

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

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Posted Sep. 20, 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	Sep. 20, 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/52950

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Job Description

This position is in the [Department of Epidemiology and Environmental Health](#), Women's Health Research Center. The **Research Support Specialist** will work under the general direction of the Principal Investigator and lead clinic staff to perform various duties for the Women's Health Initiative (WHI) research study and related ancillary studies. Primary responsibilities will include contacting study participants by phone to obtain health history updates from the participants enrolled in the WHI research studies and the collection of medical records for participants' health outcomes from doctor offices and health care facilities per study protocols.

Duties:

- Contact research study participants by phone to obtain health history updates and perform data entry using the WHI study database WHIX system.

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- Request medical records from various medical facilities related to study participants' reported health outcomes.
- Process incoming medical records, tracking and recording health outcomes information in the WHIX system.
- Answer incoming phone calls and provide backup coverage for reception duties as needed.
- Attend regularly scheduled staff meetings and monthly WHI meetings with the WHI Coordinating Center staff and other regional centers.
- Maintain highest level of professionalism and perform any other duties necessary for the successful completion of research study goals.

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.

Contact Information

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

Contact

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