

Lab Manager at the University of Virginia

The Frank Batten School of Leadership and Public Policy at the University of Virginia seeks a new Lab Manager and Research Assistant to work with Associate Professors Sophie Trawalter and Gabrielle (Gabe) Adams in collaboration with the Psychology Department (Social Area) and the Darden School of Business (Leadership and Organizational Behavior Area).

The Lab Manager will be responsible for day-to-day management of multiple research projects. This will involve administering behavioral studies in the lab and in field settings; preparing datasets and conducting analyses; and collaborating to produce and program experimental materials and stimuli. The Lab Manager will provide training and supervision of undergraduate research assistants and coordinate data collection. The Lab Manager will also be involved in lab administration tasks: tracking expenses, ordering equipment or materials for studies, leading lab meetings, and meeting with the principal investigators and graduate students weekly about progress and goal-setting and other duties as assigned.

The position is an excellent opportunity to gain multidisciplinary research experience in preparation for graduate study in social psychology, organizational behavior, or a related field. The ideal candidate will have an entrepreneurial mindset, ability to work independently, and a willingness to take initiative and find creative solutions to problems. They should be highly organized and attentive to detail.

Required Qualifications:

- Bachelor's Degree in Psychology, Organizational Behavior, Data Science, Public Policy, or a related field.
- At least one year of laboratory experience or work as a research assistant; experience gained while a student will be considered.
- Familiarity with social psychology/behavioral science research methods and IRB management.
- Proficient in Excel and an additional statistical program such as R, SPSS, SAS, Stata.
- Experience in (or willingness to independently learn) programming, e.g., Javascript, Python, JSON, and/or working with APIs.
- Experience administering studies in Qualtrics.
- Strong interpersonal, oral, and written communication skills.

- Able to occasionally work nonstandard hours (e.g., evenings, weekends), depending on data collection needs.

Preferred Qualifications:

- Prior experience with data science methods (e.g., web scraping, data cleaning and manipulation).
- Prior experience with web application development.

Anticipated hiring range : \$ 40,000 - \$45,000

The selected applicant will be required to complete a background check prior to their first day of employment per University policy.

This is a restricted position and continuation will be dependent on the availability of funding and satisfactory performance.

To Apply:

Apply online at <https://uva.wd1.myworkdayjobs.com/UVAJobs> search for requisition R0046597.

Complete the application, and upload the following Required materials:

- CV
- Cover letter describing academic and research goals, as well as technical and research experience.

Internal applicants must apply through their UVA Workday profile.

**** Note:** Multiple documents can be uploaded in the CV/Resume box. Incomplete applications that are missing required documents may not be given full consideration.

Questions regarding the application process should be directed to Rhiannon O'Coin, Senior Academic Recruiter rmo2r@virginia.edu For questions about the position please contact Dr. Adams (gadams.uva@gmail.com) or Dr. Trawalter (scabl.uva@gmail.com) with additional questions about the position.

Physical Demands:

This is primarily a sedentary job involving extensive use of desktop computers. The job does occasionally require traveling some distance to attend meetings, and programs and lifting of heavy items.

COVID Vaccination Requirement and Guidelines

Please visit the [UVA COVID-19 Job Requirements and Guidelines](#) webpage prior to applying for current information regarding vaccination requirements and guidelines for employment at UVA.

The University of Virginia, including the UVA Health System which represents the UVA Medical Center, Schools of Medicine and Nursing, UVA Physician's Group and the Claude Moore Health Sciences Library, are fundamentally committed to the diversity of our faculty and staff. We believe diversity is excellence expressing itself through every person's perspectives and lived experiences. We are equal opportunity and affirmative action employers. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity or expression, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information.

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