

Research Support Specialist, Epidemiology and
Environmental Health
University at Buffalo, The State University of New York

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Posted Aug. 15, 2024, set to expire Aug. 4, 2025

Job Title	Research Support Specialist, Epidemiology and Environmental Health
Department	Epidemiology and Environmental Health
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 15, 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/52178

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Job Description

The **Research Support Specialist** position is in the [Department of Epidemiology and Environmental Health](#), Women's Health Research Center. Working under the general direction of the Principal Investigators (Banack, Wactawski-Wende), you will be managing a range of tasks related to NIH-funded research studies focused on women's health, body composition, and chronic disease. There will also be opportunities to work for the Women's Health Initiative study. The ideal candidate will possess excellent organizational skills, interpersonal skills, and preferably experience working with primary data collection and biologic specimen.

Primary responsibilities include but not limited to:

- Work alongside existing study staff and actively participate in study recruitment.
- Contacting participants by telephone, enrolling participants meeting study criteria, answering

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questions and logging questions in study database.

- Reviewing completion of questionnaires and paperwork.
- Assist with preparation of mailings to study participants and assembling at-home collection kits.
- Receiving and unpacking study kits from participants, working with existing study team members to track participant sample returns.
- Follow IRB approved study protocols, manuals of operation, policies and procedures.
- Perform data entry, develop and generate reports using Microsoft Access.
- Attend regularly scheduled meetings with Principal investigator, co-investigators, and other management staff.
- Assist with writing and submission of manuscripts related to study findings and new research grant applications.
- Maintain highest level of professionalism and perform any other duties necessary for the successful completion of the research study.

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 Department

The [Department of Epidemiology and Environmental Health](#) (EEH) has a long and distinguished history in research and student education. Part of the School of Public Health and Health Professions (SPHHP), the department offers PhD, MS and MPH degrees in epidemiology, environmental health and health services administration. Faculty in EEH engage in collaborative and transdisciplinary research with faculty across the university, as well as regionally, nationally and internationally. Department research includes cancer, cardiovascular disease, women's health, nutrition, physical activity, infectious disease, environmental epidemiology, global health and health services research. EEH is located on the South Campus of University at Buffalo.

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

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others every day. Visit our website to learn more about the [University at Buffalo](#).

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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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