The Duckworth Lab is looking to hire a research coordinator to work closely with Angela Duckworth. The opportunity is ideal for individuals who ultimately intend to pursue a doctorate in psychology or education.

Our lab has the mission of discovering the psychological determinants of success and is particularly committed to improving the achievement and well-being of children and adolescents. We are looking to hire a research coordinator to manage and implement school-based projects relating to development of non-cognitive skills and academic achievement.

Key Responsibilities and Tasks:
- Leading all aspects of a research project (i.e., creating the research design, selecting self-report and behavioral measures, preparing and conducting team meetings, adhering to the project timeline, presenting findings to school partners and research team)
- Coordinating data collection with school administration and partners
- Monitoring the administration of tasks and interventions
- Conducting literature reviews relating to the project
- Supervising undergraduate research assistants
- Serving as a liaison to school administrators, parents, and adolescent participants
- Adhering to IRB and grant-related protocol (i.e., submitting grant progress report, preparing documents for IRB approval)
- Assisting with database management, data cleaning and statistical analyses
- Developing and programming computerized surveys using Penn-approved survey platforms
- Handling project budgets in collaboration with the lab’s business office
- Executive administrative duties as needed (i.e., maintaining the lab website, updating citation database, monitoring finances of the lab, ordering lab supplies, preparing documents for meeting, etc.)

Qualifications and Skill/Experiences:
- Bachelor’s or Master’s degree in Psychology or a related social sciences field
- A two-year commitment required, but opportunities available to stay
- Excellent organization and planning skills
- Excellent writing, speaking, computer and presentation skills
- Prior experience with research
- Computer competency with SPSS and Microsoft Office programs
- Able to work independently with little supervision
- Experience with teaching children and/or computer programming is desirable but not required

To learn more about the position and to apply, go to: