

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

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Posted Sep. 15, 2022, set to expire Aug. 4, 2023

Job Title	Project Coordinator, Psychology
Department	Psychology
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 15, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://www.ubjobs.buffalo.edu/postings/37617

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Job Description

We are seeking a half-time Co-Project Coordinator to help coordinate an ongoing NIH-funded project designed to develop psychopathology measurement tools. The project will include data collection from large samples of community adults and psychiatric patients, and measures will include questionnaires, structured interviews, and psychophysiological paradigms. The person who fills this position will coordinate and share duties with the existing project coordinator.

Duties for this position include:

- recruitment, training, supervision, and scheduling of research assistants and other staff
- coordination of participant recruitment and scheduling in community and patient settings
- processing of participant and consultant payments
- other project-related tasks as assigned

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The ideal candidate should have an interest in social science research, strong organizational and management skills, and experience with grant-funded research projects involving community and/or patient data collection. Opportunities exist for collaboration on publications given adequate background and skills.

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 [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [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