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

Job Title	Project Coordinator
Department	Communicative Disorders and Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Communications Disorders
Job Website	https://www.ubjobs.buffalo.edu/postings/47865
Apply By Email	

Job Description

Alison Hendricks, PhD, in the **Department of Communicative Disorders & Sciences**, seeks a **Project Coordinator** to be responsible for the organization and management of federally-funded research grants which explore language development in the early elementary school grades. The ultimate goal of these projects is to improve the identification of language disorders among elementary school students.

Primary responsibilities include:

- Training undergraduate student, graduate student research assistants, and project staff.
- Coordinating with schools and community organizations in the Buffalo area.
- Recruitment and scheduling of research participants.
- Developing research materials, collecting/ analyzing research data using standardized assessments.

- Maintaining website and social media for the research project.
- Managing project budget and finances.

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**.

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

Minimum Qualifications

- Bachelor's degree in an appropriate field and up to 2 years related experience
- Six months experience in community organization or research with human subjects
- Experience with leadership and team management
- Excellent interpersonal, communication, organizational, and computer literacy skills

Preferred Qualifications

- Bachelor's degree in communication disorders, linguistics, psychology, education or related field
- Master's degree in communication linguistics, psychology, education or related field
- Experience in research project management
- Experience with research computer software, such as Microsoft Access, Redcap, SPSS

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

Contact Information

Contact

,