Research Coordinator, Emergency Medicine
University at Buffalo, The State University of New York

Job Title	Research Coordinator, Emergency Medicine
Department	Emergency Medicine
Institution	University at Buffalo, The State University of New York
	Buffalo, New York
Date Posted	Aug. 30, 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/52491
Apply By Email	

Job Description

The University at Buffalo, **Department of Emergency Medicine** is seeking a dynamic individual to fill the role of **Research Coordinator**. Reporting to Research Division's Director of Operations, this position offers an exciting opportunity to contribute to a range of industry and federally funded research projects within the department.

Working closely with the Vice Chair for Research and other investigators, the Research Coordinator will play a pivotal role in ensuring the smooth execution of research studies. Responsibilities include ensuring compliance with federal and campus regulations, coordinating, and training study personnel, and overseeing the collection and monitoring of study data.

The successful candidate will be involved in both clinical and administrative tasks as outlined by study protocols. This may include conducting blood draws, recording vital signs, performing physical exams, obtaining informed consent from participants, and conducting home visits as necessary. They will

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receive thorough training and supervision from the Study Principal Investigator or their designated representative.

This position offers an excellent opportunity for individuals with a passion for research and a desire to make a meaningful impact in the field of emergency medicine.

General Program Activities:

- Participate in all PECARN, CHaMP, and EMSA Consortium meetings to represent Buffalo as one of the study sites for the CHaMP Network.
- Attend weekly meetings with project Principal Investigators (PIs) to discuss project updates and coordinate activities.
- Participate in all study meetings, including conference calls.
- Assist the PI in coordinating with participating EMS Agencies, hospitals, and other study partners.
- Serve as a study coordinator for select projects, scheduling program outreach activities to ensure progress and timelines are met. This includes organizing internal and external meetings, site visits, and special events.
- Assist with project-related activities, such as project management, compliance with UB and federal regulations, and data preparation for analysis.
- Be on call during scheduled periods for various research projects outside of regular business hours, including weekends, holidays, and evenings.
- Recruit, enroll and consent patients in studies.
- Perform clinical chart reviews.
- Perform study actives including blood/urine collection and preparation.

Institutional Review Board (IRB) Related Activities:

- Assist the PI in preparing IRB documents, research protocols, and reports, and correspond with the IRB as necessary. The Department's Research Coordinator is also available to support IRB-related activities.
- Track the receipt and maintenance of all appropriate approvals from IRBs and other relevant committees required for project implementation.

Grant Management Activities:

- Monitor requests for funding proposals to ensure the accuracy of grant submissions and adherence to requirements.
- Ensure deadlines are met for amendments, budget change requests, progress reports, and

funding applications.
- Assist the PI with budget-related activities and budget development in consultation with the Department's Administration and Finance team.
- Coordinate with the Department's Administration and Finance team and University's Sponsored Projects Services to ensure payment for all project-related expenses.
- Ensure program data and progress are reported to funders and stakeholders and track related research output.
- Create and evaluate Quality Improvement measures for projects to ensure longevity and meet reporting requirements.

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 the great **benefits** the University at Buffalo has to offer.

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 applying for or inquiring about this job announcement.

Contact

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