

Lab Manager in the Suicide Prevention Research Lab at UMass Amherst

Job Summary

The incumbent will function as the Lab Manager for Dr. Daniel Coppersmith's Suicide Prevention Research Lab in the department of Psychological and Brain Sciences. They will assist with multiple projects related to suicide prevention research. Duties include project management, recruiting and scheduling participants, administering questionnaires, and organizing data.

Essential Functions

Independently execute job functions for research protocols including informed consent procedures, serving as a contact person for potential participants, conducting brief screening interviews, maintaining participant records, and overseeing participant recruitment, scheduling, and compensation.

Develop research materials for studies and program studies in survey software. Collect and monitor the integrity of questionnaire-based data. Assist in data analysis and help write manuscripts to report research results. Enter and maintain data files.

Monitor research projects progress and assist in revising, renewing, and maintaining Internal Review Board (IRB) approval, protocols, and consent forms.

Perform administrative tasks including compiling survey information, implementing protocol changes, summarizing, and entering survey items into survey software.

Coordinate with other researchers in the lab to ensure tasks are completed accurately and efficiently.

Help ensure that the laboratory continues to function properly by regularly monitoring computer equipment and software and study supplies. Report any issues with computer equipment or software and restock supplies as needed.

Maintain a professional and collegial work environment with colleagues, supervisors, and study participants.

Other Functions

Work collaboratively and effectively to promote teamwork, equality and inclusiveness.

Work in partnership with colleagues within the CNS community and across the campus to support the Dean's strategic priorities.

Perform other duties as assigned in support of the mission and goals of the College of Natural Sciences.

Minimum Qualifications

One year of related experience in a research setting. An Associate's degree or higher may substitute for the required experience.

Knowledge of psychological research methods.

Basic computer skills with programs, such as Microsoft Word and Excel.

Excellent oral and written communication skills.

Strong attention to detail.

Must be able to work independently as well as collaboratively with laboratory members and participants.

Preferred Qualifications

Bachelor's degree in Psychology or related field preferred.

Experience building, managing, and collecting in survey software (e.g., Qualtrics).

Experience with ecological momentary assessment research.

Familiarity with working with high-risk clinical populations.

Familiarity with statistical software.

Familiarity with clinical screening interviews.

Additional Details

This is a benefited term limited position.

The selected individual will gain experience with:

Conducting research on psychology and health.

Grant management, data analysis, and academic writing skills.

At UMass Amherst and in CNS, we strive to be a community where every individual feels a sense of belonging, where every individual is included, and where every individual is valued. These values and goals are reflected in the College of Natural Sciences' Inclusive Excellence framework and in the UMass Amherst's For the Common Good: 2024–2034 Strategic Plan.

Working Conditions

Work is performed in a standard office or indoor university environment and involves minimal physical exertion.

Work Schedule and Work Arrangement

Monday to Friday 9:00am-5:00pm

Requires flexible schedule with some evening availability.

This position has the opportunity for a hybrid work schedule, which is defined by the University as an arrangement where an employee's work is regularly performed at a location other than the campus workspace for a portion of the week. As this position falls within the University Staff Association, it is subject to the terms and conditions of the University Staff Association collective bargaining agreement.

Salary Information

Pay Grade: USA/MTA Grade 12

[Classified Step Scale](#)

Special Instructions for Applicants

Along with the application, please submit a resume and cover letter. References will be checked at the finalist stage. Please be prepared to provide contact information for three (3) professional references.

This position will remain open for the time period required by any applicable collective bargaining agreement and will continue until a suitable candidate pool is identified. Interested applicants are strongly encouraged to apply early.

[Apply Here!](#)