

PROJECT COORDINATOR POSITION/S THE LITTLEBEATS™ BABY CUES PROJECT

Interdisciplinary Lab for Social Development
Beckman Institute for Advanced Science & Technology
University of Illinois Urbana-Champaign

The Interdisciplinary Lab for Social Development is seeking two full-time Project Coordinators for the LittleBeats™ Baby Cues Project (<https://littlebeats.hdfs.illinois.edu/>), a new study of parent-infant relationship dynamics and behavioral and physiological regulation of stress. The Project Coordinators will be part of a larger team who share responsibility for managing and overseeing the day-to-day activities of the research project, including participant recruitment, scheduling, and data collection.

Responsibilities include:

- Assisting with recruitment and enrollment of families with infants 3-10 months of age
- Coordinating and supervising mom-baby research visits with families; research visits will be conducted in our laboratory playroom at the Beckman Institute as well as virtually via Zoom.
- Managing research devices, documents, and data files.
- Contributing to research products, including conference presentations and manuscripts submissions to scientific journals

Minimum requirements:

- Bachelor's degree in the behavioral or social sciences (e.g., psychology, human development, education, speech & hearing sciences), with at least one year of significant research experience and/or direct work with infants (0-12 months) and their parents.
- Must have outstanding communication and interpersonal skills, excellent ability to organize and balance multiple tasks, and demonstrated ability to complete tasks accurately.
- Flexible availability, including evenings and weekends.

Preferred experience/skills (but not required): Prior research experience with young children and families, skills in web design and/or computer programming; familiarity with REDCap; bilingual in English and Spanish.

Application Process: Please send a letter of interest, resume, transcript (unofficial copy) and the names and contact information for two references to Dr. Nancy McElwain at mcelwn@illinois.edu. For further information, please contact Dr. McElwain at mcelwn@illinois.edu or (217) 244-7168.

Review of applications will begin immediately. Start date is flexible, although preference will be given to candidates available to begin in May or June. The position/s will continue through the 2025-2026 academic year, and there will be opportunities for renewed appointment for a second year.