

Research Assistant
University at Buffalo, The State University of New York

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Posted Oct. 19, 2020, set to expire Feb. 18, 2021

Job Title	Research Assistant
Department	Family Medicine
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 19, 2020
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

Reports to the Project Director and is responsible for working with a research team as an assistant in support of data capture, subject recruitment, manuscript editing and other duties in accordance with research protocols.

- Project support duties in underserved communities or medical offices, including: facilitation of project groups, participants and stakeholders; independent and team-based problem solving; proactive project management with follow-through and reliability; consultation and feedback to all key parties.
- Data capture entry, verification, and database management for various research projects.
- Conducts basic descriptive statistical analysis involved with data integrity checking and data monitoring
- Coordination or execution of research related surveys, either by phone, direct mail, or online projects, including medical chart reviews for clinical research, interviews with patients and/or families for specific ongoing studies, and data collection in the field.

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- Contributes to the writing process (for reports, journals, grants, presentations, and posters) by formatting according to instructions to authors with skill in editing and knowledge of proper grammar.

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 applying for or inquiring about this job announcement.

Contact