

**Project Staff Assistant, Pharmacy Practice  
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=254888>

Downloaded On: Jun. 20, 2025 4:23am

Posted Mar. 26, 2025, set to expire Jul. 23, 2025

**Job Title** Project Staff Assistant, Pharmacy Practice  
**Department** Pharmacy  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Mar. 26, 2025

**Application Deadline** 09/30/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Communications/Public Relations  
Administrative Support/Services

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**Job Description**

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**Project Staff Assistant, Pharmacy Practice**

**Position Information**

**Position Title:** Project Staff Assistant, Pharmacy Practice

**Department:** Pharmacy

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/53161>

**Job Type:** Varies

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### Posting Detail Information

#### Position Summary

The UB Center for Integrated Global Biomedical Sciences (CIGBS), headquartered in the UB Center of Excellence in Bioinformatics and Life Sciences (CBLIS), conducts innovative research and fosters international collaborations in new areas of drug development. In addition, UB CIGBS has held a highly regarded NIH contract for global pharmacology laboratory quality assurance that has recently been renewed through 2029.

We are currently seeking to add a **Project Staff Assistant** to our team to support our Clinical Pharmacology Quality Assurance (CPQA), CIGBS, and TPRC Programs as they expand and relocate operations to another UB campus. This position is an outstanding opportunity for individuals to join a dynamic team and ensure operations of these programs are maintained during the reorganization process.

#### Job Duties:

- Participate in and provide support for relocation-related operations and activities as needed/requested by CPQA, TPRC and CIGBS staff; provide follow-up for action items. These operations include (but are not limited to): moving resources (including personnel and equipment), monitoring staff time dedicated to the move, scheduling and follow-up on transport/shipping required, procurement, human resources, support and participation on calls and in meetings (including logistics, agendas, and notes), working closely with UB and SPSS staff, and circumstantial coordination.
- Create, maintain and assist staff with project-related calendars, tasks, reports, website changes and, as well as other required relocation and project-impacted records.
- Interface with internal and external staff to support all activities necessary to complete tasks.
- Other project-related responsibilities as assigned.

#### 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 our [benefit packages](#).

#### About The University at Buffalo

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The University at Buffalo (UB) #ubuffalo is one of Americas 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 applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

### Minimum Qualifications

- Bachelors degree and 2 years of experience in supporting mid-large program operations and administration in academic environment. *The education and experience requirements described in this standard may be satisfied by an equivalent combination of education and experience.*
- Must have excellent computer skills including proficiency with MS Office Suite including Word, Excel, Access, and Outlook.
- Must have demonstrated planning and organizational skills as well as the ability to work collaboratively and independently.

### Preferred Qualifications

- Experience in event coordination; experience with Concur, purchasing procedures.
- Experience in clinical trials or scientific research environment.
- Experience with Microsoft SharePoint environment.
- Experience with Zoom, WebEx, Microsoft Teams and similar collaborative platforms.
- Accommodating disposition and comfort with fast-paced, ever-changing environment.

### Salary Range

\$45,000 - \$48,750

### Special Instructions Summary

**Is a background check required for this posting?**

Yes

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**Contact Information**

**Contact's Name:** Rachel Poole

**Contact's Pronouns:**

**Contact's Title:** HR Specialist

**Contact's Email:** [repoole@buffalo.edu](mailto:repoole@buffalo.edu)

**Contact's Phone:** 716-645-6042

**Posting Dates**

**Posted:** 09/30/2024

**Deadline for Applicants:** Open Until Filled

**Date to be filled:** 11/01/2024

**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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