

Lab Coordinator for the Notre Dame Suicide Prevention Initiative

Position Information

Position Information

A Message from the University

All University of Notre Dame faculty and staff are required to be vaccinated against COVID-19 and provide verification of full vaccination. Faculty and staff may apply for an exemption from the vaccination requirement for medical, religious, or other strongly held beliefs. Those granted an exemption must participate in weekly surveillance testing and continue to mask indoors while on campus. [FAQ](#)

Job Title

Lab Coordinator for the Notre Dame Suicide Prevention Initiative

Job Description

The Program Coordinator is responsible for day-to-day operations of the Notre Dame Suicide Prevention Initiative. This includes patient, co-director, and therapist scheduling; coordination of staff; communications with stakeholders and onsite and offsite collaborators; patient and participant recruitment; collection and processing data; internal grants management (compiling resources, conducting literature searches, communicating with College grants staff). The Program Coordinator is responsible for training, coordinating, and supervising undergraduate RAs; and helping graduate student with their research needs. This is a two-year limited term position.

Minimum Qualifications

Bachelor's degree in Psychology, Education, Neuroscience, or related field. Minimum of one year experience. Excellent organizational and interpersonal skills; experience with work processing and spreadsheets.

Preferred Qualifications

Special Instructions to Applicants

Department

Psychology (30145)

Department Website

psychology.nd.edu

Family / Sub-Family

Academic Aff / Prgm Admin_Other

Career Stream/Level

NIC 3 Technician

Department Hiring Pay Range

Up to \$20/hour

Pay ID

Bi-Weekly

FLSA Status

S3 - FT Non-exempt Hourly

Job Category

Office/Clerical

Job Type

Full-time

Schedule: Days of Week & Hours	Generally 8 am – 5 pm Monday – Friday
Schedule: Hours/Week	40/52
Schedule: # of months	12

Posting Detail Information

The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from female and minority candidates and others that will enhance our community. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veterans and qualified individuals with disabilities in compliance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a).

Posting Detail Information

Job Posting Date (Campus)	05/06/2022
Job Posting Date (Public)	05/06/2022
Job Closing Date	06/27/2022
Posting Type	Open To All Applicants
Posting Number	S221638
Quick Link for Internal Postings	https://jobs.nd.edu/postings/26047

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents