

Lab Coordinator in the Processes in Personality and Psychopathology (PoPPy) Lab at Notre Dame

Job Description

This is what the College of Arts & Letters stands for. We play an integral role in Notre Dame's mission to serve as the world's preeminent Catholic research university. We are searching for someone who shares the same passion and mission to join our dynamic team. We are looking for a Lab Coordinator for the Processes in Personality and Psychopathology (PoPPy).

Who we are: The Processes in Personality and Psychopathology (PoPPy) research lab is embarking on a new and exciting phase of our research journey. We are initiating parallel studies focusing on personality pathology, with the goal of collecting intensive longitudinal symptom data from individuals undergoing treatment for affective and behavioral dysregulation. As we expand our research efforts, we are looking for a dedicated and detail-oriented Lab Coordinator to join our team.

Job Description: Under the supervision of Dr. Haya Fatimah, the Lab Coordinator will play a crucial role in managing and coordinating multiple research projects within the PoPPy lab. This individual will oversee various aspects of study execution, ensuring compliance with Institutional Review Board (IRB) regulations, and facilitating the smooth operation of our research initiatives. The role involves working closely with a team of undergraduate research assistants and graduate students to manage participant recruitment, track study progress, and handle data management.

Essential Duties & Responsibilities:

- **Research Project Management:** Oversee multiple research projects, including IRB compliance, tracking study progress, monitoring participant recruitment, and ensuring smooth data collection processes.
- **Participant Management:** Manage participant payments, recruitment, and maintain accurate records of participant interactions.
- **Training and Supervision:** Train and supervise student research assistants in conducting clinical interviews and other research activities.
- **Data Management:** Handle data management tasks, including basic data cleaning and ensuring data integrity.
- **General Lab Management:** Coordinate lab meetings, maintain study web pages and the lab website, manage budgets, order supplies, and establish standard operating procedures for lab personnel.
- **Administrative Duties:** Support the overall administration of the lab, ensuring efficient operation and adherence to research protocols

Please note: This is a two-year, limited-term position. Contingent on funding, the position may be extended.

Minimum Qualifications

- Education: Bachelor's degree in Psychology, Clinical Science, or a related field.
- Experience: Previous experience in research project management, data handling, and working with human subjects; Experience with IRB applications; Experience with survey tools such as Qualtrics
- Skills: Strong organizational and multitasking skills, attention to detail, proficiency in Microsoft office and SPSS.
- Preferred Qualifications
- Education: Master's degree preferred.
- Skills: Familiarity with R is preferred.

Special Instructions to Applicants

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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).

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