



## CURRENTLY HIRING: PROJECT COORDINATOR AND LAB MANAGER/RESEARCH ASSISTANT

The Summer Seminars in Neuroscience and Philosophy (SSNAP) (co-PIs: Felipe De Brigard, Walter Sinnott-Armstrong) is seeking a full-time Project Coordinator and Lab Manager/Research Assistant for the Imagination and Modal Cognition lab at Duke University (IMC Lab; PI: Felipe De Brigard). A two-year commitment is expected, with possibility for renewal. Applications will be reviewed on a rolling basis starting August 31st, with a flexible start date as early as October 2024.

SSNAP program coordinator duties include, among others:

- Organizing travel, lodging, food, and other accommodations for participating fellows
- Assisting with the execution of the 2-week long annual meeting
- Submitting grant progress reports; assisting with miscellaneous bookkeeping tasks
- Managing applications from prospective fellows, overseeing communications with collaborating faculty
- Publicizing the call for applicants and events open to the public

Lab manager and research assistant duties include, among others:

- Overseeing and maintaining IRB protocols; assisting lab members with writing new protocols
- Assisting lab members with data collection, especially for fMRI and in-person behavioral studies
- Overseeing lab finances
- Maintaining the lab website Organizing the lab meeting schedule; managing lab-wide communications

In addition to these duties, there are abundant opportunities for engaging in interdisciplinary research. Researchers in the IMC Lab work on wide-ranging topics at the intersection of neuroscience, psychology, and philosophy, including (but not limited to): episodic and autobiographical memory, counterfactual thinking, moral cognition, and causal reasoning. The Research Assistant will be encouraged to design, conduct, present, and publish original research on any of these topics. The ideal candidate:

- Has a B.A./B.S. in psychology, neuroscience, cognitive science, philosophy, or a related field
- Is interested in pursuing research/graduate studies in psychology, neuroscience, cognitive science, or philosophy
- Has very strong organizational skills
- Has experience collecting human subjects data
- Has knowledge of common statistical practices in psychology and neuroscience research
- Has some experience programming
- Feels equally comfortable working independently and as part of a team
- Has good interpersonal and communication skills

To apply, please email Kaylee Miceli ([kaylee.miceli@duke.edu](mailto:kaylee.miceli@duke.edu)) with a CV, contact information for 2-3 references (can be included on the CV), and a brief (no more than 1 page, no less than 1.5 line spacing) statement explaining motivation for applying to the position. Please use the subject line "IMC lab manager position" in all correspondences. Individuals from historically marginalized backgrounds are especially encouraged to apply. Duke University is An Equal Opportunity/Affirmative Action Employer. In addition to comprehensive health and dental insurance plans, Duke University offers many other benefits, including various types of insurance coverage, tuition remission opportunities, a 401(k) plan match, and a significant number of paid holidays and vacation days.



Department of Philosophy

Department of Psychology and Neuroscience

Center for Cognitive Neuroscience

Duke Institute for Brain Sciences