

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

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Posted Mar. 4, 2024, set to expire Aug. 4, 2024

Job Title	Project Coordinator
Department	Communicative Disorders and Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/48758

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Job Description

Alison Hendricks, PhD, in the [Department of Communicative Disorders & Sciences](#), seeks a **Project Coordinator** to be responsible for the organization and management of federally-funded research grants which explore language development in the early elementary school grades. The ultimate goal of these projects is to improve the identification of language disorders among elementary school students.

Primary responsibilities include:

- Training undergraduate student, graduate student research assistants, and project staff.
- Coordinating with schools and community organizations in the Buffalo area.
- Recruitment and scheduling of research participants.
- Developing research materials, collecting/ analyzing research data using standardized assessments.

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- Maintaining website and social media for the research project.
- Managing project budget and finances.

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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