

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

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Posted Sep. 17, 2024, set to expire Aug. 4, 2025

Job Title	Research Coordinator, Clinical Research Office
Department	Clinical Research Office
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 17, 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/52815

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Job Description

The **Research Coordinator** performs a vital role for the **Clinical Research Office** (CRO) by coordinating various components of multiple clinical research studies at any time. This position reports to the CRO Associate Directors.

Primary responsibilities of the Research Coordinator include, but are not limited to:

- Undertake coordinating tasks of clinical research studies.
- Assist investigators in successful recruitment and retention of subjects.
- Guide day-to-day operations of assigned studies, assuring adherence to protocol.
- Generate accurate reports.
- Resolve queries in a timely manner.
- Maintain contact with Principal Investigator, monitoring agency, sponsor, and contracted vendors.
- Generate IRB approved materials for distribution to study subjects to promote project enrollment

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- and retention of enrolled subjects.
- Oversee implementation of research studies, generation of qualitative and quantitative data and data collection forms and surveys.
- Manage the day-to-day operations of the assigned project including development and implementation of research procedures and systems.
- Assist Principal Investigator with administration of clinical trial protocols, including obtaining informed consents and screening subjects, maintaining research records and research subject records, managing correspondence, researching medical records, recording data, and attending training sessions.
- Support the management of the CRO.

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. Visit our benefits website to learn 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.

Contact Information

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

Contact



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