

Director of Research Planning
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254899>

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Posted Mar. 26, 2025, set to expire Jul. 23, 2025

Job Title	Director of Research Planning
Department	Office of Biomedical Research
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 26, 2025
Application Deadline	12/06/2025
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Research
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Job Description

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Director of Research Planning, Office of Biomedical Research

Position Information

Position Title: Director of Research Planning, Office of Biomedical Research

Department: Jacobs School of Medicine and Biomedical Sciences

Posting Link: <https://www.ubjobs.buffalo.edu/postings/54613>

Job Type: Full-Time

Posting Detail Information

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Position Summary

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
- 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 Schools 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 Americas 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

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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 applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Minimum Qualifications

- Bachelors degree in business administration, finance, research administration, or a related field
- 5 years of experience in research administration, financial management, or strategic planning in an academic or healthcare setting
- Demonstrated experience in project management and leading cross-functional teams
- Strong analytical and data management skills, including proficiency in Excel and database systems
- Excellent written and verbal communication skills

Preferred Qualifications

- Masters degree or higher in business, finance, research management, or a related field
- 5+ years of experience in research administration or financial planning, with a strong understanding of grant funding mechanisms
- Familiarity with NIH RePORTER, HERD, Blue Ridge, and other research analytics platforms
- Experience with website content management systems (e.g., SharePoint) and developing self-service tools
- Proven ability to implement strategic plans and manage large-scale initiatives in a complex organization

Salary Range

\$75,000 - \$85,000

Special Instructions Summary

Is a background check required for this posting?

No

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Contact Information

Contact's Name: Rosa Trpcevski

Contact's Pronouns:

Contact's Title: Administrative Assistant

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Contact's Phone: 716-829-2179

Posting Dates

Posted: 12/06/2024

Deadline for Applicants: Open Until Filled

Date to be filled:

jeid-26f4c0c393a8464798d2c405db3c3b43

Contact Information

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

Contact

N/A

University at Buffalo

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