

Full-time research coordinator position



The **Affirm Lab** (PI: Maggi Price, PhD) at the Boston College School of Social Work is now accepting applications for a Project Coordinator (PC) to start in spring 2023 (early summer start date is possible). Our research focuses on improving support for youth with stigmatized identities (e.g., transgender youth, youth of Color). The job will primarily involve **managing** and **coordinating** the NIMH-funded *Gender-Affirming Psychotherapy Study (GAPS)* alongside a senior research coordinator (see studies described on our [research](#) page for more details).

Most work is done **collaboratively** and **in-person** (245 Beacon St., Chestnut Hill, MA), and employees are expected to attend several weekly meetings. Project coordinators have flexibility for some remote work (e.g., 1-2 days/week). Evening or weekend hours may be requested during data collection periods depending on the needs of participants.

Under the direction of senior research staff, the research coordinator will have **several responsibilities**, such as:

- Oversee data collection and analysis (qualitative interviews and quantitative surveys)
- Assist with Institutional Review Board (IRB) amendments and grant submissions
- Support grant management (e.g., analyze data for annual reporting, draft updates)
- Manage a team of part-time research assistants via the [Asana task management tool](#)
- Prepare presentations and manuscripts

A strong applicant will have:

- **Commitment to 2 years** of project coordination at the Affirm Lab
- **Experience working in a research lab** assisting with federally and/or foundation-funded research grant
- **Experience leading independent research** (e.g., a senior thesis, research project, and/or first-authored posters, talks, or papers)
- **Experience managing** people and/or projects (e.g., leading a student organization, managing finances, mentoring others)
- **Willingness to grow** and receive direct feedback
- **Time management** skills and the ability to communicate evolving priorities to larger team
- **Statistical knowledge** (e.g., experience running statistics programs such as R)
- **Strong interest** in working with LGBT+ youth, human-centered design methods, and/or macro social work
- **Intent to pursue a PhD** in social work, counseling psychology, clinical psychology, or related fields

Benefits of the job include:

- **Opportunities for co-authorship** on papers and presentations are available.
- Weekly **supervision** meetings (individual or group) with Dr. Price (PI)
- Professional development **mentoring** from Dr. Price (PI)
- **Support** for PhD applications and career advancement
- Joining a **warm** and **supportive** team of passionate people!

Compensation: This is a 32-40 hour/week contractor position, which will be compensated \$23/hour (no benefits available).

Start date: Spring (ideal) or early summer 2023; exact date flexible.

Application instructions: To apply, please send the following to AffirmLabBC@gmail.com:

1. **CV or resume** highlighting any research experience you may have
2. **Cover letter** describing 1) your qualifications, 2) why you are interested in this particular position, and 3) your long-term professional interests (even if they are approximate/might change)
3. **Writing sample** (e.g., course paper, published manuscript)
4. **Transcript** (unofficial version is fine)
5. **Letters of reference** (if available) or contact information for letters of reference

Application deadline: March 1, 2023; however, applicants will be reviewed and accepted on a rolling basis, and early applications are strongly encouraged.

Questions? Email AffirmLabBC@gmail.com.