

Research Administrator, Exercise and Nutrition Sciences
University at Buffalo, The State University of New York

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Posted Aug. 11, 2023, set to expire Aug. 4, 2024

Job Title	Research Administrator, Exercise and Nutrition Sciences
Department	Exercise and Nutrition Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 11, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://www.ubjobs.buffalo.edu/postings/44523

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Job Description

The [Nutrition and Health Research Lab](#) is seeking a part-time **Research Administrator**. The individual hired in this position would be responsible for task such as the following:

- Post-award management
- Amex reconciliation
- Participant payment tracking
- Ordering transit cards and fresh fix boxes
- Wegmans shopping for grant activities
- IRB protocol drafting/maintenance
- NIH reporting

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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