

Research Administrator, Office of Research Support
University at Buffalo, The State University of New York

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Posted Feb. 29, 2024, set to expire Aug. 4, 2024

Job Title	Research Administrator, Office of Research Support
Department	SDM Research Administration
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 29, 2024
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/48718

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Job Description

The [**Office of Research Support \(ORS\)**](#) in the University at Buffalo's School of Dental Medicine (SDM) invites applications for a **Research Administrator**. ORS was established to provide the necessary infrastructure to support the research endeavors of SDM faculty, trainees, and students. The Research Administrator will facilitate grant proposal development and management, as well as provide administrative support for a variety of SDM programs and special initiatives.

Reporting to the ORS Director, the primary duties and responsibilities of the successful candidate include:

- Provide SDM faculty with post-award administrative support including award budget planning and tracking, reviewing of expenditures for allowability and allocation of charges, reconciliation of accounts, procurement, and initiation of HR transactions.
- Submit requests for account backstopping, no-cost extensions, and budget modifications.

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- Provide administrative support to institutional research training programs.
- Assist with organization of the annual SDM Student Research Day and administration of the Summer Dental Research Program and other special projects, as required.
- Ensure compliance with University and sponsor policies and federal regulations.
- Act as a liaison between SDM faculty and staff, other University offices, external partners and funding agencies.

A flexible/hybrid work schedule may be an option for this position.

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The University at Buffalo

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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact

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