

Project Coordinator Tufts University

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Downloaded On: Jun. 20, 2023 12:42pm

Posted Apr. 27, 2023, set to expire Dec. 31, 2023

Job Title	Project Coordinator
Department	Pets and Well-Being Lab
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 27, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Research Scientist/Associate
Academic Field(s)	Social Work Research Methods/Data Analysis Psychology - Behavior Analysis Psychology - General Human Development
Job Website	https://jobs.tufts.edu/jobs/18870?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview

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The Pets and Well-being (PAW) Lab is seeking a full-time Project Coordinator to begin in June 2023 for an exciting new National Institutes of Health (NIH) R01-funded longitudinal study assessing the effects of companion dogs on adolescents with social anxiety and their families. This study will collect quantitative, qualitative, and psychophysiological longitudinal data from adolescents and their parents.

The Project Coordinator will be responsible for managing participant recruitment and data collection, as well as coordinating student research assistants.

On-campus work in Grafton, Massachusetts is required to manage participant study materials; some hybrid work is possible. A 2-year commitment, contingent on performance and funding, is strongly preferred.

The PAW Lab is a research group run by Dr. Megan Mueller (PI) at the Cummings School of Veterinary Medicine at Tufts University. The PAW Lab is dedicated to exploring the complex interactions between humans and animals, specializing in understanding human-animal interaction (HAI) in youth and families. We are committed to conducting and disseminating research that leads to practical applications that will improve the lives of diverse children, families, and animals. The PAW Lab is located at the Center for Animals and Public Policy at the Cummings School of Veterinary Medicine at Tufts University, which houses a robust group of interdisciplinary researchers and practitioners who work at the intersection of human and animal health. This position will be part of a dynamic and supportive team environment that places an emphasis on collaboration and conducting inclusive research.

What You'll Do

As a Project Coordinator responsibilities include:

- Recruitment and Data Collection:
 - Management of participant recruitment, enrollment, and retention
 - Communication with participants as the primary point of contact
 - Development of participant-friendly study materials
 - Implementation of efficient and effective processes for data collection and management
 - Preparation and mailing of study materials to participants
 - Training of research assistants for data collection
- Research administration:
 - Management of Institutional Review Board (IRB) documentation and compliance
 - Documentation of project activities in LabArchives
 - Coordination of laboratory space and study equipment

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- Scheduling of team meetings across collaborative team
- Communications
 - Communication with participants and community partners
 - Coordination of social media and lab website
- Data management
 - Data entry, tracking, and cleaning
 - Management of confidential participant records and data collection timelines
 - Cleaning and preparing data for analysis

What We're Looking For

Basic Qualifications:

- Bachelor's Degree in Psychology, Human/Child Development, Public Health, Social Work, Education, Neuroscience, Human-Animal Interaction, or related field.
- 1 year of relevant research experience.
- Proficient computer skills (e.g., Microsoft Office).
- Ability to use survey software (Qualtrics and REDCap experience strongly preferred).
- Strong attention to organizational detail with the ability to ensure integrity and accuracy of a complex data set.
- Ability to work both independently and as part of a team.
- Ability to communicate clearly and professionally, verbally and in writing.
- Excellent interpersonal skills and a desire to build rapport with participants and their families.
- Flexibility and willingness to work on multiple tasks.

Preferred Qualifications:

- Training and/or experience related to psychology/social science research methods; particularly survey design and/or psychophysiological data collection
- Prior experience with quantitative data management
- Experience with science communication
- Proficiency with statistical software (SPSS, R)
- Proficiency with LabArchives

Pay Range



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Minimum \$25.80, Midpoint \$30.95, Maximum \$36.10

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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