

Director of Research Planning, Office of Biomedical
Research
University at Buffalo, The State University of New York

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Posted Dec. 9, 2024, set to expire Aug. 4, 2025

Job Title	Director of Research Planning, Office of Biomedical Research
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research Administration - Academic Unit
Job Website	https://www.ubjobs.buffalo.edu/postings/54616

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Job Description

The newly established Office of Biomedical Research (OBR) supports the ambitious research agenda at the Jacobs School of Medicine and Biomedical Sciences (Jacobs School). The **Director of Research Planning (DRP)** plays a pivotal role in advancing this mission by working closely with the Senior Associate Dean for Research (SAD-R) to develop and implement policies, procedures, and strategic initiatives that enhance research activities across Jacobs School.

The DRP will provide critical leadership in operations, financial management, and strategic planning. Key responsibilities include:

- managing faculty requests

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- coordinating internal funding programs
- overseeing research performance reporting
- facilitating communications that highlight Jacobs School research achievements

The DRP will also lead the development of tools and resources, such as the OBR website and faculty database, to streamline access to information and opportunities.

This role requires handling sensitive matters, including personnel and budgetary issues, with discretion and sound judgment. Reporting directly to the SAD-R, the DRP will engage in daily interactions and weekly meetings to ensure alignment on strategic priorities and projects. As a leadership position, the DRP will focus on strategic planning, financial management, and operational oversight to advance Jacobs School's research mission. Administrative support for clerical and secretarial tasks will be provided by an OBR-dedicated administrative assistant, enabling the DRP to concentrate on high-level decision-making, project management, and the execution of strategic initiatives.

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 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 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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information



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Contact

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