

Research Administrator, Epidemiology and Environmental Health

University at Buffalo, The State University of New York

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Posted Nov. 27, 2023, set to expire Aug. 4, 2024

Job Title	Research 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	Nov. 27, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://www.ubjobs.buffalo.edu/postings/46652

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Job Description

The Department of Epidemiology and Environmental Health (EEH) is recruiting a **Research Administrator** to provide administrative support for faculty in both pre-award and post-award phases of pursuing and maintaining grant funding.

Pre-award responsibilities include:

- Direct award-seeking faculty to appropriate resources and provide guidance on procedures.
- Serve as a liaison to school and university-level research administrative offices.
- Assist faculty with navigating award submission and management systems, such as the Central Study Registration System and Click Portal.
- Collaborate with faculty on the development of budgets and budget justifications, reviewing for consistency and accuracy. Collaborate on other portions of grant submissions, as appropriate.

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- Orient new faculty to university procedures for grant development and submission.
- Communicate updates to policies and procedures to department faculty and staff.

Post-award responsibilities include:

- Review expenditures for allowability and allocation of charges.
- Reconcile expenditures, track budgets, perform budget projections, and administer reallocations.
- Assist faculty in the interpretation of grant-related policies and information requests, including preparation of progress reports and renewals.
- Interface with central administrative offices, such as Procurement and Sponsored Projects Services, on behalf of faculty and department.
- Execute requests for account backstopping, no-cost extensions, and other administrative coordination for research grants.
- Process personnel appointments, procurement, travel reimbursements and other grant-related expenditures.

This position requires strong professional judgement and independent resourcefulness, while handling time-sensitive matters that require excellent problem-solving skills and confidentiality. The Research Administrator will be a welcomed member of a high functioning and well-integrated team of professionals. We are committed to the ongoing development of an excellent and diverse community of scholars, staff and students engaged in education, research, and service. We encourage applications from women, members of minority and historically marginalized groups, veterans, and individuals with disabilities.

About EEH

The Department of Epidemiology and Environmental Health (EEH) is a dynamic workplace with a strong commitment to improving population health for over 100 years. EEH prides itself on its multidisciplinary faculty, with faculty research focused on chronic diseases (e.g., cancer, cardiovascular disease, osteoporosis, periodontal disease, diabetes, eye disease), environmental health, global health, women's health, reproductive and perinatal health, genetics, nutrition, health care delivery, quality of care, health policy, health economics, and health disparities.

About SPHHP

The SPHHP faculty and students engage in research and community activities designed to improve the health of populations, communities, and individuals. The School's research portfolio continues to grow through interdisciplinary research collaborations within the University at Buffalo and with local, regional, national and international organizations. The School offers programs at every degree level and, in

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addition to epidemiology and environmental health, is the home to the departments of biostatistics, community health and health behavior, exercise and nutrition sciences, and rehabilitation science. It has a diverse student body which it is actively engaged in supporting. The School has an energetic equity, diversity and inclusion council and provides professional development opportunities in inclusive pedagogy and other equity-related issues. For more information about the school, visit www.sphhp.buffalo.edu.

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 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](#).

About Buffalo, NY

Buffalo is the second-largest city in New York State (NYS) and is located in the western region on the shores of Lake Erie, upriver of the majestic Niagara Falls. NYS is a welcoming region with strong support for human rights and access to a full range of health care. For more information, please see: www.buffalo.edu/home/ub_at_a_glance/the-buffalo-niagara-region.html

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact

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