

The **RESTORE: Research on Emotion, Substance Use Treatment Outcomes, Rehabilitation, and Empowerment Laboratory** at the University of Houston's Psychology Department under the direction of Dr. Michael J. Zvolensky is currently looking for a motivated and committed **full-time, in-person laboratory coordinator** to assist with the coordination of daily laboratory operations and data collection process of many research projects.

Position Requirements Include:

- Two-year commitment
- Bachelor's Degree or an equivalent combination of education and experience
- Prior research assistant experience
- Prior experience overseeing research studies
- Familiarity working with human subjects and with experimental research

Provides expertise in support of research projects in psychology. Performs advanced testing procedures, data collection, and analysis. Prepares study reports. Works with human subjects and contributes to grant proposal development. Ensures experiments are performed according to specifications. May make recommendations to changes in procedure, processes, or experimental design. May prepare and/or edit research papers, proposals and reports. Understands and applies fundamental theoretical concepts. Develops understanding of advanced theoretical concepts.

Primary Responsibilities Include:

- Coordinate daily administrative work and laboratory operations, as well as oversee all research staff
- Administer training materials, including staff protocol for participant appointments, and policies for the functionality of the lab
- Proof-reading and editing grant application documents
- Create training protocols for new research assistants
- Prepare status reports and updates for principle investigator(s)
- Prepare, review, and modify the University's Institutional Review Board (IRB) forms, for both full review and expedited review
- Recruit, train, and supervise undergraduate and post- baccalaureate research assistants

**If you are interested, please [apply here!](#)**