Full-time Lab Manager/Research Technician, Duke University Psychology

The BRITE lab (Behavioral Research informing Teaching Excellence) seeks a motivated and detail-oriented recent graduate to join our research team as a full-time (with benefits) lab manager/research technician beginning June 2019. BRITE lab is directed by Dr. Bridgette Hard in the Psychology and Neuroscience Department. BRITE lab investigates applications of psychology to understanding problems in higher education (see https://sites.duke.edu/britelab). The initial appointment would be for one year, with possibility to extend for additional years based on continued funding and performance. This position will be partially funded by a research seed grant from the Charles Lafitte Foundation Program in Psychological Research at Duke University.

Responsibilities Include:

- Designing, running, and analyzing studies online, in simulated classrooms, and in field settings
- Coordinating, training, and mentoring undergraduate research assistants
- Coordinating with various research partners, including Duke’s Learning Innovation, and faculty from Duke and partner institutions
- Planning and managing IRB protocols and renewals
- Planning and responsibly managing research budgets
- Assisting in planning lab events and meetings
- Developing and maintaining an online presence for BRITE lab activities
- Additional administrative responsibilities (e.g., room scheduling, handling petty cash, approving time cards, ordering supplies)

This position is ideal for individuals who wish to pursue research and/or graduate work, preferably in educational psychology or a related field. The lab manager will be involved with preparing conference presentations, journal manuscripts, and grant applications, and will have opportunities to start new projects in collaboration with Dr. Hard and her students.

Preferred Qualifications:

- Bachelor’s degree in social or cognitive psychology or a related discipline
- One or more years of research experience in a psychology lab
- Excellent organizational skills, attention to detail, and the ability to work independently
- Strong interpersonal, communication, and writing skills
- Experience with Qualtrics, Mechanical Turk, and Microsoft Office Suite (Word, Powerpoint, Excel), and statistical software such as SPSS or R

To apply, please submit a cover letter describing your interest and relevant skills, CV/resume, an (unofficial) transcript, and arrange to have two letters of recommendation sent to dukebritelab@gmail.com with “BRITE lab manager” in the subject heading.

Applications will be considered on a rolling basis until the position is filled. Questions about this position should be directed to Dr. Bridgette Hard at bridgette.hard@duke.edu.

Duke University is an Equal Employment Opportunity/Affirmative Action employer committed to providing employment opportunity without regard to an individual’s age, color, disability, genetic information, gender, gender identity, national origin, race, religion, sexual orientation, or veteran status.