

## The Computational and Cognitive Neuroscience Lab

### University of Michigan

#### How to Apply

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position.

Job post at [https://careers.umich.edu/job\\_detail/229893/lab-coordinator](https://careers.umich.edu/job_detail/229893/lab-coordinator)

#### Summary

The Computational and Cognitive Neuroscience Lab at the University of Michigan, directed by Dr. Thad Polk, is seeking a full-time Lab Coordinator to help facilitate research in the lab. The successful candidate will work with lab members (including post-doctoral fellows and students) on all aspects of the lab's operations: implementing experiments, recruiting and scheduling participants, running participants through experiments, advertising, website maintenance, purchasing, preparing figures, etc. For more information about the lab, please visit <http://polklab.psych.lsa.umich.edu>

The review of applications will begin on 3/1/23 and will continue until the position is filled.

#### Mission Statement

The mission of the University of Michigan is to serve the people of Michigan and the world through preeminence in creating, communicating, preserving and applying knowledge, art, and academic values, and in developing leaders and citizens who will challenge the present and enrich the future.

#### Responsibilities\*

Include but are not limited to:

- Implementing experiments
- Running participants through experiments
- Data entry, organization, and analysis
- Recruiting and scheduling participants
- Assisting other lab members with their work
- Handling interactions with the Institutional Review Boards
- Preparing figures, purchasing, and advertising

## **Required Qualifications\***

- High school diploma or Associate's degree
- 1 year of experience
- Strong technical skills (e.g., data analysis and/or programming)
- Excellent interpersonal skills
- Strong organizational skills

## **Desired Qualifications\***

- Degree in psychology, neuroscience, computer science, or a related field

## **Additional Information**

This position is contingent on the availability of funding and is term-limited to 1 year with the possibility of renewal.

Ideally, this position will start sometime between **May 1, 2023, and July 1, 2023**.

As one of the world's great liberal arts colleges, LSA pushes the boundaries of what is understood about the human experience and the natural world, and we foster the next generation of rigorous and empathetic thinkers, creators, and contributors to the state of Michigan, the nation, and the world.

To learn more about diversity, equity, and inclusion in LSA, please visit [lsa.umich.edu/lsa/dei](https://lsa.umich.edu/lsa/dei).

To learn more about LSA's Mission, Vision and Values, please visit [lsa.umich.edu/strategicvision](https://lsa.umich.edu/strategicvision).

## **Background Screening**

The University of Michigan conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third party administrator to conduct background checks. Background checks are performed in compliance with the Fair Credit Reporting Act.

## **Application Deadline**

Job openings are posted for a minimum of seven calendar days. The review and selection process may begin as early as the eighth day after posting. This opening may be removed from posting boards and filled anytime after the minimum posting period has ended.

If you have further questions, please contact current lab managers: Violet Zhou ([violetz@umich.edu](mailto:violetz@umich.edu)) or Esther Kim ([kesther@umich.edu](mailto:kesther@umich.edu)) for more information.