

IACUC Coordinator University at Buffalo

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Posted Mar. 20, 2025, set to expire Jul. 17, 2025

Job Title IACUC Coordinator
Department Office of Research Compliance
Institution University at Buffalo
Buffalo, New York

Date Posted Mar. 20, 2025

Application Deadline 03/19/2026
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Research/Technical/Laboratory
Legal Services
Health Services
Grant Writer/Technical Writer

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Job Description

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IACUC Coordinator, Office of Research Compliance

Position Information

Position Title: IACUC Coordinator, Office of Research Compliance

Department: Office of Research Compliance

Posting Link:

IACUC Coordinator
University at Buffalo

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<https://www.ubjobs.buffalo.edu/postings/56281>

Job Type: Full-Time

Posting Detail Information

Position Summary

This position is responsible for **coordinating the operation** of the [**Institutional Animal Care and Use Committee \(IACUC\)**](#) function. Key duties include representing the program to researchers, external collaborators, and sponsors, and assisting with its implementation. Leveraging their experience and knowledge, the incumbent will provide information and support to investigators preparing IACUC applications. They will also manage the application process, ensuring submissions are adequate and determining the required level of review.

Primary Duties and Responsibilities:

- Screen new and renewal applications: contact and advise investigators in preparation and completion of application process.
- Prepare meeting agendas, assists with minutes and meeting determination communications to researchers.
- Assign applications to committee and assist with primary reviewer assignments.
- Maintain record and filing system: paper and computer based files.
- Assist other program coordinators when necessary.
- Answer and refer telephone calls.
- Filing and copying as requested.
- Proof and edit IACUC correspondence as requested.
- Other duties as requested.

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**](#).

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As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Minimum Qualifications

- Bachelors Degree in relevant field, research administration, with experience directly related to human subjects research or an equivalent combination of education and experience.
- Candidate must have excellent organizational and oral/written communication skills.
- Strong interpersonal, problem solving and collaboration skills.
- Familiarity with medical terminology.
- Ability to interact professionally with MDs and PhDs and maintain professional standards under routine conditions of demanding time constraints.
- Proficient in MS Word, Excel, PowerPoint and Access.

Preferred Qualifications

- Previous program management and/or IRB or IACUC experience.

Salary Range

\$47,000 - \$55,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Sarah Koss

Contact's Pronouns:

Contact's Title: HR & Finance Assistant

Contact's Email: srkoss@buffalo.edu

Contact's Phone: 716-645-0312

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Posting Dates

Posted: 03/19/2025

Deadline for Applicants: Open Until Filled

Date to be filled:

Contact Information

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

Contact

N/A

University at Buffalo

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