

**Research Coordinator
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=263623>

Downloaded On: Oct. 8, 2025 4:01pm

Posted Oct. 8, 2025, set to expire Aug. 4, 2026

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

Date Posted Oct. 8, 2025

Application Deadline 10/07/2026
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Research/Technical/Laboratory

Apply Online Here <https://apptrkr.com/6629166>

Apply By Email

Job Description

Image not found or type unknown



Research Coordinator

Position Information

Position Title: Research Coordinator

Department: Emergency Medicine

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59460>

Job Type: Full-Time

Posting Detail Information

Research Coordinator University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263623>

Downloaded On: Oct. 8, 2025 4:01pm

Posted Oct. 8, 2025, set to expire Aug. 4, 2026

Position Summary

The University at Buffalo, Department of Emergency Medicine is seeking a dynamic individual to fill the role of Research Coordinator. Reporting to Research Divisions Director of Operations, this position offers an exciting opportunity to contribute to a range of industry and federally funded research projects within the department focused on the treatment of substance use disorders.

Working closely with the Vice Chair for Research and other investigators, the Research Coordinator will play a pivotal role in ensuring the smooth execution of research studies. Responsibilities include ensuring compliance with federal and campus regulations, coordinating, and training study personnel, and overseeing the collection and monitoring of study data.

The successful candidate will be involved in both clinical and administrative tasks as outlined by study protocols. This may obtaining informed consent from participants, recruiting participants from hospitals and clinics, data management, and other administrative tasks as needed. They will receive thorough training and supervision from the Study Principal Investigator or their designated representative.

This position offers an excellent opportunity for individuals with a passion for research and a desire to make a meaningful impact in the field of emergency medicine and in the treatment of substance use.

General Program Activities:

- Attend weekly meetings with project Principal Investigators (PIs) to discuss project updates and coordinate activities.
- Participate in all study meetings, including conference calls.
- Assist the PI in coordinating with participating EMS Agencies, hospitals, clinics and other study partners.
- Serve as a study coordinator for select projects, scheduling program outreach activities to ensure progress and timelines are met. This includes organizing internal and external meetings, site visits, and special events.
- Assist with project-related activities, such as project management, compliance with UB and federal regulations, and data preparation for analysis.
- Be on call during scheduled periods for various research projects outside of regular business hours, including weekends, holidays, and evenings.
- Recruit, enroll and consent patients in studies.
- Assist in data collection and data management.

Research Coordinator University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263623>

Downloaded On: Oct. 8, 2025 4:01pm

Posted Oct. 8, 2025, set to expire Aug. 4, 2026

Institutional Review Board (IRB) Related Activities:

- Assist the PI in preparing IRB documents, research protocols, and reports, and correspond with the IRB as necessary. The Departments Research Coordinator is also available to support IRB-related activities.
- Track the receipt and maintenance of all appropriate approvals from IRBs and other relevant committees required for project implementation.

Grant Management Activities:

- Monitor requests for funding proposals to ensure the accuracy of grant submissions and adherence to requirements.
- Ensure deadlines are met for amendments, budget change requests, progress reports, and funding applications.
- Assist the PI with budget-related activities and budget development in consultation with the Departments Administration and Finance team.
- Coordinate with the Departments Administration and Finance team and Universitys Sponsored Projects Services to ensure payment for all project-related expenses.
- Ensure program data and progress are reported to funders and stakeholders and track related research output.
- Create and evaluate surveys and questionnaires.

Note: The above list is not exhaustive. Other duties and responsibilities may be assigned based on the needs of the individual studies/projects.

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

Research Coordinator University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263623>

Downloaded On: Oct. 8, 2025 4:01pm

Posted Oct. 8, 2025, set to expire Aug. 4, 2026

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 plus 2-3 years of experience or equivalent combination of education and experience.
- Knowledge of medical terminology; good computer skills; good communication and organizational skills.
- Some positions may require license or certification.
- Experience in clinical research or patient care
- Eligible for credentialing through our hospital partners

Preferred Qualifications

- Masters degree in health-related field
- Valid Drivers License
- Current New York State Nursing License (RN or LPN), New York State AEMT certification, or New York State Paramedic Certification
- Experience in research coordination.

Physical Demands

Salary Range

Research Coordinator
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263623>

Downloaded On: Oct. 8, 2025 4:01pm

Posted Oct. 8, 2025, set to expire Aug. 4, 2026

**Research Coordinator
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=263623>

Downloaded On: Oct. 8, 2025 4:01pm

Posted Oct. 8, 2025, set to expire Aug. 4, 2026

\$60,500

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Dipesh Patel

Contact's Pronouns:

Contact's Title: Director of Operations - Research Division

Contact's Email: dpatel3@buffalo.edu

Contact's Phone: 716-573-4353

Posting Dates

Posted: 10/07/2025

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

,