

Senior Clinical Research Coordinator
University at Buffalo, The State University of New York

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Posted Jun. 24, 2024, set to expire Oct. 24, 2024

Job Title	Senior Clinical Research Coordinator
Department	Restorative Dentistry
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jun. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://www.ubjobs.buffalo.edu/postings/50921

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Job Description

The State University of New York at Buffalo is seeking a highly motivated and experienced **Senior Clinical Research Coordinator** to join our Dental Clinical Research Center for our [School of Dental Medicine](#). The ideal candidate will have a strong background in dental research methodologies, clinical trial management, and project coordination. The Senior Research Coordinator will play a key role in overseeing and coordinating various research projects within our center, ensuring adherence to regulatory requirements, timelines, and quality standards.

Responsibilities will include:

- Project management: coordinate multiple dental research projects simultaneously, from initiation to completion, ensuring all activities are executed efficiently and within timelines.
- Protocol development: assist in the development of research protocols, study designs, and methodologies, in collaboration with principal investigators and other team members.

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- Regulatory compliance: ensure compliance with all regulatory requirements, including Institutional Review Board (IRB) approvals, FDA regulations, and other applicable guidelines.
- Participant recruitment and enrollment: oversee participant recruitment efforts, including outreach strategies, screening, and enrollment procedures.
- Data collection and management: coordinate data collection efforts, including the development of data collection tools, training of research staff, and implementation of quality control measures to ensure data integrity.
- Budget and resource management: assist in budget planning and management for research projects, including procurement of necessary resources, equipment, and supplies.
- Training and supervision: provide training, guidance, and supervision to research staff, ensuring adherence to standard operating procedures and best practices.
- Quality assurance: implement quality assurance measures to monitor and evaluate research activities.
- Documentation and reporting: maintain accurate and detailed documentation of research activities, including study progress reports, regulatory submissions, and other required documentation.

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](#).

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.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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