

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

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Posted Dec. 20, 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>	Dec. 20, 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>	Multicultural Affairs/Diversity
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54840">https://www.ubjobs.buffalo.edu/postings/54840</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 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.

***Learn more:***

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- 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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