

Research Support Specialist, Medicine
University at Buffalo

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Posted Feb. 26, 2025, set to expire Jun. 25, 2025

Job Title Research Support Specialist, Medicine
Department Division of Behavioral Medicine
Institution University at Buffalo
Buffalo, New York

Date Posted Feb. 26, 2025

Application Deadline 02/25/2026

Position Start Date Available immediately

Job Categories Research Scientist/Associate

Academic Field(s) Social and Behavioral Medicine
Health Sciences - General

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Job Description

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Research Support Specialist, Medicine

Position Information

Position Title: Research Support Specialist, Medicine

Department: Medicine

Posting Link: <https://www.ubjobs.buffalo.edu/postings/55907>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The UB [Division of Behavioral Medicine](#) ([Department of Medicine](#)), seeks a full-time **Research Support Specialist**. The successful candidate will be part of a research team investigating pediatric and young adult pain and substance use in individuals with chronic medical illness.

Brief description of Duties. Responsibilities include but are not limited to:

- Adhere to research protocols and complete daily research-related tasks to run the lab efficiently.
- Contact and schedule participant appointments; conduct participant screenings; administer measures and enter data in software program (s).
- Enter data collected via online survey platforms and assist in completing research compliance reports.
- Interface with research and clinical staff, including physicians, nurses, psychologists, etc to maintain effective communication for all study activities.
- Conduct literature reviews and documents to support manuscript preparation, oral presentations, poster presentations, and grant writing.
- Assist in creating recruitment materials
- Train interns and undergraduate students as required.

The successful candidate will be provided training in clinical assessment and behavioral treatment methodology and will gain experience in general research administration and the preparation of grants and manuscripts. Additional independent research opportunities, including conference and manuscript submissions, will be available based on interest, experience, and suitability. This position is well-suited for individuals interested in pursuing graduate study in medical or clinical psychology programs.

Learn more:

- 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](#).

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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 in psychology, child development, pre-medical studies (or related field) and one year of related experience or an equivalent combination of education and experience.
- Excellent oral and written communication skills; demonstrated attention to detail; ability to work harmoniously with diverse groups of individuals

Preferred Qualifications

- Bachelors degree or higher plus one year of related experience, or an equivalent combination of education and experience.
- Research, professional experience, and/or interest with pain, substance use, pediatric, or oncology research is preferred.
- Proficiency with Microsoft Word, Excel, and PowerPoint, and willingness to learn data management software programs.
- Strong attention to detail, ability to function autonomously in a collaborative multidisciplinary team involving medical, research and behavioral medicine care, and willingness to learn and develop additional computer skills related to data management and preparation of data for analysis.
- Hybrid schedule is available; however, a car is necessary to reach multiple work locations

Physical Demands

Salary Range

\$32,000

Special Instructions Summary

Application Instructions: Please highlight relevant skills in your cover letter and include a list of two or three references (and their contact information). Review of the applications will begin immediately and will continue until the job is filled.

Is a background check required for this posting?

No

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Contact Information

Contact's Name: Ariel Burden

Contact's Pronouns:

Contact's Title: Staff Assistant

Contact's Email: aeburden@buffalo.edu

Contact's Phone: 716-859-4848

Posting Dates

Posted: 02/25/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 06/01/2025

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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