

**Phlebotomist**  
**University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=261137>

Downloaded On: Aug. 14, 2025 5:47pm

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

**Job Title** Phlebotomist  
**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)** Health Services

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**Job Description**

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**Phlebotomist**

**Position Information**

**Position Title:** Phlebotomist

**Department:** Medicine

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/58523>

**Job Type:** Full-Time

**Posting Detail Information**

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### Position Summary

The [Department of Medicine](#), Division of Population Health within the Jacobs School of Medicine and Biomedical Sciences seeks a Phlebotomist. In this role as a Phlebotomist, you will serve as a phlebotomist at various community sites under the direction of leadership.

### Primary Functions

- Greet and register research participants. Obtain and/or update registration information and referrals or authorizations as necessary.
- Conduct biometric screens at various participant & community locations. Biometric tests may include a fingerstick OR venipuncture blood draw, as well as blood pressure, height, and weight measurements.
- Ensure all supplies and equipment are in working order and provided to participants on day of screen.
- Collect data from research participants and perform data entry duties.
- Be responsible for biometric data being delivered to the Division.
- Schedule clinic appointments and ancillary tests and maintain appropriate scheduling information.
- As part of and in collaboration with the study program staff team, assist in recruitment efforts including completing recruitment calls, conducting eligibility screening, and performing data collection during patient participant initial visit and on-site follow-up visits.
- Act as liaison between community sites and the Division to recruit patients for participation and between study participants and the PI regarding consent forms.
- Compile and maintain research files and related records as part of the program staff team.
- Drive to community sites for specimen collection and specimen drop off
- Ensure compliance/adherence to the Institutional Review Board (IRB) and UBs policies, requirements, legal contracts, and HIPAA regulations.
- Demonstrates and provides excellent customer service.
- All other clinical and research related duties as needed.

### Knowledge - Skills - Abilities

Knowledge of biology, clinical judgment, medicine, cultural awareness, and consulting. Medical documentation, interpersonal, practice-based learning and improvement, empathy, and decision-making skills.

**Work Hours:** Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.

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### **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**

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**

- High school diploma and phlebotomy certification

### **Preferred Qualifications**

### **Physical Demands**

### **Salary Range**

\$40,000 - \$45,000

### **Special Instructions Summary**

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

No

### **Contact Information**

**Contact's Name:** Ariel Burden

**Contact's Pronouns:**

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**Contact's Title:** Staff Assistant

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

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

**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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