

Project Coordinator

Northwestern University, Culture, Brain, and Development Lab

The Culture, Brain, and Development Lab at Northwestern University, Evanston, directed by Dr. Yang Qu, is seeking applications for a full-time project coordinator with an anticipated start date of August 1, 2021. The project aims to study sociocultural influences on adolescent brain development and psychological adjustment using survey and fMRI methods. This will be a one-year position with the possibility of renewal. Continuation beyond one year will be based on performance and availability of funding. Opportunities for co-authoring in peer-reviewed journals will be available. The salary is based on Northwestern University's salary scales.

Responsibilities

- Recruit and screen adolescents and parents for the project.
- Coordinate schedules for data collection.
- Assist with preparation of surveys and fMRI tasks.
- Run fMRI data collection sessions.
- Organize, store, and backup data.
- Monitor the progress of data collection and prepare bi-weekly reports.
- Assist with recruiting and training undergraduate research assistants.
- Conducts literature reviews and assist with preparation of reports and manuscripts.
- Contribute to administrative tasks such as managing lab meetings and IRB protocols.

Minimum Qualifications

- A bachelor's degree in psychology, human development, education, or a related field.
- Prior experience in a research lab or setting conducting quantitative studies.
- Flexible availability for data collection.

Preferred Qualifications

- Experience of fMRI data collection and fMRI research methods.
- Experience of using statistical software (e.g., SPSS or R), survey platforms (e.g., Qualtrics or SurveyMonkey), and experiment design software (e.g., E-prime).
- Experience of recruiting participants for projects in a related field.
- Strong organizational and interpersonal skills.

Application Materials

Apply ASAP! Applications will be reviewed on rolling basis until the position is filled. To apply, please go to <https://careers.northwestern.edu> and search 40808 for this position (click "Apply for Job").

Applications must include:

- Curriculum Vitae (including names and contact information for 2 references)
- Cover Letter (describing qualifications, research interests, and career goals)