

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

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Posted Oct. 31, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Clinical Research Coordinator, Medicine
<b>Department</b>	Medicine
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 31, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Research/Technical/Laboratory
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/53804">https://www.ubjobs.buffalo.edu/postings/53804</a>

**Apply By Email**

**Job Description**

The [Department of Medicine](#) and the Division of Cardiology are recruiting for a **Clinical Research Coordinator**. As the Clinical Research Coordinator, you will coordinate various components of multiple clinical research studies.

**Primary responsibilities of the Clinical 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 research protocol.
- Generate accurate reports.
- Resolve queries in a timely manner.
- Enter study data in a timely manner.
- Maintain contact with Principal Investigator, monitoring agency, sponsor, and contracted vendors.

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- 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.
- Work independently and with various departments throughout UB and Kaleida.
- Support the management of the Cardiology Clinical Research Team.

**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.

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**Contact**

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