

# Lab Manager at the University of Michigan

## How to Apply

As part of your online application, please submit a **cover letter** describing your interest in the position and relevant experience, a **CV/resume**, and **two references** we may contact. This should be combined into one document for submission. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position.

## Summary

This is a **full-time lab manager** position in the Department of Psychology, Personality Processes and Outcomes Laboratory ([www.personalityprocesses.com](http://www.personalityprocesses.com)), directed by Dr. Aidan Wright. The PPOL has a broad research scope investigating a number of specific topics under the broader umbrella of how who we are (personality) is related to the problems we have (psychopathology, health, relational functioning). These include using quantitative structural models to establish the basic dimensions of psychopathology, using smartphone surveys and passive sensing (e.g., smartphone sensors and wearables like Fitbit) to study fluctuations of emotions and social behavior in daily life, studying stress processes in life as it is lived, and unravelling the paradoxes of narcissism, among other topics. Much of the lab's work involves advanced and cutting-edge quantitative techniques and methodology.

The is currently running several National Institutes of Health funded studies focusing on developing personalized predictive models of risky alcohol use in young adults, developing personalized predictive models of suicidal thoughts and behavior in individuals diagnosed with borderline personality disorder, investigating the dynamic link between emotions and alcohol in daily life, and studying minority stress processes among individuals who identify as sexual or gender minorities.

We are seeking a lab manager who will play a leadership role, both administratively and intellectually, contributing meaningfully to all aspects of the lab's work. The lab manager will be given high degrees of autonomy and responsibility and will have opportunities for professional development, including learning grant writing and management, scientific writing and publishing, and statistical and data visualization skills.

The [Department of Psychology](#) is committed to a broad mission of excellence in research, teaching, and apprenticeship:

- To create new scientific knowledge about psychological processes through first rate scholarship
- To teach innovative courses and engage students in our research and service activities.
- To maintain our record of outstanding graduate training that produces tomorrow's leading researchers.

We strive to accomplish these goals as a large, diverse, and interdisciplinary community of scholars.

## **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.

## **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.

## **Responsibilities\***

Primary responsibilities include coordinating data collection, database management, participant recruitment and screening, expense management, supervision of undergraduate student workers, and general administrative duties to maintain the workings of the lab.

(50%) Coordinate NIH-funded research projects. Will assist in the design and planning of complex research protocols. Coordinates all research activities, including data collection, acquisition and maintenance of equipment, and programming of electronic research equipment. Designs databases and supervises data collection and input.

(25%) Selection of 3-5 new undergraduate student workers per semester: Interviews and makes selection among undergraduate student worker candidates. Independently orients and trains undergraduate workers. Supervision of undergraduate, graduate, and post-doctoral research assistants. Assigns and monitors progress of assigned projects and provides appropriate feedback. Performs appraisals and makes recommendations for personnel. Must be able to manage the schedules and work allocation for a staff of approximately 10-15 workers. Must provide clear instructions and prioritize daily tasks for student workers. Must be aware of university deadlines related to time reporting for hourly workers. Strong interpersonal skills are required.

(25%) Administrative tasks: Responsible for managing lab budget, tracking of lab expenses, supply inventory and purchasing, preparation, submission, developing and submitting IRB protocols, & assisting with manuscript preparation, etc.

## Required Qualifications\*

- A qualified candidate should have a Master's degree in psychology or related field and a minimum of 4 years of previous human subjects research experience, preferably with psychiatric patient populations though this is not a requirement.
- Strong organizational and communications skills are required.
- Experience with data management, cleaning, and basic descriptive presentation

## Desired Qualifications\*

- Familiarity with programming (e.g., R, Python, SQL)
- Statistical packages (R, Stata), IRB policies/procedures, and the conduct of clinical interviews is also desirable, but not required.
- A two-year commitment is strongly preferred.

## Additional Information

This is a 12-month term-limited position with the possibility of renewal. The anticipated start date is October 15th, 2023.

Please note a higher salary may be offered based on equity and the selected candidate's experience.

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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. 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.

[Apply Here!](#)