

Research Assistant, Family Medicine
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263624>

Downloaded On: Dec. 11, 2025 12:28am

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

Job Title Research Assistant, Family Medicine
Department Family 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

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Job Description

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Research Assistant, Family Medicine

Position Information

Position Title: Research Assistant, Family Medicine

Department: Family Medicine

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59473>

Job Type: Full-Time

Posting Detail Information

Research Assistant, Family Medicine University at Buffalo

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Position Summary

Are you ready to contribute to impactful health research that benefits communities? The [**Primary Care Research Institute \(PCRI\)**](#) at the University at Buffalo's Department of Family Medicine is seeking a dedicated **Research Assistant** to provide essential research, management, and administrative support for health-related research projects. PCRI has been recognized as a leader in translating research into practice and communities, with both local and national impact.

In this role, you will collaborate with research teams and community partners to support the successful implementation of health research and evaluation protocols. Your contributions will help generate meaningful insights to improve healthcare delivery and outcomes for diverse populations.

We are looking for a self-motivated, highly organized professional with a passion for public health and research. You should be able to manage multiple priorities, work independently, and handle time-sensitive tasks with accuracy and confidentiality. Join us at the Primary Care Research Institute and play a key role in research that makes a real difference in community health!

Key Responsibilities:

- Coordinating and collaborating with project partners and stakeholders to support research initiatives.
- Assisting research teams in implementing research protocols, assisting with data collection, and contributing to data management and analysis.
- Conducting literature searches, assisting with report writing, and contributing to the preparation of research materials.
- Organizing and facilitating meetings with project teams, maintaining detailed records and ensuring clear communication.
- Providing administrative support, ensuring compliance with university and sponsor policies, including IRB protocols.
- Performing quantitative and qualitative data collection and basic descriptive analysis.

Learn more:

- Our [**benefits**](#), where we prioritize your well-being and success to enhance every aspect of your life.

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- Being a part of the [University at Buffalo community](#).

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

- Requires a bachelors degree in an appropriate field and up to 2 years related experience. A combination of education and experience will be considered in lieu of degree requirement.
- Basic familiarity with IRB protocols and research procedures, along with proficiency in Microsoft Office (Word, Excel, PowerPoint) and web-based platforms, is required.
- Excellent communication, organizational, and problem-solving skills are essential.

Preferred Qualifications

- A Bachelors degree with 2+ years of experience in research, academic, or healthcare settings.
- Experience working with diverse communities and external partners is highly valued.

Physical Demands

Salary Range

\$46,000 - \$50,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

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Contact's Name: Angela Henke

Contact's Pronouns:

Contact's Title: Department Administrator

Contact's Email: ahenke@buffalo.edu

Contact's Phone: 716-816-7248

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

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