Lab Coordinator at the MIT Media Lab

The [Scalable Cooperation Group](https://www.media.mit.edu/scalablecooperation) directed by [Iyad Rahwan](https://www.media.mit.edu/people/iyad-rahwan) at the MIT Media Lab is seeking a full-time or part-time lab coordinator to start in September, 2018 (exact date negotiable). The position is for one year with the opportunity to renew contingent on performance and funding availability. Applications are being accepted immediately and will continue to be reviewed until the position is filled.

The Scalable Cooperation group seeks to answer the question: How can we anticipate and respond to major disruptions from Artificial Intelligence, the Web and social media to the way we work, learn, cooperate, and govern society? We are an interdisciplinary group of computer scientists, applied mathematicians, cognitive scientists, political scientists, philosophers, and others who use a social science approach to answer society’s most challenging questions.

We are looking for a lab coordinator to facilitate many different aspects of our research. These will include assistance with designing and implementing online studies, helping to collect data, and managing recruitment of participants. The responsibilities of the lab coordinator will also include administrative duties such as record keeping, website maintenance, preparation of IRB protocols, assistance with grant writing, reimbursement paperwork, scheduling, and related tasks around the lab.

This position requires a bachelor’s degree in psychology, cognitive science, computer science or a related field. Previous experience in a lab environment or conducting experimental research is strongly preferred. Due to the multi-disciplinary nature of our work, a candidate may be suitable who has strengths in any of the following areas: experimental design, statistical analysis, programming, moral philosophy/ethics, political science methodology, econometrics. The ideal candidate should be extremely organized and self-directed.

To apply, please send a CV, three recommendation letters (sent directly by the referees), and a short cover letter or statement of interest to [MLabCoordinator@media.mit.edu](mailto:MLabCoordinator@media.mit.edu)

There is no deadline, and the position will be open until filled.

Questions about the position should be directed to [irahwan@mit.edu](mailto:irahwan@mit.edu).