



## Lab Manager, Chatman Lab, and Assistant Director, Berkeley Culture Initiative Haas School of Business, UC Berkeley

### Position Summary:

Reporting to Professors [Jennifer Chatman](#) and [Sameer Srivastava](#) at the Haas School of Business, the Lab Manager (Chatman Lab) / Assistant Director (Berkeley Culture Initiative) is responsible for supporting research on the topics of Organizational Behavior, Culture, and Social Psychology, as well as providing administrative support and managing events and communication for the Berkeley Culture Initiative. The position is a 50% appointment as Chatman Lab Manager, which reports to Professor Jennifer Chatman, and a 50% appointment as the Assistant Director of the Berkeley Culture Initiative, co-directed by Professors Jennifer Chatman and Sameer Srivastava. This position is ideal for individuals preparing to pursue a PhD in Management, Micro Organizational Behavior, Social Psychology, or related fields.

### Principal Responsibilities:

- Develops and implements procedures to collect, analyze, and manage statistical data.
- Reviews and summarizes relevant theoretical and empirical literature.
- Manages the personnel, timelines, logistics, and data collection for research studies of many different kinds and oversees undergraduate research assistants as they run studies.
- Organizes and manages Berkeley Culture Initiative events and communication.
- Manages and tracks the outreach and donation processes for corporate sponsors.

### Required Qualifications:

- Bachelor's degree in Psychology, Sociology, Economics, Psychology, Political Science, Statistics, or a related field or an equivalent combination of education and experience.
- Advanced reasoning and analytical skills.
- Demonstrated independent initiative and time management.
- Strong verbal and written communication skills.

### Preferred Qualifications:

- Demonstrated understanding of research design and statistical skills, particularly using R and/or SPSS.
- Interest in organizations and concepts and research domains related to sociological and psychological perspectives on organizations and groups.
- Experience with events and program management.
- Experience running experiments of all kinds in the field and in the field.
- Interest in pursuing a PhD in Management, Micro Organizational Behavior, Social Psychology, or related fields.

### Application Instructions:

- Interested applicants must apply through the [UC Berkeley jobs portal](#) (job ID #15648).
- Please submit a cover letter, a CV or resume, and contact information for references
- The deadline to apply is **March 15<sup>th</sup>** and applications will be reviewed on a rolling basis.

- If you encounter any questions or challenges with the online application process, please email [berkeleyculture@berkeley.edu](mailto:berkeleyculture@berkeley.edu).

**Appointment Terms:**

- Appointment start date is flexible within the range of July - August 2021.
- This will be a full time (40 hour per week) position for an initial one-year appointment.
- Remote work flexible from July - December, 2021, with the expectation of in-person appointment on UC Berkeley campus beginning January 2022, at the latest.
- This position will be compensated at a competitive level and is eligible for benefits.