

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

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Posted Dec. 4, 2018, set to expire Aug. 28, 2019

Job Title	Senior Research Support Specialist
Department	Pharmacy
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 4, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
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Job Description

The Translational Pharmacology Research Core (TPRC) program is based in the UB Center for Integrated Global Biomedical Sciences and located in the Center of Excellence in Bioinformatics and Life Sciences. TPRC conducts innovative research and fosters collaborations in new areas of drug development and therapeutics as well as providing a leading role in the UB Clinical and Translational Science Institute. The TPRC is an internationally recognized leader in translational pharmacology and has an expanding global health program. We are proud of the impact that our global partnerships have had on the biomedical research and healthcare implementation capacity building efforts in low to middle income countries and are continuously developing and growing our program in Buffalo. The TPRC also actively participates in many undergraduate and graduate programs by providing lectures and experiential opportunities. We are currently seeking to add a Senior Research Support Specialist to our team.

The Senior Research Support Specialist will possess background knowledge sufficient to coordinate

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national and international clinical research and training programs support tasks and will be responsible for the operational planning and facilitation of research projects and training programs. As a TPRC team member, the Senior Research Support Specialist will perform a variety of operational tasks in order to assure timely communications and progress for individual projects and programs. Ultimately, this critical role will assure attainment of project and program goals intended to enhance healthcare globally.

RESPONSIBILITIES

1. Provide operational support and coordination for TPRC leadership engaged in multiple project-related research and training programs including, but not limited to the following:
 - a. Projects Team Facilitator: Facilitate and attend internal, external and collaborative meetings as requested by TPRC leadership; assist in the construction of timelines and milestones; monitor timeline progress by requesting weekly status updates to assure timely completion of individual or team assignments with TPRC and external collaborative staff; recognize and respect shifting prioritizations of projects and project proposals
 - b. Documentation Control: Create, coordinate and maintain project related documents, e-mails, meeting agenda and notes, reports, publications and presentations and other related materials in an organized SharePoint environment; maintain project documents, calendars and tracking systems within the TPRC SharePoint system
 - c. TPRC Communications Facilitator: Serve as operational point of contact for projects by communicating with external sponsors, co-investigators, university departments and services, and business and international partners as needed for each project; provide timely notifications of interactions, outcomes or requests to TPRC leadership and assist in the general drafting and conveyance of responses, announcements and memorandums.
2. Provide training for new faculty and international trainees supported by the TPRC regarding operational procedures required for various projects
3. Identify operational policies, processes and procedures needing refinement and/or enhancement and work with the appropriate TPRC individuals or leadership to formalize, finalize and implement

Contact Information

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

Contact



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