

## **Lab Manager at the University of Massachusetts - Amherst**

### **Job Summary**

The incumbent will function as the Lab Manager for Dr. Dixon-Gordon's Lab in the department of Psychology and Brain Sciences. They will assist with multiple projects related to a federally-funded study on ecological momentary assessment of responses to gain/loss and emotions. Duties include recruiting and scheduling participants, administering questionnaires, organizing data and helping with project management.

### **Essential Functions**

Independently execute job functions related to research protocols including implementing and following 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 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 project 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, entering and spellchecking 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 (1) 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 like Microsoft Word and Excel.
- Excellent oral and written communication skills.
- Strong attention to detail.

- Ability to work independently and collaboratively with other laboratory members and participants.

### **Preferred Qualifications**

- Bachelor's degree in Psychology or related field preferred.
- Experience building, managing and collecting data in survey software (e.g., Redcap, Qualtrics, mEMA).
- Experience with ecological momentary assessment research.
- Experience working with high-risk clinical populations.
- Familiarity with statistical software (e.g., SPSS).
- Familiarity with clinical screening interviews.
- Experience working with psychophysiological data.

### **Additional Details**

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**

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

Click here to view the [Classified Step Scale](#)

### **Special Instructions for Applicants**

Along with the application, please submit a resume. 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.*

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