

**Clinical Research Program Assistant  
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=261136>

Downloaded On: Dec. 15, 2025 10:30pm

Posted Aug. 14, 2025, set to expire Aug. 4, 2026

**Job Title** Clinical Research Program Assistant  
**Department** Medicine  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Aug. 14, 2025

**Application Deadline** 08/13/2026  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Research/Technical/Laboratory

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**Job Description**

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**Clinical Research Program Assistant**

**Position Information**

**Position Title:** Clinical Research Program Assistant

**Department:** Medicine

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/58510>

**Job Type:** Full-Time

**Posting Detail Information**

## Clinical Research Program Assistant University at Buffalo

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### Position Summary

The **Department of Medicine** within the Jacobs School of Medicine and Biomedical Sciences seeks a **Research Program Assistant**. In this role as a Research Program Assistant you will work under direct supervision of the Primary Investigator with recruitment, retention, data entry and collection.

Job Duties/ Responsibilities:

### Recruitment and Retention

- Under the direction of the principal investigator, assist in enrolling patients in educational and social intervention research studies. Contact patients as required after initial contact to obtain additional information.
- Generate letters and mailers to prospective participants to share information on the study and/or study participants.
- Assist with maintaining contact with enrolled participant to ensure retention through texts, mailers, and phone calls.
- Compile outreach packets, recruitment flyers, mailings, and specimen collection kits when needed.

### Data Collection for Research Studies

- Under the direction of the principal investigator assist in performing patient screenings, initial visits, and follow-up visits.
- Assist with maintaining research logs and providing study updates to principal investigators on a regular basis.
- Order and maintain log of gift card/incentive cards to be distributed to study participants.
- Follow all Sponsor and IRBs policies and HIPAA regulations

### Support Department of Medicine Research Efforts

- Attend and participate in all assigned meetings and study activities.
- All other duties 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.

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Visit our benefits website to learn about our [benefit packages](#).

### 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, 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 in Science or Public Health field

### Preferred Qualifications

### Physical Demands

### Salary Range

\$41,242 - \$45,000

### Special Instructions Summary

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

No

### Contact Information

**Contact's Name:** Ariel Burden

**Contact's Pronouns:**

**Contact's Title:** Staff Assistant

**Contact's Email:** aeburden@buffalo.edu

**Contact's Phone:** 716-859-4848

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**Posting Dates**

**Posted:** 08/13/2025

**Deadline for Applicants:** Open Until Filled

**Date to be filled:** 09/01/2025

**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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