

**Project Staff Assistant
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=260750>

Downloaded On: Aug. 7, 2025 8:43pm

Posted Aug. 7, 2025, set to expire Aug. 3, 2026

Job Title Project Staff Assistant

Department

Institution University at Buffalo
Buffalo, New York

Date Posted Aug. 7, 2025

Application Deadline 08/01/2026

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

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Job Description

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Project Staff Assistant

Position Information

Position Title: Project Staff Assistant

Department: Psychology

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58279>

Job Type: Full-Time

Posting Detail Information

Project Staff Assistant University at Buffalo

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Position Summary

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

Assist with participant payments, reimbursements, annual reports, and grant management

Assist with Institutional Review Board protocols and submissions

Assist with the consent process of participants

Conduct structured interviews with children and families

Conduct 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

Assist with the administration of interview, observational, and psychophysiological assessments to children and maintain equipment

Assist with preregistration process for the project related manuscripts

Publication/newsletter writing and presentation preparations

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 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,

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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

- BA/BS in Psychology
- Minimum of 2 years research experience in social development field
- Experience working with young children (preschool/kindergarten) and families
- Experience with data management
- Extensive knowledge of Microsoft office
- Extensive knowledge of SPSS

Preferred Qualifications

- Experience with psychophysiology assessments with young children
- Experience with structured interview assessments with young children
- Experience with observational assessments with young children
- Experience with school-based research
- Experience working with young children (3-5-year-olds) in a research setting
- Honors thesis in Psychology (Developmental or Clinical Child Focus)
- Independent Research Experience in Psychology (Developmental or Clinical Child Focus)
- Knowledge of qualtrics, Mplus, and basic website design/management

Physical Demands

Salary Range

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\$36,000 - \$39,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Jamie Ostrov

Contact's Pronouns:

Contact's Title: Professor

Contact's Email: jostrov@buffalo.edu

Contact's Phone: 716-645-3680

Posting Dates

Posted: 08/01/2025

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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