Full Time Lab Coordinator at UVA's Labs for Social and Moral Development and Early Social and Brain Development

The Lab for Social and Moral Development and the Lab for Early Social and Brain Development at the University of Virginia are seeking a Lab Coordinator. Research in these labs focuses on the development of social, emotional, and moral development in infancy and early childhood. The Lab Coordinator will help set up a new collaborative project between two established labs, and will manage and oversee the day-to-day activities of the lab. Responsibilities include, but are not limited to: recruiting and interviewing new research assistants, supervising and training research assistants, overseeing subject recruitment and data collection, managing human subjects protocols, assisting with manuscript preparation, and assisting with expense management. The position also involves administrative duties such as purchasing lab supplies, coordinating lab events and meetings, and serving as the lab's liaison with department administrators, collaborators, and the university's Institutional Review Board (IRB).

This full-time position will be shared between the two labs.

A Bachelor's degree in Psychology or related field is required by the start date. The Lab Coordinator will have at least one year of research experience, time as a student may be considered. The incumbent will have the ability to work accurately and carefully, and work independently and in collaboration with others. The Lab Coordinator must have excellent multi-tasking and organizational skills, the ability to write and communicate effectively in English, and be comfortable interacting with children and parents. Experience with Microsoft Word, Excel and PowerPoint, and with online research tools and searching databases is required. Preference will be given for experience with experimental design and development and with programming, eye-tracking, and/or use of neuroscience methods (EEG or NIRS). Prior experience in an infant and/or a child lab is preferred. Proficiency with statistical analysis software (e.g., R, SPSS) is preferred.

For more information regarding our research, please visit: http://www.virginia.edu/psychology/childdevelopmentlabs/childlabs.html

This position is restricted and is contingent upon the availability of funding and satisfactory performance.

To apply candidates must submit a Staff Application through Jobs@UVa (https://jobs.virginia.edu), search on posting number 0623081, and electronically attach the following: a cover letter, a curriculum vitae, and contact information for 3 references.

Review of applications will begin May 26, 2018; however, the position will remain open until filled.

Questions regarding the position should be directed to Jessica Connelly at jc2dg@virginia.edu. Questions about the application process in JOBS@UVa should be directed to Rhiannon O'Coin at rmo2r@virginia.edu.

The University will perform background checks on all new hires prior to making a final offer of employment.

The University of Virginia is an equal opportunity and affirmative action employer. We seek to build a culturally diverse intellectual environment and welcome applications from women, minorities, veterans, and persons with disabilities.