

Full-Time Lab Manager / Research Assistant: Dr. Stacey Wood, PhD, ABPP is seeking a lab manager/research assistant to assist with her clinical neuropsychology practice and research lab in Claremont, CA. Dr. Wood is a clinical neuropsychologist specializing in geropsychology, capacity assessment, and financial elder abuse. The practice includes contracts with Adult Protective Services (APS), court ordered assessments and other forensic referrals with elderly clients. Additionally, Dr. Wood is a psychology professor at Scripps College and runs an active research lab focusing on decision-making, aging, and fraud.

Responsibilities:

Supporting Dr. Wood's forensic psychology practice (80% time)

- Assist with report writing, potential for some clinical assessments
- Assist with medical record review
- Assist with legal document review
- Collaborate and clearly communicate with APS and attorneys
- Administrative duties including scheduling client appointments, printing/acquiring test materials, mailing out reports, keeping track of cases, etc.
- Assist with compliance tasks such as insurance, audit handling, county contracts, and licensure requirements across states as needed

Managing Dr. Wood's research lab/classes (20% time)

- Serving as lab manager: Preparing for and leading weekly lab meetings and supervising undergraduate research assistants
- Copyediting and manuscript preparation
- Opportunities for involvement in manuscripts and presentations if desired
- Assisting with neuropsychology-related classes

Qualifications:

- Requires Bachelor's degree in psychology, neuroscience, pre-law, or related field
- Master's degree preferred
- Research experience as well as interest and experience in aging preferred
- Willingness and enthusiasm to continuously learn
- This Associate position is a great fit for anybody who wants to work in a dynamic environment with responsibilities that can vary day-to-day.
- Past candidates have gone on to medical school/graduate school/law school.

Requirements/Benefits:

- This position requires on site work 3 days per week in Claremont, CA and 2 days remote.
- Applicants must be currently authorized to work in the United States on a full-time basis.
- Compensation: Hourly Base Salary \$27 - \$30 / hour depending on experience, with salary review at 6 months. This is an at-will position.
- The benefits offered include **5** paid holidays per year, health insurance assistance, and **80** hours of paid time off accrued on a monthly basis.
- Expectation of 2-year commitment
- Estimated start date as June 1, 2026

To Apply: Please send a cover letter, a copy of your CV, a writing sample, and the names and contact information for 2 references to Stacey Wood at swood@scrippscollege.edu and Hannah Peeples at hannahpeeples24@gmail.com.