

Project Staff Associate
University at Buffalo, The State University of New York

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Posted Oct. 25, 2021, set to expire Feb. 24, 2022

Job Title	Project Staff Associate
Department	Medicine
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 25, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Public Safety
Job Website	https://www.ubjobs.buffalo.edu/postings/31226

Apply By Email

Job Description

We are actively recruiting for a Project Staff Associate that will work in a fast-paced environment that bridges the gap between clinical care and research, particularly in the area of virtual healthcare delivery to difficult-to-engage populations. We have several ongoing studies that are investigating different modalities of treatment delivery for liver disease to affected populations, including those with significant healthcare disparities.

The Project Staff Associate position will provide dedicated grant and project management support for an active research program in the area of substance use and related infectious diseases. The candidate will be expected to participate in all aspects of grant and scientific writing including identification of appropriate funding opportunity announcements, providing oversight for assembly of the application package including budgets, bio sketches, human subjects, and scientific sections as appropriate.

The selected candidate will have regular contact with the IRB, investigators, clinical research staff and

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administrative staff and requires a high level of independent judgment and decision-making ability. Opportunities also exist to participate in research design, conduct research, in data collection, and preparing data reports and scientific publications for Principal Investigator.

Primary Responsibilities:

- * Serve as a liaison between university offices responsible for grant and contract implementation and negotiation such as Sponsored Project Services and the Office of Research Advancement.
- * Prepare and/or coordinate grant and project submissions, revisions, and progress reports.
- * Prepare/coordinate and maintain all regulatory documentation required by sponsors.
- * Coordinate budgetary and accounting activities surrounding grant setup and execution.
- * Complete other grant and clinical research administration projects as assigned.
- * Collect and submit grant, project and clinical trial patient data as required.

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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