

Project Coordinator
University at Buffalo, The State University of New York

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Posted Dec. 5, 2019, set to expire Apr. 5, 2020

Job Title	Project Coordinator
Department	Family Medicine
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 5, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory Administrative Support/Services
Job Website	http://www.ubjobs.buffalo.edu/postings/22829

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Job Description

The Project Coordinator is responsible for working with the Project Director in the implementation of human subjects research conducted with men and women entering Lackawanna Drug Treatment Court and Erie County Opioid Intervention Court. The incumbent will be responsible for data collection (including assisting with the set-up, programming and testing of the self-administered psychosocial survey using REDCap research software, as well as data management and literature reviews. The Project Coordinator will describe the study procedures to potential participants, evaluate eligibility, obtain informed consent as appropriate, schedule participants, and oversee the completion of computer-assisted structured interviews on physical and mental health behaviors. Additionally, the Project Coordinator will be responsible for tracking and maintaining subjects' contact information, scheduling and conducting follow-up assessments, and reviewing information located in participants' court records. The Project Coordinator will assist the Project Director ensuring all studies are implemented consistent with study protocols. The Project Coordinator will also perform other project-

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related tasks as assigned.

Incumbent will be required to provide own transportation to and from the following research sites:

- Erie County Court, 25 Delaware Ave., Buffalo, NY 14202
- Lackawanna City Court, 714 Ridge Rd #225, Lackawanna, NY 14218
- Center for Health Research, South Campus

Transportation reimbursement will be provided for travel from UB campuses to Court locations.

This is a grant-supported position with anticipated funding through September 29, 2022. The individual will be assigned to the “A Rigorous Evaluation of the Opioid Intervention Court Strategy- A Public Health Response” project under the supervision of Principal Investigators Drs. Linda Kahn & Gregory Homish and Project Director D. Lynn Homish, MS and will be an employee of The Research Foundation of SUNY.

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 <http://www.buffalo.edu/administrative-services/for-faculty-staff/benefits/research-foundation/regular-employees.html> benefit packages.

About UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the <http://buffalo.edu/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



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applying for or inquiring about this job announcement.

Contact

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