

Program Assistant, Clinical and Translation Research
Center
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=267905>

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Posted Nov. 5, 2025, set to expire Aug. 4, 2026

Job Title	Program Assistant, Clinical and Translation Research Center
Department	Clinical and Translation Research Center
Institution	University at Buffalo Buffalo, New York
Date Posted	Nov. 5, 2025
Application Deadline	11/04/2026
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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Program Assistant, Clinical and Translation Research Center

Position Information

Position Title: Program Assistant, Clinical and Translation Research Center

Department: Clinical and Translation Research Center

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59838>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The [Clinical and Translational Science Institute](#) (CTSI) and its Clinical and Translational Science Award (CTSA) represent a large NIH infrastructure grant to support clinical and translational research at the University at Buffalo (UB) and the Buffalo Translational Consortium (BTC) partner institutions under the leadership of the Director of the CTSI. The CTSI Program Coordinator is a full-time professional position who will:

The **Program Coordinator** will provide support to the CTSI Director and Chief Operating Officer related to:

- Semi-annual reporting process regarding clinical and translational research with 10 CTSI cores/programs, including follow up as necessary with faculty/staff about the reports, formatting of report templates, compiling data submitted into summary reports (both internal and external), templates and/or graphic presentations. These responsibilities are essential to the evaluation of CTSI program measures and reporting of outcomes to funders and other stakeholders via the annual research performance progress report.
- Scheduling meetings of committees and working groups, collecting and distributing data and materials related to the activities of the committees working groups.
- Preparing, revising and organizing documents and data to be incorporated into grant applications to federal and other granting agencies.
- Coordination of logistics for annual external advisory committee meeting and annual forum, including preparation of associated informational materials and management of registrations
- Coordinate and interact with CTSI-affiliated faculty and staff, and the offices of faculty and leaders in the institutions that comprise the Buffalo Translational Consortium.
- Attend and participate in CTSI staff meetings and relevant evaluation-focused meetings; make occasional trips related to CTSI activities.
- Assist with preparation of reports.
- Anticipate what needs to be done and initiate action towards that goal.

Learn more:

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- 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.

Minimum Qualifications

- Bachelors degree
- At least 3 years of experience working on major projects or programs involving external sponsors

Preferred Qualifications

- Masters degree in relevant discipline
- Ability to analyze qualitative and quantitative data
- Proficiency with telecommunication applications
- Experience working with federal awards
- Experience working in research and/or in an academic setting
- Experience with project and/or program evaluation

Physical Demands

Salary Range

\$63,000 - \$67,000

Special Instructions Summary

Is a background check required for this posting?

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No

Contact Information

Contact's Name: Erin Danna-Bailey

Contact's Pronouns:

Contact's Title: Chief Financial Officer Clinical and Translational Science Institute

Contact's Email: eedb@buffalo.edu

Contact's Phone: 716-829-2272

Posting Dates

Posted: 11/04/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 12/13/2025

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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