

Research Assistant, Family Medicine  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254470>

Downloaded On: May. 19, 2025 11:21am

Posted Mar. 17, 2025, set to expire Jul. 12, 2025

**Job Title** Research Assistant, Family Medicine  
**Department** Primary Care Research Institute (PCRI)  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Mar. 17, 2025

**Application Deadline** 12/04/2025

**Position Start Date** Available immediately

**Job Categories** Research Scientist/Associate

**Academic Field(s)** Public Health & Epidemiology  
Family & Community Medicine

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**Job Description**

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**Research Assistant, Family Medicine**

**Position Information**

**Position Title:** Research Assistant, Family Medicine

**Department:** Family Medicine

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/54341>

**Job Type:** Full-Time

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### Posting Detail Information

#### Position Summary

Are you ready to contribute to impactful health research that benefits communities? The [Primary Care Research Institute \(PCRI\)](#) at the [University at Buffalos Department of Family Medicine](#) is seeking a dedicated **Research Assistant** to provide essential research, management, and administrative support for health-related research projects. PCRI has been recognized as a leader in translating research into practice and communities, with both local and national impact.

In this role, you will collaborate with research teams and community partners to support the successful implementation of health research and evaluation protocols. Your contributions will help generate meaningful insights to improve healthcare delivery and outcomes for diverse populations.

We are looking for a self-motivated, highly organized professional with a passion for public health and research. You should be able to manage multiple priorities, work independently, and handle time-sensitive tasks with accuracy and confidentiality. Join us at the Primary Care Research Institute and play a key role in research that makes a real difference in community health!

#### Key Responsibilities:

- Coordinating and collaborating with project partners and stakeholders to support research initiatives.
- Assisting research teams in implementing research protocols, assisting with data collection, and contributing to data management and analysis.
- Conducting literature searches, assisting with report writing, and contributing to the preparation of research materials.
- Organizing and facilitating meetings with project teams, maintaining detailed records and ensuring clear communication.
- Providing administrative support, ensuring compliance with university and sponsor policies, including IRB protocols.
- Performing quantitative and qualitative data collection and basic descriptive analysis.

#### 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. We support your growth and development through our career coaching and training department and we

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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 Americas 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 applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

### Minimum Qualifications

- A Bachelors degree with experience in social science or public health research. A combination of education and experience will be considered in lieu of degree requirement.
- Basic familiarity with IRB protocols and research procedures, along with proficiency in Microsoft Office (Word, Excel, PowerPoint) and web-based platforms, is required.
- Excellent communication, organizational, and problem-solving skills are essential.

### Preferred Qualifications

- A Bachelors degree with 2 or more years of experience in research, academic, or healthcare settings.
- Experience working with diverse communities and external partners is highly valued.

### Salary Range

\$43,000 - \$46,500

### Is a background check required for this posting?

No

### Contact Information

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**Contact's Name:** Angela Henke

**Contact's Pronouns:**

**Contact's Title:** Department Administrator

**Contact's Email:** [ahenke@buffalo.edu](mailto:ahenke@buffalo.edu)

**Contact's Phone:** 716-816-7248

**Posting Dates**

**Posted:** 12/04/2024

**Deadline for Applicants:** Open Until Filled

**Date to be filled:** 02/03/2025

**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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