

Behavioral Lab Manager, Goizueta Technology Services, Goizueta Business School

Job No: 93641

Job Type: Regular Full Time

Division: Goizueta Business School (Emory University)

Department: GBS: Technology Services

Job Category: Research & Research Administration

Location: Atlanta

Description

JOB DESCRIPTION:

- Assists in managing administrative activities associated with research projects including training and supervision of personnel, data management and statistical analysis and adherence to applicable regulations.
- Assists in payment of research participants, monitors expenditures and prepares financial reports.
- Manages databases including data collection, coding, analysis and storage.
- Serves as lab liaison to other departments, outside organizations and product representatives.
- Oversees the preparation of operational and statistical reports for management.
- Ensures project is administered according to research protocol.
- May assist in recruiting and interviewing subjects, developing and conducting tests and surveys, gathering or abstracting data or making presentations.
- May conduct literature searches and assist with publications.
- May supervise staff by orienting, training and giving them ongoing performance feedback.
- Performs related responsibilities as required.

MINIMUM QUALIFICATIONS:

- A bachelor's degree in a science discipline, business management, or related field and two years of related professional experience, or an equivalent combination of experience, education and training.
- Note: An approved CAS Exception is required for anyone who is charged to a federal grant or contract under this job code.

PREFERRED QUALIFICATIONS:

- Former experience in an experimental lab environment preferred.
- Experience with IRB protocols preferred.

NOTE: This role will be granted the opportunity to work from home regularly but must be able to commute to Emory University on a flexible weekly schedule based upon business needs. Schedule is based on agreed upon guidelines of department of work. Emory reserves the right to change remote work status with notice to employee.

Apply here: <https://tinyurl.com/GoizuetaBLabManager>