

Research Administrator, Department of Pediatrics
University at Buffalo, The State University of New York

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Posted Oct. 2, 2023, set to expire Aug. 4, 2024

Job Title	Research Administrator, Department of Pediatrics
Department	Pediatrics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 2, 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/45589

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Job Description

The University at Buffalo, Jacobs School of Medicine and Biomedical Sciences, [Department of Pediatrics](#) is seeking a **Research Administrator** to provide administrative support to several researchers among different divisions within the department. The selected candidate will play a crucial role in facilitating the successful preparation of research proposals, managing grants and budgets, and ensuring compliance with relevant policies and regulations.

Primary responsibilities include:

- Assist in the preparation, submission, and administration of research grant applications, ensuring compliance with funding agency guidelines.
- Develop and monitor project budgets, including tracking expenditures, forecasting, and reporting.
- Collaborate with researchers to ensure proper allocation of funds and adherence to budgetary

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constraints.

- Manage financial transactions, process reimbursements, and maintain accurate records of financial activities.
- Serve as a liaison between researchers, funding agencies, sponsored projects and the department to facilitate effective communication.
- Assist with the coordination and organization of research projects, including participant recruitment, scheduling, and data collection.
- Foster collaboration and teamwork by maintaining positive relationships with colleagues and stakeholders.
- Manage documentation, including research agreements, contracts, and confidentiality agreements.
- Procure office and research supplies through ShopBlue requisitions.

This position offers an exciting opportunity to contribute to cutting-edge research in pediatric healthcare and make a meaningful impact on the lives of children and families.

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



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Please reference Academickeys in your cover letter when
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Contact

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