

[Close Window](#)**Job Summary**

Requisition Number: 41003

Job Title: LABORATORY ASSISTANT II

Working Title: Laboratory Assistant

Salary: \$21.38 - \$25.15 hourly

Job Type: Career

Department Name: 0875-PSYCHOLOGY

Department Website URL: <https://anxietydepression.psych.ucla.edu/>

Job Summary Statement: Under the supervision of the Principal Investigator (PI) at UCLA's Anxiety and Depression Research Center (ADRC), the Laboratory Assistant will coordinate a research study which examines efficacy of a novel approach of neuro-reinforcement based on decoded fMRI information to reduce fear responses to fearful stimuli in individuals with animal phobias. The Laboratory Assistant will write and submit IRB amendments, track recruitment, schedule participants' sessions and assessments, collect neuroimaging (i.e. MRI) data, conduct study screenings, conduct behavioral assessments, conduct diagnostic evaluations, track data collection, obtain consent of participants, compensate participants, manage regulatory board submissions, clean and compile large clinical data sets, and supervise a team of research assistants. This opportunity is ideal for individuals interested in gaining experience in clinical psychology research.

Percentage of Time: 100

Shift Start: 8:00 am

Shift End: 5:00 pm

**Qualifications for Position****12 Records**

Qualifications	Required/Preferred
Exceptional interpersonal/communication skills to build and maintain a positive working environment for all members of the research team; maintain positive working relationships with study participants to aid in retention.	Required
Ability to gather and convey information accurately.	Required
Ability to maintain databases and accurate records.	Required
Ability to travel to various locations with own vehicle and driver's license to aid in recruitment.	Preferred
Ability to maintain confidentiality regarding all participant information.	Required
Strong leadership skills.	Required
Exceptional organizational skills, able to pay attention to detail.	Required

Ability to problem solve, anticipate potential problems, and offer solutions.	Required
Experience working with group participant projects.	Required
Experience conducting structured interviews.	Preferred
Experience with online questionnaire platforms such as SPSS, Qualtrics, and REDCap.	Preferred
Experience collecting MRI data.	Preferred

### Additional Posting Information

Bargaining Unit:	TX-Systemwide Technical
Application Deadline:	03-09-2024
External Posting Date:	
Quicklink To Posting:	<a href="https://hr.mycareer.ucla.edu/applicants/Central?quickFind=90078">hr.mycareer.ucla.edu/applicants/Central?quickFind=90078</a>
Special Instructions:	
Contact information:	
Number of Positions:	2

### Special Employment Designations/ Requirements Per UC Policy

Conflict of Interest:	N/A
Critical:	Continued employment contingent upon completion of satisfactory background investigation.
Driving Record:	N/A
E-Verify Check:	
Certain positions funded by federal contracts/subcontracts requires UCLA to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check.	No Response

#### [More Information](#)

CANRA:	
Is this position designated as a mandatory reporter under CANRA?	No

Other Special Employment Requirements:

**Position is subject to performance standards and other requirements of the University wide Police Policies and Administrative Procedures.**

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As a condition of employment, candidates selected for hire will be required to comply with the University of California [Policy on Vaccination Programs](#) , this policy may be amended or revised from time to time. Federal,

state, or local public health directives may impose additional requirements. As updates are made to the Policy, they will be reflected in the [UCLA Conditions of Employment](#).

The University of California is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy. [UC Nondiscrimination & Affirmative Action Policy](#)

This [General Data Protection Regulation \(GDPR\) Statement for Persons in the European Economic Area](#) is designed to provide information regarding the types of Personal Information that the University of California's Human Resources departments and offices collects.

Please be advised that the final candidate recommended for hire into a critical (or otherwise designated) position will be required to successfully complete a background investigation. Any convictions will be evaluated to determine if they directly relate to the responsibilities and requirements of the position. Having a conviction history will not automatically disqualify an applicant from being considered for employment.

UCLA is a Tobacco-Free environment. For more information, please view the policy at [Tobacco-Free Campus Policy](#)

For additional support, please visit <https://help.powerschool.com/t5/PeopleAdmin-Applicant-Support/ct-p/PeopleAdmin-Applicant-Support>