

Research Coordinator, Medicine
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263104>

Downloaded On: Sep. 29, 2025 2:24pm

Posted Sep. 29, 2025, set to expire Aug. 4, 2026

Job Title Research Coordinator, Medicine
Department Medicine
Institution University at Buffalo
Buffalo, New York

Date Posted Sep. 29, 2025

Application Deadline 09/26/2026

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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Research Coordinator, Medicine

Position Information

Position Title: Research Coordinator, Medicine

Department: Medicine

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59218>

Job Type: Full-Time

Posting Detail Information

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Position Summary

The [Department of Medicine and the Division of Cardiology](#) are recruiting for a **Clinical Research Associate I**(Research Coordinator). As the Research Coordinator, you will coordinate various components of multiple clinical research studies.

Primary responsibilities of the Research Coordinator include, but are not limited to:

- Undertake coordinating tasks of clinical research studies.
- Assist investigators in successful recruitment and retention of subjects.
- Guide day-to-day operations of assigned studies, assuring adherence to research protocol.
- Generate accurate reports.
- Resolve queries in a timely manner.
- Enter study data in a timely manner.
- Maintain contact with Principal Investigator, monitoring agency, sponsor, and contracted vendors.
- Oversee implementation of research studies, generation of qualitative and quantitative data and data collection forms and surveys.
- Manage the day-to-day operations of the assigned project including development and implementation of research procedures and systems.
- Assist Principal Investigator with administration of clinical trial protocols, including obtaining informed consents and screening subjects, maintaining research records and research subject records, managing correspondence, researching medical records, recording data, and attending training sessions.
- Work independently and with various departments throughout UB and Kaleida.
- Support the management of the Cardiology Clinical Research Team.

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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate

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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 health or science related field or equivalent experience.
- 2 or more years of experience or equivalent combination of education and experience.
- Data management experience.
- Working knowledge of medical terminology, database design and CRF design, and proficiency in MS Office Suite.
- Relations and interpersonal skills necessary for interacting with patients and staff.
- Attention to detail and accuracy necessary. Excellent verbal and written communication skills.

Preferred Qualifications

Physical Demands

Salary Range

\$68,000 - \$72,000

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:

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716-859-4848

Posting Dates

Posted: 09/26/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 11/01/2025

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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