

Research Program Assistant, Medicine  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=236076>

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Posted May 14, 2024, set to expire Sep. 13, 2024

<b>Job Title</b>	Research Program Assistant, Medicine
<b>Department</b>	Medicine
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	May 14, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/50109">https://www.ubjobs.buffalo.edu/postings/50109</a>

**Apply By Email**

**Job Description**

The [Department of Medicine](#) within the Jacobs School of Medicine and Biomedical Sciences seeks a **Research Program Assistant**. In this role as a Research Program Assistant you will work under direct supervision of the Primary Investigator with recruitment, retention, data entry and collection.

Job Duties/ Responsibilities:

**Recruitment and Retention**

- Under the direction of the principal investigator, assist in enrolling patients in educational and social intervention research studies. Contact patients as required after initial contact to obtain additional information.
- Generate letters and mailers to prospective participants to share information on the study and/or study participants.

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- Assist with maintaining contact with enrolled participant to ensure retention through texts, mailers, and phone calls.
- Compile outreach packets, recruitment flyers, mailings, and specimen collection kits when needed.

### **Data Collection for Research Studies**

- Under the direction of the principal investigator assist in performing patient screenings, initial visits, and follow-up visits.
- Assist with maintaining research logs and providing study updates to principal investigators on a regular basis.
- Order and maintain log of gift card/incentive cards to be distributed to study participants.
- Follow all Sponsor and IRB's policies and HIPAA regulations

### **Support Department of Medicine Research Efforts**

- Attend and participate in all assigned meetings and study activities.
- All other duties as assigned.

### **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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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](#).

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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**

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