues discussed. Follows up with statisticians to ensure timely turnaround of analyses and manuscripts; reviews manuscripts for completeness of content. Reviews, edits and verifies research study data on analyses and manuscripts.
- Coordinates review and submission of all abstracts to professional meetings, such as Society for Maternal Fetal Medicine and Society for Reproductive Investigation (SMFM/SRI).
- Maintains research study publication tracking system and management of secondary analyses.
- Maintains entries related to research studies in clinicaltrials.gov.
-Updates and enhances, with written content, the research project's websites, and assists with writing of SOPs.
-Communicates with the Biostatistics Center Systems Support staff and Administrative staff relating to systems and administrative details as needed.
-Performs other duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

Preferred qualifications:
-One year's relevant experience preferred
-Strong organizational skills and experience in clinical research
-Advanced writing skills and good oral communication skills
-MS in Epidemiology or MPH, preferably with some technical writing experience and previous use of SAS programming and ideally with experience in the field of maternal-child health.

Minimum requirements: Requires a master's degree and 1 year of experience in the field or in a related area.

Sr. Research Assistant

Effective Date: 11/2015
Recruitment Close Date: Ongoing until hire
Link to posting on GW's Employment Portal: [http://www.gwu.jobs/postings/31286](http://www.gwu.jobs/postings/31286)

Seeking a full-time Sr. Research Assistant to carry out the day-to-day communications with clinical sites, provide support, as well as liaison with subcommittees and working groups, interact with programmers to develop reports, support preparation of manuscripts and presentations, conduct training sessions via WebEX and meetings. The position will provide study support and problem solving, and will maintain study documents and review study data. The amount of travel for site monitoring purposes will be on an as needed basis (less than 10%). Minimum of a Bachelor's degree and 1 to 3 years of relevant experience required. Strong oral and written English language communications skills preferred.

The ideal candidate will have:
-Strong communications skills
-Strong attention to detail skills
-Strong organizational skills
-Strong science background
-Technical skills (experience with SAS and Web maintenance preferred)

Sponsored Projects Associate

Effective Date: 7/2016
Recruitment Close Date: Ongoing until hire
Link to posting on GW's Employment Portal: [http://www.gwu.jobs/postings/36494](http://www.gwu.jobs/postings/36494)

Seeking a full-time Sponsored Projects Associate provides budgetary support and subcontract, service and consultant agreement administration for large clinical trials in diabetes. The position works with Project and Admin staff to ensure critical needs of study are met.

Essential duties:
- Prepares, tracks, reviews and edits subcontracts, service and consultant agreements for accuracy and contract/grant compliance.
- Serves as liaison to subrecipients, contractors, BSC personnel and Office of the Vice President for Research.
- Reviews subcontract invoices and authorizes payment
- Reviews subrecipient financial reports.
- Initiates purchase requisitions for subrecipient and contractor agreements.
- Monitors IRB (human subject approval) status for subcontracts and communicates with subcontractors regarding renewals.
- Tracks expenditures and analyzes costs.
- Reviews quarterly financial reports from subcontractors (2706’s) for incorporation into prime BSC 2706 reports to sponsor.
- Provides administrative oversight of subcontracts under the direction of the Research Administrator.
- Performs other duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

The ideal candidate will have:
- Responsible, relevant grants and contracts experience
- Strong quantitative, written, oral, organizational and teamwork skills
- Attention to detail
- An aptitude for working with budgets and invoices or some accounting experience
- Clinical or scientific background is a plus
- Working knowledge of Excel and MS Word

Minimum requirements: Bachelor’s degree in an appropriate area of specialization. Degree requirements may be substituted with an equivalent combination of education, training and experience.

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Sponsored Projects Associate
POSTING: S005688
Effective Date: 7/2016
Recruitment Close Date: Ongoing until hire
Link to posting on GW’s Employment Portal: http://www.gwu.jobs/postings/36717

Seeking a full-time Sponsored Projects Associate provides budgetary support and subcontract, service and consultant agreement administration for large clinical trials in diabetes. The position works with Project and Admin staff to ensure critical needs of study are met.

Essential duties:
- Prepares, tracks, reviews and edits subcontracts, service and consultant agreements for accuracy and contract/grant compliance.
- Serves as liaison to subrecipients, contractors, BSC personnel and Office of the Vice President for Research.
- Reviews subcontract invoices and authorizes payment
- Reviews subrecipient financial reports.
- Initiates purchase requisitions for subrecipient and contractor agreements.
- Monitors IRB (human subject approval) status for subcontracts and communicates with subcontractors regarding renewals.
- Tracks expenditures and analyzes costs.
- Reviews quarterly financial reports from subcontractors (2706’s) for incorporation into prime BSC 2706 reports to sponsor.
- Provides administrative oversight of subcontracts under the direction of the Research Administrator.
- Performs other duties as assigned. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

The ideal candidate will have:
- Responsible, relevant grants and contracts experience
- Strong quantitative, written, oral, organizational and teamwork skills
- Attention to detail
- An aptitude for working with budgets and invoices or some accounting experience
- Clinical or scientific background is a plus
- Working knowledge of Excel and MS Word

Minimum requirements: Bachelor’s degree in an appropriate area of specialization. Degree requirements may be substituted with an equivalent combination of education, training and experience.

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