

LABORATORY COORDINATOR I

Posting Number	req16826
Department	Psychology
Department Website Link	
Location	Main Campus
Address	Tucson, AZ USA
Position Highlights	<p>Alongside the principal investigator and graduate student, the lab coordinator will play a key role in launching the Personalized Treatment Lab at the University of Arizona. We are seeking highly organized individuals with a propensity for administrative and operations-based projects. As the lab grows, responsibilities will transition from creating to managing these systems, and the lab manager will take on more research-related responsibilities. This job offers an excellent opportunity for individuals interested in project management in mental health and technology, while also providing valuable experience and exposure for those aspiring to pursue a PhD in clinical psychology or a related field.</p> <p><i>Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; state and optional retirement plans; access to UA recreation and cultural activities; and more!</i></p> <p>The University of Arizona has been recognized for our innovative work-life programs. For more information about working at the University of Arizona and relocations services, please click here.</p>
Duties & Responsibilities	<ul style="list-style-type: none">• Assisting in the development of a lab manual• Co-designing the lab's physical workspace and purchasing materials/supplies• Organizing lab events and guest speakers• Co-developing and implementing JEDI initiatives in the lab• Managing workflow systems and keeping the lab organized• Lab scheduling / calendar coordination• Support lab travel and events (booking, reimbursement, etc.)• Managing undergraduate research assistants• Assisting with recruitment and interviewing of graduate student• Participant recruitment and enrollment• Data management

- Preparation and ongoing maintenance of Institutional Review Board (IRB) protocols
- Assisting with reporting to funding agencies
- Assisting with manuscript preparation and presentations
- Assist with copy editing of digital therapy content scripts
- Conduct user testing of new content with relevant user groups, and adapt
- Upload developed content into the digital therapy content management system
- Provide input into potential ways to improve the digital therapy

Knowledge, Skills, and Abilities:

- Basic understanding of research methodologies and experimental design.
- Basic knowledge of data collection and management techniques.
- Familiarity with relevant statistical software and data management tools.
- Understanding of ethical considerations and guidelines in research involving human subjects.
- Knowledge of relevant technologies used in personalized medicine research (e.g., smartphone apps, wearable devices).
- Familiarity with regulatory requirements related to research in clinical psychology.
- Preliminary knowledge of grant writing and research funding processes.
- Excellent organizational and project management skills.
- Strong attention to detail and ability to maintain accurate records.
- Proficiency in data collection and management techniques.
- Ability to develop and maintain research protocols and standard operating procedures.
- Excellent written and verbal communication skills.
- Ability to train and supervise research assistants and students.
- Strong problem-solving and critical thinking skills.
- Proficiency in using technology tools and software relevant to the lab's research (e.g., smartphone apps, wearable devices and associated apps, digital therapy ecosystem).

	<ul style="list-style-type: none"> • Excellent interpersonal skills for collaborating with interdisciplinary team members, researchers, and participants. • Ability to prioritize and manage multiple research projects simultaneously. • Capacity to work independently and demonstrate initiative. • Strong analytical skills for interpreting research data and making evidence-based decisions. • Ability to troubleshoot technical issues related to research equipment or software. • Flexibility and adaptability to changing research priorities and timelines. • Strong leadership skills to effectively manage and motivate a research team. • Ability to adhere to ethical guidelines and maintain participant confidentiality. • Capacity to work collaboratively in a team-oriented research environment. • Ability to communicate complex research findings to diverse audiences.
Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor's degree or equivalent advanced learning attained through experience required. • 1 year of relevant work experience is required.
Preferred Qualifications	
FLSA	Exempt
Full Time/Part Time	Full Time
Number of Hours Worked per Week	40
Job FTE	1.0
Work Calendar	Fiscal
Job Category	Research
Benefits Eligible	Yes - Full Benefits
Rate of Pay	DOE
Compensation Type	salary at 1.0 full-time equivalency (FTE)
Grade	6
Career Stream and Level	PC1
Job Family	Research & Lab
Job Function	Research
Type of criminal background check required:	Name-based criminal background check (non-security sensitive)
Number of Vacancies	1
Target Hire Date	7/20/2023
Expected End Date	

Contact Information for Candidates	Zach Cohen cohenzd@arizona.edu
Open Date	7/12/2023
Open Until Filled	Yes
Documents Needed to Apply	Resume and Cover Letter
Special Instructions to Applicant	
Diversity Statement	<p>At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. As a Hispanic-serving institution, we translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we provide equal employment opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.</p>

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