NOW HIRING!
Administrative Manager (Full-Time),
Rutgers University Biostatistics and Epidemiology Service (RUBIES) Center

The RUBIES Administrative Manager is responsible for the overall management of the RUBIES Center, including: managing and prioritizing epidemiological/statistical requests and administering the financial and business aspects of the Center. Provide basic epidemiological/statistical services, including the design and/or analysis of both observational and experimental studies, to investigators throughout Rutgers University. Assist the RUBIES Faculty Director with developing RUBIES processes and procedures, a website and a marketing plan, as well as implementing “Total Quality Management.” Requires travel between Rutgers campuses and flexible hours to meet deadlines. This position is geographically located within the School of Public Health in Piscataway.

REQUIRED EDUCATION AND EXPERIENCE:
- Masters or Doctoral Degree in Statistics, Epidemiology or related field from an accredited college or university
- Six (6) years of experience working in an administrative position, such as program coordinator, with proven organizational skills.
- A track record of communicating in a complex environment
- Evidence of productivity working as an analyst in a team environment.
- Experience with basic MS Office software
- Experience with data analysis software including SAS, SPSS, R, etc.

Please apply online at: https://jobs.rutgers.edu/postings/13225

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