

**Co-Project Coordinator, Psychology**  
**University at Buffalo, The State University of New York**

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Posted Sep. 25, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Co-Project Coordinator, Psychology
<b>Department</b>	Psychology
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Sep. 25, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Psychology - General
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/45468">https://www.ubjobs.buffalo.edu/postings/45468</a>

**Apply By Email**

**Job Description**

We are seeking a half-time **Co-Project Coordinator** in the [Department of Psychology](#) to help coordinate an ongoing NIH-funded project designed to develop psychopathology measurement tools. The project will include data collection from large samples of community adults and psychiatric patients, and measures will include questionnaires, structured interviews, and psychophysiological paradigms. The person who fills this position will coordinate and share duties with the existing project coordinator.

**Duties for this position include:**

- in-person coordination of data collection sessions
- recruitment, training, supervision, and scheduling of research assistants and other staff
- coordination of participant recruitment and scheduling in community and patient settings
- processing of participant and consultant payments

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- other project-related tasks as assigned

The ideal candidate should have an interest in social science research, strong organizational and management skills, and experience with grant-funded research projects involving community and/or patient data collection. Opportunities exist for collaboration on publications given adequate background and skills.

### **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. Visit our benefits website to learn about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's 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](#).

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### **Contact Information**

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

### **Contact**