

Research Support Specialist, Psychology
University at Buffalo, The State University of New York

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Posted Oct. 31, 2023, set to expire Aug. 4, 2024

Job Title	Research Support Specialist, Psychology
Department	Psychology
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 31, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://www.ubjobs.buffalo.edu/postings/46226

Apply By Email

Job Description

The [**Unit for Behavioral Health Research and Treatment \(UBHEART\)**](#) is home to a suite of translational and clinical research studies focused on understanding and treating a range of medical and psychiatric conditions, with an emphasis on substance use. The ENABLE lab under the leadership of Rebecca Ashare, PhD is looking to hire a **Research Support Specialist** to help plan/perform research and administrative tasks on research studies focused cancer and cannabis use. The successful candidate will have experience collecting research data, interacting with research participants, and working well as part of a team.

Responsibilities may include:

- Screening potential participants for eligibility
- Consenting participants
- Interacting with participants through email, phone and video platforms for recruitment, reminders

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and visits

- Preparing for and running participant study visits, including setting up ecological momentary assessment schedules, administering survey data, running cognitive and other computer assessments
- Entering and maintaining records in REDCap
- Creating and running reports
- Attending lab meetings
- Assisting Project coordinators in requested study tasks
- General clerical office duties

A high level of discretion, judgment, collaboration, and initiative are required to accomplish position goals. There is a potential for advancement with this position.

The Department of Psychology at the University at Buffalo is committed to excellence in teaching, nationally-recognized research, and outstanding service to the university, profession and community. Psychology is one of the largest and strongest departments in the College of Arts and, ranking third in the college in terms of external grant funding. The doctoral program in Clinical Psychology is accredited by the American Psychological Association and the Psychological Clinical Science Accreditation System.

The University at Buffalo, founded in 1846 as a private medical college, is the flagship and largest university within the SUNY public university system. The University at Buffalo has long been known for excellence in research, as it was the first university in New York to earn membership in the Association of American Universities. The University consists of three campuses and serves almost 30,000 students, offering degrees in a wide range of programs at the bachelors, masters, professional, and doctoral levels. It has more than 100 research centers and institutes, with annual research expenditures of approximately \$350 million. The UB Clinical and Translational Science Institute (CTSI), which fosters and supports collaborative innovation and pilot studies across the University, is catalyzed by an NIH Clinical and Translational Science Award; Dr. Hawk is the Director of the UB CTSI's biennial Creative Scientist Workshops.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

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The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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