

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

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Posted Nov. 22, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Project Staff Assistant, Psychology
<b>Department</b>	Psychology
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 22, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54348">https://www.ubjobs.buffalo.edu/postings/54348</a>

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**Job Description**

The University at Buffalo, [Department of Psychology](#) is seeking a **Project Staff Assistant**. The incumbent will report to the principal investigator (Dr. Jamie Ostrov) and will assist the Project team with the coordination of the daily functions of the research project, while also supporting the in person (interview, observation, psychophysiology) data collection in local child care centers and the lab. This position will also involve data coding, entry, and management as well as supporting the qualtrics electronic data collection platform and all psychophysiology data within the laboratory. This role may also assist with teacher coaching efforts. Incumbent must be able to work independently with moderate supervision, and willing to commit to at least 1 year in the position.

Specific duties will include:

- Coordination of day-to-day functions such as supervision of undergraduate research assistants, lab scheduling, website and database management, and recruitment efforts

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- Assisting with participant payments, reimbursements, annual reports, and grant management
- Assisting with Institutional Review Board protocols and submissions
- Assisting with the consent process of participants
- Conducting structured interviews with children and families
- Conducting behavioral observations in the classroom and on the playground
- Preparation and management of Qualtrics and electronic collection of teacher and parent reports
- Coding, entering, and analyzing interview and physiological data
- Assisting with the administration of interview, observational, and psychophysiological assessments to children and maintain equipment
- Assisting with preregistration process for the project related manuscripts
- Publication/newsletter writing and presentation preparations

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- Being a part of the [University at Buffalo community](#).

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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