

Position Summary

The Social and Affective Neuroscience (SAN) Lab (sanlab.uoregon.edu) at the University of Oregon invites applications for a full-time Lab Manager under the direction of Dr. Elliot Berkman. The Lab Manager will be responsible for managing the daily operations of the lab and assisting in managing and collecting data for all current projects. The position will require the candidate to work independently and conscientiously on a wide variety of tasks that change from day to day. Considerable time management and multitasking skills are required. The Lab Manager is expected to help recruit, screen, and run participants and independently perform data management and analysis, manage and analyze neuroimaging and behavioral data, and assist in preparing reports. The Lab Manager will make decisions about the ordering of lab supplies, maintaining regulatory documentation, the supervision of graduate students and undergraduate volunteers. The Lab Manager will also be involved in structured project management and other personnel and lab administration tasks.

This full-time position requires a highly motivated person with excellent organizational, laboratory and communication skills. Specific duties and responsibilities include, but are not limited to: working on all aspects of research projects at all stages of development; managing and processing data; coordinating our project management system; maintaining lab hardware; placing and receiving orders for lab supplies; consulting with the IRB and other campus partners; and interacting with a dynamic group of scientists (undergraduate and graduate students, postdoctoral scientists, technicians, and the principal investigator).

Minimum Requirements

- BA degree in psychology, neuroscience, or biology.
- Experience with human subjects research studies, particularly clinical trials.
- Expertise in MATLAB, R, and/or Python.

Professional Competencies

- Excellent oral and written communications skills.
- Highly detail oriented, organized, and efficient.
- Able to work independently while seeking supervision as necessary.
- Outstanding interpersonal skills and creative problem solving are critical.
- Proficiency in Microsoft Word, Excel, and text messaging.
- Adaptable and flexible with respect to changing daily work responsibilities.
- Passion for knowledge creation and dissemination.

Preferred Qualifications

- Experience with clinical participant recruitment.
- Experience conducting standardized clinical assessments.
- Neuroimaging acquisition and/or analysis experience, preferably fMRI.
- Structured project management experience.
- Experience working in multiple research labs.

Department Summary

About the Social and Affective Neuroscience (SAN) Lab

The mission of the Social and Affective Neuroscience Laboratory at the University of Oregon is to generate knowledge about goals, motivation, and self-regulation using tools from psychology and neuroscience and translate that knowledge to inform pressing social issues. The purpose of this work is to enrich society and drive innovation in theory, methods, and applications. Our work uses rigorous, open, and interdisciplinary scientific methods while fostering a supportive, robust, and bespoke training environment. All of our research and training activities reflect our deeply held values of knowledge generation and communication, inclusion, and transparency. Current projects focus on healthy eating, cigarette smoking cessation, and physical activity among other health behavior change efforts. More information is available at <http://sanlab.uoregon.edu>

About the Center for Translational Neuroscience

The Center for Translational Neuroscience (CTN) at the University of Oregon has the mission of translating discoveries in basic neuroscience, psychology, and related disciplines to improve well-being, promote resilience, and mitigate the effects of early adverse experiences on physical and emotional health. CTN houses research projects, science communication initiatives, professional development, and intervention program development, implementation, and evaluation activities. The primary leadership of CTN are faculty in the Department of Psychology, where CTN is housed. Affiliated faculty work in departments across the university. In addition to faculty, CTN is home to numerous postdoctoral research associates, masters and doctoral graduate students, undergraduate research assistants, and University of Oregon employees. More information is available at <http://ctn.uoregon.edu>

About UO

The University of Oregon (UO) is classified as a Carnegie Doctoral/Research University–Extensive and has a history of substantial research, federal grant funding, and scientific inquiry. The College of Arts and Sciences (CAS), which includes the Department of Psychology where most CTN researchers are based, comprises 40 departments and programs, with 463 tenure-track faculty. The research activity of CAS faculty is the basis for the UO's status as a Carnegie Research I institution and its membership in the Association of American Universities. In the past 5 years, three faculty have been elected to the National Academy of Sciences, three named Sloan Research Fellows, five elected to the American Academy of Arts and Sciences, five named Guggenheim Fellows, seven elected as American Mathematical Society Fellows, and nine elected to the American Association for the Advancement of Science, with an additional faculty member elected as president of the AAAS. UO provides comprehensive instructional, research, and public service programs that advance scientific and humanistic knowledge. Research programs serve the educational, cultural, and economic needs of the region and the nation. Administrative units provide direct oversight and support for graduate programs, grant proposal submission, research compliance, contracts and grant administration, and research initiatives.

The University of Oregon is proud to offer a robust benefits package to eligible employees, including health insurance, retirement plans and paid time off. For more information about benefits, visit <http://hr.uoregon.edu/careers/about-benefits>.

The University of Oregon is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the ADA. The University encourages all qualified individuals to apply, and does not discriminate on the basis of any protected status, including veteran and disability status. The University is committed to providing reasonable accommodations to applicants and employees with disabilities. To request an accommodation in connection with the application process, please contact us at uocareers@uoregon.edu or 541-346-5112.

UO prohibits discrimination on the basis of race, color, sex, national or ethnic origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, and gender expression in all programs, activities and employment practices as required by Title IX, other applicable laws, and policies. Retaliation is prohibited by UO policy. Questions may be referred to the Title IX Coordinator, Office of Civil Rights Compliance, or to the Office for Civil Rights. Contact information, related policies, and complaint procedures are listed on the [statement of non-discrimination](#).

In compliance with federal law, the University of Oregon prepares an annual report on campus security and fire safety programs and services. The Annual Campus Security and Fire Safety Report is available online at <http://police.uoregon.edu/annual-report>.