

Research Coordinator, Neonatology, Pediatrics
University at Buffalo, The State University of New York

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Posted Nov. 8, 2024, set to expire Aug. 4, 2025

Job Title	Research Coordinator, Neonatology, Pediatrics
Department	Pediatrics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 8, 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/54009

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Job Description

The University at Buffalo's [Department of Pediatrics](#) is looking for an experienced **Research Coordinator** to oversee several critical research projects within the Neonatal Intensive Care Unit (NICU). You'll be working closely with the Principal Investigator, Dr. Anne Marie Reynolds, and a team of researchers to ensure that all trials are compliant, well-organized, and on track. If you thrive in a clinical setting and have a passion for research in neonatal care, this role is perfect for you.

Key Responsibilities:

- Coordinate and manage clinical research studies, ensuring all documentation is properly maintained.
- Acquire a thorough understanding of study protocols and accurately complete all related activities.
- Collaborate closely with the PI and research assistants.
- Recruit and enroll participants at school-based health centers in Buffalo, and collect necessary

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study data.

- Ensure informed consent processes are followed, including discussing treatment options and ensuring forms are properly understood and signed.
- Perform spirometry testing after completing required training.
- Conduct home visits for enrollment if needed.
- Provide education on asthma management to students and parents.
- Manage study timelines, including scheduling follow-up surveys and other activities.
- Monitor participant safety throughout the study.
- Maintain adherence to recruitment goals and quality standards.
- Serve as the primary contact for study participants and their guardians.
- Input data into the RedCap system and extract relevant information from medical records.
- Monitor compliance with protocols and record any deviations.
- Assist with RedCap programming as needed.
- File required reports and submit amendments to the Institutional Review Board (IRB).
- Review adverse events and submit severe adverse event documentation.
- Perform additional tasks as required.

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.



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Contact Information

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

Contact

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