

CHIL Data Collection Coordinator (Bilingual) University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=264529>

Downloaded On: Oct. 28, 2025 10:06pm

Posted Oct. 28, 2025, set to expire Nov. 10, 2025

Job Title CHIL Data Collection Coordinator (Bilingual)
Department Community Health and Health Behavior
Institution University at Buffalo
Buffalo, New York

Date Posted Oct. 28, 2025

Application Deadline 11/10/2025
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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CHIL Data Collection Coordinator (Bilingual)

Position Information

Position Title: CHIL Data Collection Coordinator (Bilingual)
Department: Community Health and Health Behavior
Posting Link: <https://www.ubjobs.buffalo.edu/postings/59649>
Job Type: Full-Time

Posting Detail Information

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Position Summary

The [Community Health Interventions Lab](#) is looking for a **Data Collection Coordinator** to support community-based research related to food insecurity in lower-income and underserved communities. While the coordinator will be expected to work across projects, the main focus will be on a Food is Medicine study designed to deliver food prescriptions to food insecure families with young children. The selected candidate will be responsible for managing data collection processes, training data collectors, completing data collection, and improving study participant recruitment and retention. This position will be based in the department of Community Health and Health Behavior within the School of Public Health and Health Professions. This position reports to the Assistant Director of Research and Evaluation.

Specific responsibilities include:

- Contribute to data collection protocols
- Onboard new data collectors
- Coordinate, implement, and maintain compliance for studies
- Coordinate the data collection process
- Work directly with study respondents to improve recruitment and retention
- Complete data collection

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 in its employment practices due to an applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

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Minimum Qualifications

- Bachelors Degree
- Bilingual in Spanish and English
- Experience with data collection and survey tools/programs (RedCap, Excel, Qualtrics, SurveyMonkey)
- Ability to work occasional evenings and weekends
- Ability to occasionally travel locally
- Demonstrated ability to prioritize and manage responsibilities on multiple projects, meet deadlines, and solve problem problems

Preferred Qualifications

- Masters degree in public health or a related field
- 2+ years of research experience

Physical Demands

Salary Range

\$45,000 - \$54,000

Special Instructions Summary

Is a background check required for this posting?

No

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Contact Information

Contact's Name: Anne Mathiebe

Contact's Pronouns: she/her/hers

Contact's Title: Assistant Director of Research and Evaluation

Contact's Email: annlall@buffalo.edu

Contact's Phone: 716-829-5436

Posting Dates

Posted: 10/27/2025

Deadline for Applicants: 11/10/2025

Date to be filled: 11/12/2025

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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