

Project Staff Assistant, Pharmacy Practice
University at Buffalo, The State University of New York

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Posted Oct. 1, 2024, set to expire Aug. 4, 2025

Job Title	Project Staff Assistant, Pharmacy Practice
Department	Pharmacy
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/53177

Apply By Email

Job Description

The UB Center for Integrated Global Biomedical Sciences (CIGBS), headquartered in the UB Center of Excellence in Bioinformatics and Life Sciences (CBLS), conducts innovative research and fosters international collaborations in new areas of drug development. In addition, UB CIGBS has held a highly regarded NIH contract for global pharmacology laboratory quality assurance that has recently been renewed through 2029.

We are currently seeking to add a **Project Staff Assistant** to our team to support our Clinical Pharmacology Quality Assurance (CPQA), CIGBS, and TPRC Programs as they expand and relocate operations to another UB campus. This position is an outstanding opportunity for individuals to join a dynamic team and ensure operations of these programs are maintained during the reorganization process.

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Job Duties:

- Participate in and provide support for relocation-related operations and activities as needed/requested by CPQA, TPRC and CIGBS staff; provide follow-up for action items. These operations include (but are not limited to): moving resources (including personnel and equipment), monitoring staff time dedicated to the move, scheduling and follow-up on transport/shipping required, procurement, human resources, support and participation on calls and in meetings (including logistics, agendas, and notes), working closely with UB and SPSS staff, and circumstantial coordination.
- Create, maintain and assist staff with project-related calendars, tasks, reports, website changes and, as well as other required relocation and project-impacted records.
- Interface with internal and external staff to support all activities necessary to complete tasks.
- Other project-related responsibilities as assigned.

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

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applying for or inquiring about this job announcement.

Contact

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