

**Project Staff Assistant, Psychology
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=255044>

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Posted Mar. 31, 2025, set to expire Jul. 26, 2025

Job Title	Project Staff Assistant, Psychology
Department	
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 31, 2025
Application Deadline	11/22/2025
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate
Academic Field(s)	Research Methods/Data Analysis Psychology - Developmental Psychology - General Family Studies/Child Development
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Job Description

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Project Staff Assistant, Psychology

Position Information

Position Title: Project Staff Assistant, Psychology

Department: Psychology

Posting Link:

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<https://www.ubjobs.buffalo.edu/postings/54298>

Job Type: Full-Time

Posting Detail Information

Position Summary

The University at Buffalo, [Department of Psychology](#) is seeking a **Project Staff Assistant**. The incumbent will report to the principal investigator (Dr. Jamie Ostrov) and will assist the Project team with the coordination of the daily functions of the research project, while also supporting the in person (interview, observation, psychophysiology) data collection in local child care centers and the lab. This position will also involve data coding, entry, and management as well as supporting the Qualtrics electronic data collection platform and all psychophysiology data within the laboratory. This role may also assist with teacher coaching efforts. Incumbent must be able to work independently with moderate supervision, and willing to commit to at least 1 year in the position.

Specific duties will include:

- Coordination of day-to-day functions such as supervision of undergraduate research assistants, lab scheduling, website and database management, and recruitment efforts
- Assisting with participant payments, reimbursements, annual reports, and grant management
- Assisting with Institutional Review Board protocols and submissions
- Assisting with the consent process of participants
- Conducting structured interviews with children and families
- Conducting behavioral observations in the classroom and on the playground
- Preparation and management of Qualtrics and electronic collection of teacher and parent reports
- Coding, entering, and analyzing interview and physiological data
- Assisting with the administration of interview, observational, and psychophysiological assessments to children and maintain equipment
- Assisting with preregistration process for the project related manuscripts
- Publication/newsletter writing and presentation preparations

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your

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life.

- Being a part of the [University at Buffalo community](#).

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

- BA/BS in Psychology
- Minimum of 2 years research experience in social development field
- Experience working with young children (preschool/kindergarten) and families
- Experience with data management
- Extensive knowledge of Microsoft office
- Extensive knowledge of SPSS

Preferred Qualifications

Experience with:

- Psychophysiology assessments with young children
 - Structured interview assessments with young children
 - Observational assessments with young children
 - School-based research
 - Working with young children (3-5-year-olds) in a research setting
 - Independent Research in Psychology (Developmental or Clinical Child Focus)
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- Honors thesis in Psychology (Developmental or Clinical Child Focus)
 - Knowledge of qualtrics, Mplus, and basic website design/management

Salary Range

\$36,000 - \$39,000

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Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Jamie Ostrov

Contact's Pronouns:

Contact's Title: Professor

Contact's Email: jostrov@buffalo.edu

Contact's Phone: 716-645-3680

Posting Dates

Posted: 11/22/2024

Deadline for Applicants: Open Until Filled

Date to be filled: 06/01/2025

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Contact Information

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

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Contact

N/A

University at Buffalo

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