

Women's Health Initiative Administrator, Epidemiology
and Environmental Health
University at Buffalo, The State University of New York

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Downloaded On: May. 14, 2024 4:22pm

Posted Oct. 11, 2023, set to expire Aug. 4, 2024

Job Title	Women's Health Initiative Administrator, Epidemiology and Environmental Health
Department	Epidemiology and Environmental Health
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 11, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Health Services
Job Website	https://www.ubjobs.buffalo.edu/postings/45792
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Job Description	

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The **Department of Epidemiology and Environmental Health (EEH) - Women's Health Initiative (WHI)** is seeking a **Project Staff Associate** (WHI administrator) to assist the Principal Investigator (PI) with administering the WHI contract and related ancillary research study projects. The **WHI**, funded by NIH, NHLBI, is a long-term national health research study focused on strategies for preventing heart disease, cancer and osteoporosis in postmenopausal women.

The WHI administrator will focus primarily on budget, human resources, and other related administrative duties under the direction of the PI on various grants and contracts affiliated with the PI. This person will also maintain subcontracts with investigators at other institutions and draft reports for the NIH and other entities. The individual will also work with the PI on new grant and contract submissions. They should be a self-directed professional who will perform tasks and responsibilities to meet the aims of the WHI study and related ancillary research studies.

Responsibilities include but not limited to:

- Financial management of the Women's Health Initiative (WHI) contract and ancillary studies: Oversee budgets for multiple Research Foundation (RF) projects and provide the PI with account updates, balances, and budget projections. Monitor and reconcile all expenditures including payroll, purchasing, subcontracts, invoices, consultant payments, supplier accounts and American Express expenditures.
- Process recruitment and hiring for WHI RF positions including job postings, new appointments and changes and time and attendance tracking. Regularly monitor payroll and Income Fund Reimbursable (IFR) appointments with respect to funding and operative dates for multiple accounts and submit personnel changes accordingly. Work with EEH administrative staff, Dean's office, and UB Human Resource Services regarding staff and student appointments.
- Assist the PI with preparation of semi-annual reports and any other reporting requirements per WHI contract and ancillary study awards including reports from WHI investigators and subcontract sites, preparing publication lists and a comprehensive WHI report for submission to the sponsor.
- Assist the PI with grant and contract proposals for new research projects and renewal applications. Monitor set-up of new post awards and subcontracts with UB Sponsored Projects Services (SPS). Review award terms and conditions and provide guidance and oversight for investigators, ensuring compliance. Serve as a liaison between study PI, investigators and SPS.
- Attend weekly in-person management meetings with PI and management staff. Facilitate monthly WHI Northeast PI calls and bi-monthly WHI scientific interest group (SIG) meetings via Zoom and take minutes.
- General office management assisting WHI co-clinic managers with day-to-day operations. Work with departmental EEH administrative staff and SPHP Dean's office as needed in matters

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related to research funding, financial commitments, budgets, personnel and university policies. Maintain the highest level of professionalism and perform any other duties necessary for the successful completion of the WHI and ancillary studies.

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. Visit our benefits website to learn about our [benefit packages](#).

About the Department

The Department of Epidemiology and Environmental Health (EEH) has a long and distinguished history in research and student education. Part of the School of Public Health and Health Professions (SPHHP), the department offers PhD, MS and MPH degrees in epidemiology, environmental health and health services administration. Faculty in EEH engage in collaborative and transdisciplinary research with faculty across the university, as well as regionally, nationally and internationally. Department research includes cancer, cardiovascular disease, women's health, nutrition, physical activity, infectious disease, environmental epidemiology, global health and health services research. EEH is located on the South Campus of University at Buffalo.

SPHHP is the home to five departments: biostatistics, community health and health behavior, epidemiology and environmental health, exercise and nutrition sciences, and rehabilitation science. Faculty and students engage in research and community activities designed to improve the health of populations, communities and individuals. For more information, visit the [School of Public Health and Health Professions](#) website.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a 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](#).

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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