

Lab Manager at Teachers College, Columbia University

The [Laboratory for Clinical and Developmental Studies](#) (LCDS), directed by Dr. Christine B. Cha and based at Teachers College, Columbia University, is seeking a full-time lab manager to help oversee lab operations and assist with data collection in an NIMH-funded, ecological momentary assessment (EMA) study aimed at assessing future thinking and suicidal ideation among adolescents. Primary responsibilities include: recruiting, screening, and running participants; coordinating EMA data collection; entering and cleaning data; and general administrative duties related to study coordination and lab operations. While data collection will occur remotely, the position will involve some in-person lab responsibilities. Initial weekend/evening availability is expected in order to accommodate participating families' schedules.

The position requires a 2-year commitment starting 4/1/2023 (continuation of role in Year 2 is contingent on satisfactory Year 1 performance). Over time, the lab manager will have the opportunity to gain experience with all aspects of the research process that would thoroughly equip them for future graduate studies in clinical psychological science, including: training and supervising project teams of ≥ 20 students; preparing university-based IRB protocols; analyzing data; participating in national psychology conferences; and assisting with grant and manuscript preparation.

The following skills are required:

- Background in psychology or a related field (minimum of B.A., B.S., or equivalent)
- Prior clinical psychology research experience
- Exceptional organizational skills and attention to detail
- Strong interpersonal skills to maintain rapport with adolescents and their families
- SPSS, Qualtrics, R
- Strong leadership abilities & willingness to take initiative
- Ability to work independently

The following experiences are strongly preferred:

- EMA data collection
- Clinical/diagnostic interviewing or other participant-facing role in research setting
- Prior experience preparing and submitting university-based IRB materials
- Assistance with grant and manuscript preparation

This is a full-time, paid position. The salary for this position is \$43,000/yr + benefits. Applications will be considered on a first come, first serve basis. To apply, please submit a coverletter, CV, and completed application here: https://tccolumbia.qualtrics.com/jfe/form/SV_3mHZ8q5oWc0vuUC If you have any questions please email Rachel Nam at rjn2127@tc.columbia.edu with the subject line "LCDS Lab Manager Application - Query".

Our lab is committed to diversity and inclusion, and we encourage individuals who identify as members of groups historically underrepresented in STEM to apply. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, or status as a protected veteran.