

## Lab Manager at Smith College

The Mind in Development Lab (P.I. Dr. Maya Rosen) in the Neuroscience Program at Smith College (Northampton, MA) invites candidates to apply for a lab manager position beginning September 2022. Our research examines the impact of environmental experience on children's development. Many of our projects focus on understanding the neural, environmental and cognitive mechanisms explaining disparities in long-term outcomes including academic achievement and mental health.

Under the supervision of Dr. Rosen, the individual in this position will be involved in managing an active research lab and a large NIH-funded study. The candidate will participate in all aspects of the research process, including recruitment of children and families, preparation of IRB applications, data collection from children and caregivers, programming behavioral tasks, and maintenance of a database for participant recruitment and tracking. These duties will primarily focus on a longitudinal study examining the neural, cognitive and environmental mechanisms linking socioeconomic status and academic achievement. Data collection for this study involves acquisition of functional near infrared spectroscopy (fNIRS) and MRI data, intensive measures of the home environment, and cognitive and academic assessments.

Application review will begin on April 1st. To learn more and apply, please click [here](#).

### Essential Functions

#### *Duties and Responsibilities:*

General administrative duties to maintain the workings of the laboratory (e.g., managing finances, lab website, coordinating lab meetings, etc.)  
Recruitment and screening of participants  
Prepare IRB applications  
Clean and organize data for analysis  
Maintain databases for participant recruitment and tracking  
Data collection with children and caregivers in multi-modal studies involving neuroimaging, parent interviews, assessments of the home environment, cognitive tasks, and academic and mental health assessments

### Other Functions

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

### Minimum Qualifications (knowledge, skills, education, experience, certifications, licenses)

Bachelor's degree in a relevant academic area  
Experience working with children (e.g. data collection or clinical experience) is preferred  
Experience with task presentation software or programming experience (e.g., Psychopy, Eprime, R, Matlab, Python, Javascript) is preferred but not required  
Experience in collecting and/or analyzing neuroimaging data (i.e., fNIRS, MRI, fMRI) and comfort working in a command-line environment (e.g., Linux) is preferred but not required

Experience working with individuals from diverse backgrounds

### **Additional Information**

Please attach **BOTH** a cover letter and either a current resume or curriculum vitae in order for your application to be considered for this position. The cover letter should include a description of your previous experience, the skills you learned, what scientific questions you are interested in pursuing and your long-term career goals. Please also include the contact information of 2-3 individuals who can be contacted as references.

For the care and safety of our community, Smith College requires that all employees be vaccinated as a condition of employment and as such, the incumbent will be required to be immunized against COVID-19 on or before their first day of employment. Proof of vaccination status will be required. Individuals may seek medical or religious exemption with HR, but must do so prior to their arrival.

Please attach **BOTH** a current resume and a cover letter in order for your application to be considered for this position . **Be sure you have provided all attachments before submitting your application.**

**You will NOT be able to attach additional files after you have hit the Submit button.**

Review of applications will begin

April 1, 2022

**Compensation Grade:**

Grade X Exempt

**Position Type:**

Fixed Term

About Smith College

Located in Northampton, MA, Smith College is one of the largest women's colleges in the country and is dedicated to excellence in teaching and research across the liberal arts. A faculty of outstanding scholars interact with students in small classes, as advisors, and through student-faculty research projects. The College is a member of the Five College Consortium with Amherst, Hampshire and Mt. Holyoke Colleges, and the University of Massachusetts Amherst. Students cross-enroll and faculty cross-teach across the Five Colleges.

Consistent with the Americans with Disabilities Act (ADA) and Massachusetts General Law, Chapter 151B, it is the policy of Smith College to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact our recruiting team at [recruiting-u@smith.edu](mailto:recruiting-u@smith.edu).

Diversity and a culture of inclusion among students, staff, faculty, and administration are crucial to the mission and values of Smith College. We are an Affirmative Action/Equal Opportunity employer and do not discriminate on the basis of race, gender, age, color, religions, national origin, disability, sexual orientation, gender identity and expression or veteran status in the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by all applicable laws and regulations. Women, minorities, veterans and individuals with disabilities are encouraged to apply.