

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

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Posted Feb. 28, 2024, set to expire Aug. 4, 2024

Job Title	Senior Research Coordinator, Pediatrics
Department	Pediatrics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Pediatrics - All Categories Clinical Research
Job Website	https://www.ubjobs.buffalo.edu/postings/48756
Apply By Email	

Job Description

The [Department of Pediatrics](#) at the University at Buffalo is seeking a dedicated Senior Research Coordinator to play a key role in a community intervention for high-risk children with asthma. Reporting to the Principal Investigator (PI), the Senior Research Coordinator will be responsible for coordinating, evaluating, and managing clinical research trials, ensuring compliance with protocols, standard operating procedures, regulatory guidelines, and timelines. They will recruit and enroll study candidates at school-based health centers in the city of Buffalo, provide student and parent asthma education, and collect study data. This position involves overseeing other research assistants on the project.

Essential Job Responsibilities:

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- Coordinate, schedule and implement clinical research study and maintain documentation including all follow-up surveys.
- Obtain detailed knowledge of all components of study protocols; complete all study activities accurately and completely.
- Ensure appropriate informed consent processes are followed including discussion of treatment and intervention alternatives, and statements in the form are understood by study subjects and properly signed prior to the start of any study related procedure or treatment.
- Perform spirometry testing (after participating in an online training course).
- Perform home visits for enrollment if guardian is unable to meet at school.
- Assess and ensure subject safety throughout their participation in the study.
- Ensure that project recruitment goals and quality standards are met.
- Serve as primary contact for the patients and their guardians in clinical trial.
- Assist with the programing and enter data into electronic data capture system (RedCap).
- Monitor for protocol compliance. Record protocol deviations.
- File required reports to IRB and submit IRB amendments.
- Review all adverse events and submit severe adverse event documentation to safety monitoring board

Minimum Qualifications

- 2 years of experience in study coordination and/or clinical research
- Clinical experience in patient education
- Knowledge of medical terminology
- Ability to read and interpret medical charts
- Strong assessment, problem-solving, planning, and evaluation skills
- Strong attention to detail
- Analytical thinking and problem solving ability
- Excellent organization and time management
- Excellent interpersonal and communication skills, especially with children and families who experience health inequities
- Proficient with Microsoft Word and Excel
- Ability to work both independently and in a team setting

Registered Nurse preferred, but not required.

Outstanding Benefits Package

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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. 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 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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