

Senior Research Associate  
University at Buffalo, The State University of New York

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<b>Job Title</b>	Senior Research Associate
<b>Department</b>	Pediatrics
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Mar. 15, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Faculty Associate
<b>Academic Field(s)</b>	Pediatrics - All Categories
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<b>Job Description</b>	

#### Position Summary

The Department of Pediatrics, Chair seeks

- Direct the Research Associate 2 manage multiple NIH funded studies including study transfers to UB.
- Lead the research team for a large scale research portfolio
- Manage institutional transition of PIs grants/programs
- Assist with grant and project efforts to perform all projects related activities according to project milestones/deliverables/budget in a manner consistent with stated project timelines and deliverables.
- Help maintain protocols, operation manuals and study forms. Ensure quality control of the study data: core facilities and the research enrollment and procedures at the participating sites.
- Develop institutionally-specific SOPs with training and adherence protocol
- Assist with IRB compliance and submission including remote monitoring of the site study and regulatory materials.

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- Assist with data collection process and summary reports, data entry and query resolution, and data analysis.
- Act as primary liaison between coordinating centers and participating sites.
- Help setup and manage the echo and biospecimen core facility at UB.
- Help Prepare dissemination of results through summary reports, manuscript writing and editing.
- Performs scientific investigation of content to support grants, journal activities, and other materials related to the projects.
- Participate in the development of abstracts, future grants and manuscripts and budgets. Assist with the research dataset analysis and management.
- Participate in planning of future protocols. Provide support in the development of study design and implementation.
- Provide logistical and on-site support for scientific retreats, meeting, and conferences (in and out of town).
- Help basic research laboratories comply with proper lab policies and procedures.
- Assist with the development of abstracts and research presentations.
- Help train and mentor graduate/undergraduate students.
- Participate in scientific writing groups.
- Collaborate with participating investigators, sites, and foundations.
- Performs other duties as assigned.

#### Minimum Qualifications

- Bachelor's degree required and experience managing NIH/Pharm studies.
- Previous experience managing complex, multi-site studies.
- IRB background.
- Excellent communication and organizational skills.
- Proficiency in Microsoft Office and EndNote.
- Motivated team-based worker with ability for independent work.
- Accommodating disposition and comfort with fast-paced, ever-changing environment.
- Some travel to research locations and national/international meetings is needed.

#### Preferred Qualifications

- Master's preferred.
- Previous experience in pediatric clinical in pediatric oncology and/or cardiomyopathy preferred.
- Excellent communication, organization and time management skills.
- Scientific manuscript writing/editing/submission experience.
- Some knowledge of budget development.
- Experience in basic research and database management.

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**Contact Information**

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

**Contact**

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