

## Two Positions at UVA's Developmental Neuroanalytics Lab

Dr. Meghan Puglia's Developmental Neuroanalytics Lab ([www.puglialab.org](http://www.puglialab.org)) at the University of Virginia is seeking applicants for two full-time Research Coordinator positions. The Developmental Neuroanalytics Lab investigates the neurobiological and developmental factors that drive individual differences in social, cognitive, and behavioral outcomes across the lifespan. We use a broad range of methodological tools, including genetic, epigenetic and hormonal assays, EEG and fMRI, eye-tracking, behavioral and phenotypic testing, and computational modeling.

The two positions have slightly different responsibilities and qualifications (see below for more detail), but applicants are welcome to apply for both positions. Review of applications will begin on May 14, 2021 and continue until the positions are filled. The target start date for both positions is late spring or early summer 2021.

### Lab Coordinator:

The lab coordinator will work closely with Dr. Puglia and other lab members to assist in all aspects of setting up and running the lab and will be involved in the lab's research. This is an ideal position for a highly motivated and enthusiastic individual looking to gain research experience on topics related to infant development, neural function, and social cognition before applying to graduate or medical school. This is a 1-year position with the possibility for renewal contingent on performance and funding.

### Responsibilities include:

- Overseeing and managing daily lab operations, including: ordering, setting up, and maintaining lab equipment and supplies; developing and maintaining detailed and comprehensible documentation of lab protocols; preparing and managing IRB protocols; organizing lab meetings and events; designing and maintaining the lab website, social media accounts, and newsletters; and ensuring that the lab is following best practices of open and reproducible science (e.g. pre-registering studies, making datasets and analysis scripts publicly available, etc.).
- Leading a team of undergraduate research assistants, including: recruiting and interviewing undergraduate research assistants; developing training manuals/protocols and providing training; assigning daily and long-term tasks; supervising research assistant progress; and cultivating a team-oriented and collaborative environment.
- Assisting with research in the lab, including: leading and overseeing recruitment efforts; scheduling and running participants; coding, processing, and analyzing data; conducting literature reviews; managing and organizing study data; and designing and programming experiments.
- There may be opportunities to develop independent projects, attend conferences, and co-author manuscripts.
- In addition to the above job responsibilities, other duties may be assigned.

### Required qualifications:

- Bachelor's degree (in psychology, neuroscience, human development, cognitive science, computer science, or a related field).
- Experience with computer software including Microsoft Word, Excel, and PowerPoint.
- Exceptional leadership, organizational, time management, and communication skills.
- Self-motivated to learn new skills and solve problems independently.

### Preferred qualifications:

- Some programming exposure / experience (e.g., MATLAB, R, Python).
- Creativity and/or a design background (to help with stimuli creation, recruitment, newsletters).
- Experience interacting with infants and/or children.
- Previous research experience (ideally in psychology or neuroscience).

### **Project Coordinator:**

The Project Coordinator will work closely with Dr. Puglia and other study team members to orchestrate a Jefferson Trust-funded longitudinal study aimed at identifying early-emerging biomarkers of autism spectrum disorder in infants who have spent time in the Neonatal Intensive Care Unit (NICU). This is an ideal position for a highly motivated and enthusiastic individual looking to gain research experience on topics related to infant development, neural function, and autism before applying to graduate or medical school. This is a 1-year position with the possibility for renewal contingent on performance and funding.

Responsibilities include:

- Overseeing and executing study data collection, including: identifying, recruiting, screening, enrolling, scheduling, and retaining study participants; running study sessions which include obtaining informed consent, collecting EEG, biospecimens, eye tracking, behavioral assessments and clinical phenotyping in the NICU and lab; designing and programming study paradigms; assessing data quality; coding, processing, and analyzing study data.
- Managing administrative study materials, including: preparing and managing IRB protocols and progress reports; developing and maintaining detailed and comprehensible documentation of study protocols and training materials; designing and distributing accessible recruitment materials; conducting literature reviews; managing, organizing, and archiving study data; ensuring that the study is following best practices of open and reproducible science (e.g. pre-registering studies, making datasets and analysis scripts publicly available, etc.).
- Collaborating with other study team members to execute the project including personnel in the UVA NICU, Supporting Transformative Autism Research (STAR) program, and undergraduate and graduate students and staff in the lab; providing training on study protocols; organizing study progress meetings; cultivating a team-oriented and collaborative environment.
- There may be opportunities to develop independent projects, attend conferences, and co-author manuscripts.
- In addition to the above job responsibilities, other duties may be assigned.

Required qualifications:

- Bachelor's degree (in psychology, neuroscience, human development, cognitive science, or a related field).
- Candidate must be comfortable working in a medical setting.
- Experience with computer software including Microsoft Word, Excel, and PowerPoint.
- Exceptional organizational, interpersonal, communication, and time management skills.
- Self-motivated to learn new skills and solve problems independently.

Preferred qualifications:

- Experience interacting with infants and research participants from diverse backgrounds.
- Experience collecting and/or analyzing human subjects data including behavioral and EEG data.

- Some programming exposure / experience (e.g., MATLAB, R, Python).

This position will remain open until filled. This is a Non-Exempt level, benefited position. This position will not sponsor applicants for work visas. The University will perform background checks on all new hires prior to employment. For questions about the position or the application process, please contact Daniel Strong, Senior Recruiter at [das6zb@uva.edu](mailto:das6zb@uva.edu).

These position(s) are restricted and are dependent upon project need, availability of funding, and performance.

Review of Applicants will begin May 14, 2021.

### **How to Apply:**

Applications that do not contain all of the required documents will not receive full consideration, please note that multiple documents can be uploaded in the box.

**Process for External Applicants:** Please apply through [Workday](#), and search for 'R0023823'. Complete an application online and attach a cover letter, CV/resume, and contact information for three references (name, email address, telephone number, and address).

**Process for Internal UVA Applicants:** Please apply through your Workday Home page, search "Find Jobs," and search for 'R0023823' Complete an application online and attach a cover letter, CV/resume, and contact information for three references (name, email address, telephone number, and address).

*The University of Virginia, including the UVA Health System which represents the UVA Medical Center, Schools of Medicine and Nursing, UVA Physician's Group and the Claude Moore Health Sciences Library, are fundamentally committed to the diversity of our faculty and staff. We believe diversity is excellence expressing itself through every person's perspectives and lived experiences. We are equal opportunity and affirmative action employers. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity or expression, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information.*