Research Assistant/Lab Manager Position at University of Denver’s Sokol-Hessner/McRae Lab

Tracking Code: 005635

Position Summary

The position will be shared between the labs of Peter Sokol-Hessner (The Sokol-Hessner Lab; www.sokolhessner.com) and Kateri McRae (the Automaticity, Affect, Control and Thought (AACT) Lab; http://www.du.edu/ahss/psychology/aact/) at the University of Denver. The main purpose of this position is to provide research and logistical support to both labs and assist at a high level in ongoing research projects. This will include collecting data using behavioral and physiological techniques, managing datasets, and recruiting and screening study participants. This is a full-time position (i.e., 40 hours per week) that comes with DU’s full benefits package, and the funding for this position is contingent on grant funding. The schedule is reasonably flexible, and requires daytime hours and some evening/weekend availability.

Essential Functions

• Mac and PC workstations and lab facilities; installing software, setting up hardware, and troubleshooting computer-related issues; gathering, organizing and maintaining centralized laboratory information, including lab websites & wikis; and assisting with IRB, training, and financial management.

• Applicants should have prior experience conducting psychological research, including in participant recruitment, data collection, data storage, and basic data analysis to provide support for these activities and to independently perform them.

• The ideal applicant should enjoy problem-solving, organization, and the implementation of efficient, long-term solutions.

• As this position is shared between two labs, applicants should be comfortable managing multiple simultaneous projects and competing priorities to effectively complete tasks in a timely manner.

• The lab manager will also be expected to develop reliable practices for behavioral and psychophysiological data analysis (including some coding), and support other members of the lab in implementing these practices.

• Experience coding (especially with MATLAB and/or R) is ideal.

• In addition, the lab manager will have the opportunity to substantially contribute to new research projects investigating the interactions between emotion, decision-making, and emotion regulation, including analyzing existing data and piloting new studies.

• The depth or breadth of this involvement will be in accordance with the employee’s long-term career goals and abilities.

Knowledge, Skills and Abilities

• Fluency in English.

• Basic statistical knowledge required, related to managing data, performing basic statistical analyses, and understanding more advanced statistical models.

• Computer programming experience a significant plus.

• Excellent reasoning ability, both in the abstract (e.g. managing multiple goals & responsibilities) and the concrete (e.g. prioritizing multiple simultaneous tasks and managing time independently).

• Good interpersonal skills; readiness to work with others as part of a research team, help fix technological or scheduling issues.

• Tolerance for being interrupted while working to deal with an immediate issue.

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Required Qualifications

- Bachelor’s degree
- Experience with Mac and PC systems
- Experience managing multiple research projects at the same time

Preferred Qualifications

- Bachelor’s degree in Psychology or Neuroscience.
- Advanced statistical knowledge.
- Ability to analyze & manage fMRI data (e.g. SPM, FSL).
- Experience with MATLAB, R, and/or Python.
- Familiarity with BIOPAC & AcqKnowledge physiological hardware and software.
- Excellent interpersonal and managerial skills.
- Desire to implement long-lasting organizational systems.
- Excited to work with, teach, and learn from others in the laboratory.

Work Schedule
Varies

Department
ARC-Psychology (270400)

Position Type
Full-Time/Regular

Application Deadline
For best consideration, please submit your application materials by 4:00 p.m. (MST) Monday, July 9, 2018.

Special Instructions
Candidates must apply online through www.du.edu/jobs to be considered. Only applications submitted online will be accepted. Once within the job description online, please scroll to the bottom of the page to apply.

Please include the following documents with your application:

1. Resume
2. Cover Letter
3. Contact information for two references

NOTE: The online system is limited to uploading 10 files. Please combine content if necessary to get all content uploaded.

The University of Denver is committed to enhancing the diversity of its faculty and staff and encourages applications from women, minorities, members of the LGBTQ community, people with disabilities and veterans. The University is an equal opportunity/affirmative action employer.

All offers of employment are based upon satisfactory completion of a criminal history background check.