



Job Title: Research Assistant

UBMD Orthopaedics & Sports Medicine is seeking an experienced Research Assistant for The Department of Orthopaedics at The University at Buffalo

Job Description

- Assist with study screening, recruitment, and tracking, under supervision of Research Coordinator (RC).
- Assist with recruitment efforts, contacting and identifying potentially eligible patients to screen.
- Obtain Informed Consent from study participants.
- Administer questionnaires and assist with other study procedures, safeguarding confidentiality of subjects.
- Develop, organize and maintain accurate study database, such as: extracting data from electronic and paper-based medical records, data entry, verifying, organizing and coding data under supervision of RC.
- Maintain, archive and organize study documents.
- IRB administrative tasks, under supervision of RC.
- Coordinate and attend departmental research meetings.
- Literature search.
- Plan and organize schedules for research studies.
- Assist with site monitoring visits for sponsored studies.

Research Assistant job requirements:

- Minimum education: Bachelor's degree in science related field.
- Preferably Master's degree in a public health or science related field.
- A minimum 1-2-years of experience in clinical or basic sciences research.

Skills and competency requirements:

- Knowledge of good clinical practice (IRB, CITI training, COI and HIPAA regulations).
- Proficient using Microsoft Word, Excel, Access, and PowerPoint.
- Ability to interact with diverse study/projects participants, staff, physicians, and graduate students.
- Ability to work on multiple projects.
- Willingness to learn.
- Strong interpersonal communication skills.
- Attention to details.
- Organized.