# Lab Manager at Stanford University

## Overview

Stanford SPARQ is a behavioral science "do tank" at Stanford University, located in the Department of Psychology. SPARQ builds research-driven partnerships with industry leaders and changemakers to combat bias, reduce disparities, and drive culture change. We work in the areas of criminal justice, economic mobility, education, health, media, and technology. Our Faculty Co-Directors are Dr. Jennifer Eberhardt and Dr. Hazel Rose Markus; our Executive Director is Dr. MarYam Hamedani.

Sample SPARQ projects include: using police body-worn camera footage as big data to quantify the impact of existing law enforcement practices on communities and identifying actionable ways to address racial disparities; developing and testing the impact of cultural narratives to combat the stigmatization and racialization of poverty and inequality; designing and evaluating strategies and tools to fight racial bias across domains (e.g., tech and social media, entertainment and television, finance and investment). Read more about **SPARQ's work** and **our team**.

The Research Coordinator/Lab Manager will collaborate with SPARQ staff, faculty, and practitioner partners to support social psychological research that both creates new knowledge and addresses social problems. We are seeking candidates who love to be out in the world just as much as in the lab, are ready to roll up their sleeves to tackle complex social issues, and who thrive working as part of a collaborative team.

## Responsibilities will include:

- Supporting the center's day-to-day operations and research activities
- Selecting, training, and mentoring undergraduate research assistants
- Organizing lab meetings and events

- Designing and running studies, including creating/managing IRB protocols, programming online studies, coordinating participant recruitment and compensation

- Managing data storage and cleaning

- Organizing and preparing data for statistical analysis

- Preparing research presentations, reports, and papers

- Reviewing and editing manuscripts

- Designing resources and workflows to support lab activities and projects

- Managing SPARQ's websites and social media accounts

- Maintaining SPARQ's office space, including ordering equipment and supplies

- Being the first point of contact for lab-related inquiries and questions

# Required qualifications:

- BA in psychology or related social science field

- Previous research and/or work experience (experience during college counts!)

- Proficiency in Microsoft Office and Google Workspace

- Strong communication and organizational skills

- Close attention to detail balanced with ability to solve problems quickly and efficiently

- Excellent writing ability, in both academic and non-academic styles

- Interest in conducting social science research to address real-world issues

# Preferred qualifications:

- Experience managing multiple projects (of any sort) simultaneously

- Teaching or mentoring experience

- Familiarity with data collection tools and platforms (e.g., Qualtrics, Amazon Mechanical Turk, Prolific)

- Familiarity with data management and statistical analysis tools (e.g., R, SPSS)

- Experience with computer programming and website design, including HTML/CSS

- Experience with Photoshop and other visual design tools

- Interest in pursuing a PhD in social psychology or other social science fields

This position will start in the summer of 2024 and last for one year with the possibility to extend the position for a second-year contingent on strong performance. This position is an excellent fit for recent graduates looking to strengthen their research skills before applying to graduate school or working in a research role in industry, government, or the nonprofit world. Applicants should be highly motivated and organized, have excellent interpersonal and communications skills, and have a strong desire to develop their research skills. Applicants should also have an interest in race, culture, inequality, intergroup relations, intervention science, and applied behavioral science.

Interested candidates should submit applications via the **Stanford University jobs site** to be considered for the position. Please be prepared to submit the following materials as part of the application:

1. A cover letter describing your career goals and research experience (e.g., as a research assistant, conducting an independent project or senior thesis, summer internship);

2. A current CV or resume;

3. Complete undergraduate (and if applicable, graduate) transcripts (unofficial is fine).

Applications received by February 5th will receive first consideration; others will be reviewed on a rolling basis.