

**ANNOUNCEMENT OF  
PROFESSIONAL VACANCY**

UBMD Pediatrics  
1001 Main Street, 5<sup>th</sup> Floor  
Buffalo, New York 14203

Applications are invited for consideration for the following position:

Campus: Conventus Budget Title: Clinical Research Coordinator  
Department: Research Foundation Descriptive: As Above

Professional Rank and Salary Range: Salary Commensurate with Experience Date to be Filled: ASAP

**Brief Description of Duties:** The Clinical Research Associate I (Clinical Research Coordinator) performs a vital role for the Clinical Research Office (CRO) by coordinating various components of multiple clinical research studies at any time. This position reports to the CRO Associate Directors. Primary responsibilities of the Clinical Research Coordinator include, but are not limited to: Undertake coordinating tasks of clinical research studies. Assist investigators in successful recruitment and retention of subjects. Guide day-to-day operations of assigned studies, assuring adherence to protocol. Generate accurate reports. Resolve queries in a timely manner. Maintain contact with Principal Investigator, monitoring agency, sponsor, and contracted vendors. Generate IRB approved materials for distribution to study subjects to promote project enrollment and retention of enrolled subjects. Oversee implementation of research studies, generation of qualitative and quantitative data and data collection forms and surveys. Manage the day-to-day operations of the assigned project including development and implementation of research procedures and systems. Assist Principal Investigator with administration of clinical trial protocols, including obtaining informed consents and screening subjects, maintaining research records and research subject records, managing correspondence, researching medical records, recording data, and attending training sessions. Support the management of the CRO.

**Qualifications/Education:** Bachelor's degree and 2-3 years of clinical research-related experience, or an equivalent combination of education and experience. Applicants must be familiar with clinical research procedures and methodology.

**Special Notes:**

**POSTING NO: 01/20**

**POSTING PERIOD: 01/13/20-Until Filled**

Persons interested in the above position should submit a resume along with a letter of application to:

Name: Nydia Rolling  
Job Code: CRCOORD  
Address: UBMD Pediatrics  
1001 Main Street, 5<sup>th</sup> Floor  
Buffalo, NY 14203  
Closing Date of Application: Until Filled

UBMD Pediatrics is an Equal Opportunity/Affirmative Action Employer.