

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

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Posted Dec. 20, 2020, set to expire Apr. 18, 2021

Job Title	Project Coordinator
Department	SON Center for Nursing Research
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 20, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory Health Services
Job Website	https://www.ubjobs.buffalo.edu/postings/26582

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Job Description

The University at Buffalo School of Nursing (UBSON) Center for Nursing Research (CNR) is looking to hire a Project Coordinator who will be responsible for assisting the Principal Investigator (PI) in coordinating and organizing all tasks related to a research project focusing on mental health in the local Buffalo, NY community.

Duties include:

- * Maintain and monitor project plans and project schedules.
- * Responsible for community outreach activities and regular communication with community partners.
- * Recruit and screen participants.
- * Provide various reports to PI and team for review.
- * Assist with IRB application, revision, continuing review, and final report.

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- * Assist with data collection and project dissemination (presentations and publications).
- * Assist with all aspects of grant implementation and management with PI, Grants manager and other team members.

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

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