

Senior Project Coordinator, Pediatrics  
University at Buffalo, The State University of New York

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Downloaded On: May. 14, 2024 4:14am

Posted Feb. 29, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Senior Project Coordinator, Pediatrics
<b>Department</b>	Pediatrics
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 29, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Health Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48857">https://www.ubjobs.buffalo.edu/postings/48857</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**The Department of Pediatrics** is looking for a **Senior Project Coordinator** to provide professional and administrative support to a team of researchers as a coordinator for research studies under the supervision of the Principal Investigator and the Senior Research Manager. This position requires collaboration with both the University at Buffalo and **the Children's Cardiomyopathy Foundation (CCF)**. The successful candidate would be responsible for collaborating with the research team to coordinate multiple projects for a large-scale research portfolio including but not limited to NIH-funded studies and contracts, industry sponsored studies, and foundation funded projects. This is a great opportunity for an enthusiastic individual with strong interpersonal, organizational, and project management skills to join a committed team, provide patient and family support, and help build national awareness of pediatric cardiomyopathy, a chronic and potentially life-threatening heart condition.

**Responsibilities include:**

- Assist with administrative project coordination such as meeting organization, presentation preparation, and grant and contract submissions
- Format and coordinate manuscript tracking and submissions
- Serve as a liaison between investigators, leaders, administration research teams, agency and industry sponsors
- Moderating CCF Connect online community (Facebook group)
- Connect newly diagnosed families through family matching and/or ambassador program and respond to family inquiries on centers/resources
- Manage patient education webinar program (collaborate to identify/schedule webinar guests/collect materials)
- Research potential new program/make recommendations for webinars targeted at medical professionals; investigate CME accreditation
- Assist with registry/repository project research and coordination
- Provide quarterly lay-friendly research updates for CCF families
- Assist with updating educational materials or review/update existing materials
- Manage CCF Centers of Care program (annual updates, send publicity packet, promote recognition)

Responsibilities will vary depending on the type of projects across multiple sub-specialties and on the needs of the Principal Investigator and other investigators/teams nationally and internationally (clinical trials, federal, data management, and other).

**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

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mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

**About the Children's Cardiomyopathy Foundation (CCF)**

The successful candidate will work with the Children's Cardiomyopathy Foundation (CCF), a national nonprofit based in northern New Jersey, seeks a motivated, assertive, and self-directed individual to support CCF's network of patients, parents and caregivers. Reporting to Dr. Steven Lipshultz, CCF Chief Medical Officer and Head of the Pediatric Cardiomyopathy Registry (PCMR), the Senior Project Coordinator will focus on 1) supporting families with resources and support, 2) coordinating educational webinar programming, 3) coordinating and disseminating research updates to the CCF patient/caregiver community, 4) coordinate CCF educational materials library and updates, and 5) manage CCF's center of care program.

**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](#).

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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