

The Computational and Cognitive Neuroscience Lab

University of Michigan

Market Title: Research Technician Intermediate

Job ID #: 102946

Working Title: Lab Coordinator

Department: LSA Psychology

Department ID #: 185500

Replacement Position: Noah Reardon (77470608) – LDW: 6/13/2025

Hours: 40 hours, Full-Time

Term: One Year Term-Limited

Mode of Work: Onsite

Posting period: 2 months/until candidate is hired

Salary range: \$33,000 - \$37,000

Hiring Team: Shannon Hesch

Approvers: Jen Barnett, Jerri Atkins for staff

How to Apply:

A detailed cover letter is required for consideration when applying for this position and should be uploaded via the UM Careers website as the first page(s) of a single, electronic document of application materials that also includes your CV or resume. The cover letter should address your specific interest in the position and outline your skills and experience that directly relate to the duties described below.

Job 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, web site maintenance, purchasing, preparing figures, etc. For more information about the lab, please visit <http://polklab.psych.lsa.umich.edu>.

The review of applications will be on a **rolling basis** until the position is filled.

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)

Desired Qualifications

- Bachelor's degree in psychology, cognitive science, neuroscience, computer science, or related field
- Excellent interpersonal skills
- Strong organizational skills

Additional Information

The salary range is \$33,000 - \$37,000. Please note a higher salary may be offered based on equity and the selected candidate's experience.

This position is contingent on the availability of funding and is term-limited to 1 year with the possibility of renewal. The anticipated start date is somewhere around July 1st, 2025.

Please contact the Polk Lab managers at (tpolk-labmanager@umich.edu) for more information or any questions about the position.

Application Deadline

Job openings are posted for a minimum of seven calendar days. This job may be removed from the posting boards and filled any time after the minimum posting period has ended.

U-M EEO/AA Statement

The University of Michigan is an equal opportunity/affirmative action employer.

Why Work at Michigan?

In addition to a career filled with purpose and opportunity, the University of Michigan offers a comprehensive benefits package to help you stay well, protect yourself and your family and plan for a secure future. Benefits include:

- Generous time off, including vacation time, sick time, holiday and season days
- A retirement plan that provides two-for-one matching contributions with immediate vesting
- Many choices for comprehensive health insurance
- Life insurance
- Long-term disability coverage
- Flexible spending accounts for healthcare and dependent care expenses

In addition, LSA offers:

- Strong commitment to work/life balance
- Flexible work arrangements with respect to campus stakeholder needs
- Enhanced tuition support programs for LSA courses

Being part of something greater, of serving a larger mission of discovery and care — that's the heart of what drives people to work at Michigan. In some way, great or small, every person here helps to advance this world-class institution. It's adding a purpose to your profession. Work at Michigan and become a victor for the greater good.