Research Operations Coordinator at Carnegie Mellon University's Dietrich College

Carnegie Mellon University's Dietrich College is searching for a Research Operations Coordinator to support the research activities of Dr. David Creswell, William S. Dietrich II Professor of Psychology and director of the Health and Human Performance Laboratory and the Center for Modern Digital Health. The lab conducts several NIH-funded studies on mindfulness, stress, and health, including digital health and wearable research.

This role focuses primarily on coordinating research operations and supporting ongoing studies in partnership with the lab's project managers. You will help maintain study documentation, coordinate research activities, support regulatory and grant processes, and keep lab resources organized. The position also provides executive and administrative support to Dr. Creswell to help him manage research and related professional commitments.

We are looking for someone who is highly organized, proactive, and comfortable using generative AI tools to support efficient research workflows. You should be able to anticipate needs, manage competing priorities, and follow through on details.

Core responsibilities will include:
Research operations

- Work with the lab's project managers to coordinate study activities, including participant scheduling, recruitment materials, study documentation, and data organization.
- Help prepare and track IRB submissions, renewals, and modifications, and maintain accurate regulatory documentation.
- Support grant submissions and progress reports by assembling materials, formatting documents, and coordinating with department grants administrators.
- Track research deadlines and deliverables, including grant reports, manuscript submissions, and regulatory requirements.
- Coordinate onboarding for new lab members and maintain lab procedures, shared drives, and research resources.
- Facilitate communication and follow-up across research teams to keep study activities and operational needs on track.

AI-enabled research workflows

- Use generative AI tools such as Claude, ChatGPT, or Gemini to help draft, summarize, and organize research-related materials, consistent with university policies.
- Help build, maintain, and improve AI-assisted workflows for meeting documentation, literature and funding scans, and research status tracking.
- Follow university policies on data privacy and responsible AI use, including protecting research participant data and confidential information.

Executive and administrative support

- Manage Dr. Creswell's calendar, scheduling, and meeting preparation, with an emphasis on research priorities and related commitments.
- Assist with email and correspondence, including drafting routine communications and coordinating follow-up.
- Coordinate travel, reimbursements, and logistics for talks, visitors, and lab events.
- Provide additional administrative support for teaching and professional activities as needed.
- Other duties as assigned.

Adaptability, excellence, and passion are vital qualities within Carnegie Mellon University. We are in search of a team member who can effectively interact with a varied population of internal and external partners at a high level of integrity. We are looking for someone who shares our values and who will support the mission of the university through their work.

You should demonstrate

- Excellent organization and follow-through, with the ability to coordinate multiple research activities and deadlines.
- Attention to detail in maintaining study materials, regulatory documentation, and lab resources.
- A proactive approach to identifying operational needs and improving research workflows.
- Hands-on experience using generative AI tools responsibly.
- Clear, professional written and verbal communication.
- Discretion and good judgment when handling confidential information.
- The ability to work collaboratively with faculty, project managers, students, staff, and external partners.

Qualifications:

- Bachelor's degree required
- 3-5 years of data collection and analysis, research methodology, and/or research lab experience required
- A combination of education and relevant experience from which comparable knowledge is demonstrated may be considered.

Requirements:

- Successful completion of a pre-employment background check

Joining the CMU team opens the door to an array of exceptional benefits. Benefits eligible employees enjoy a wide array of benefits including comprehensive medical, prescription, dental, and vision insurance as well as a generous retirement savings program with employer contributions. Unlock your potential with tuition benefits, take well-deserved breaks with ample paid time off and observed holidays, and rest easy with life and accidental death and disability insurance.

Additional perks include a free Pittsburgh Regional Transit bus pass, access to our Family Concierge Team to help navigate childcare needs, fitness center access, and much more! For a comprehensive overview of the benefits available, explore our Benefits page.

At Carnegie Mellon, we value the whole package when extending offers of employment. Beyond credentials, we evaluate the role and responsibilities, your valuable work experience, and the knowledge gained through education and training. We appreciate your unique skills and the perspective you bring. Your journey with us is about more than just a job; it's about finding the perfect fit for your professional growth and personal aspirations.

Are you interested in an exciting opportunity with an exceptional organization?! Apply today!

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