

Project Staff Assistant, Psychology
University at Buffalo, The State University of New York

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Posted Jan. 5, 2024, set to expire Aug. 4, 2024

Job Title	Project Staff Assistant, Psychology
Department	Psychology
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 5, 2024
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/47382

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Job Description

The incumbent will report to the principal investigator (Dr. Jamie Ostrov) and will assist the Project team with the coordination of the daily functions of the research project, while also supporting the in person and virtual interview and salivary/hair/nail cortisol data collection in local child care centers and the lab (or outside homes as needed). This position will also involve data coding, entry, and management as well as supporting the qualtrics electronic data collection platform within the laboratory. Incumbent must be able to work independently with moderate supervision.

Specific duties include:

- Assist with lab scheduling and recruitment efforts
- Assist in coordination and day-to-day functions of research study
- Assist with participant payments, reimbursements, and grant management
- Assist with annual reports to funder and IRB

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- Assist with Institutional Review Board protocols and submissions
- Assist with the consent process of participants
- Assist with structured interviews with children and families
- Assist in supervision of undergraduate research assistants in the laboratory
- Preparation and management of qualtrics and electronic collection of teacher and parent reports
- Assist with coding, entering, and analyzing interview and physiological data related to research study
- Assist with the administration of interview and cortisol assessments to children and maintain equipment
- Ship and track physiological specimen for processing at off-site laboratories
- Assist with management of database
- Assist with website management
- Assist with preregistration process for the project related manuscripts
- Assist with publication/newsletter writing and presentation preparations

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

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applying for or inquiring about this job announcement.

Contact

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