

Project Coordinator in the Cofrin Logan Center for Addiction Research and Treatment at the University of Kansas

POSITION SPECIFICS

The Cofrin Logan Center for Addiction Research and Treatment at the University of Kansas seeks a full-time post-baccalaureate project coordinator (title: Assistant Researcher). The successful candidate will work closely with Principal Investigator Dr. Tera Fazzino in the Health Behavior and Technology Lab on a project investigating the abuse liability of hyper-palatable foods.

Responsibilities include but are not limited to:

- Adhere to research protocols and complete daily research-related tasks to run the lab efficiently.
- Communicate with the IRB and draft IRB submissions/amendments.
- Manage participant recruitment, enrollment, and other study procedures.
- Manage data security and conduct routine data quality checks.
- Assist in the analysis and interpretation of study data.
- Conduct literature reviews and documents to support manuscript preparation, oral presentations, poster presentations, and grant writing.

The successful candidate will be provided with training in laboratory paradigms, behavioral assessment methodology, and regulatory science. They will also gain experience in general research administration and the preparation of grants and manuscripts. Additional independent research opportunities, such as conference and manuscript submissions, will be available based on interest and experience. This position is well-suited for individuals interested in pursuing graduate/doctoral training in medicine, public health, clinical/health psychology, and other health-related fields.

Job Description

50% - Data Collection, Study Management, and Study Start-Up:

- Assist with creation and editing of study documents, such as protocols, consent forms, and subject communications.
- Screen participants for study eligibility.
- Document participant visits and procedures.
- Adhere to research protocols and study procedures.
- Conduct data collection visits.
- Manage participant recruitment, enrollment, consent and tracking.

30% - Supervision and Administrative Support:

- Train and oversee undergraduate research assistants.
- Communicate with IRB and manage IRB submissions/amendments.

10% - Data Management and Analysis:

- Conduct data quality control procedures for collected study data.
- Assist with data preparation for annual review documents and progress reports.

10% - Other Responsibilities:

- Assist PI with the preparation of posters and analyses for publication.
- Conduct literature searches.
- Communicate professionally and effectively with internal and external study collaborators, including investigators, sponsors, and monitors.
- Perform varied administrative support duties as required.

Required Qualifications

1. High school diploma/GED and four years of related experience or Bachelor's degree in psychology, public health, pre-medical studies, or other related field by start date.
2. Experience in research settings as evidenced by application materials.
3. Excellent verbal and written communication skills and demonstrated attention to detail as evidenced by application materials and work history.

Preferred Qualifications

1. Coursework or prior training in at least one of the following: addiction science, behavioral science, clinical/health psychology, epidemiology, or nutrition.
2. Research, professional experience, and/or interest in addiction, behavioral science, and/or health psychology research as evidenced by application materials.
3. Proficiency with Microsoft Word, Excel, PowerPoint, and willingness to learn and develop additional computer skills related to data management and preparation of data for analysis as evidenced by application materials and work history.
4. Prior experience in coding in statistical software (e.g., R, SAS) or other programming experience (e.g., Python, Sql, etc).
5. Strong attention to detail and ability to function autonomously in a collaborative multidisciplinary team as evidenced by application materials and work history.
6. Experience with flexibility working in a fast-paced environment.
7. Strong enthusiasm to learn new skills, concepts, methods, and techniques as evidenced by application materials and work history.

Additional Candidate Instructions

In addition to the online application, the following documents are required to be considered for this position:

1. A cover letter addressing how required and preferred qualifications are met.
2. Resume or curriculum vitae.

3. Contact information for three (3) professional references.

Incomplete applications will not be considered.

Application review begins Thursday, 5/14/2026, and will continue until a qualified pool of applicants is identified.

Contact Information to Applicants

For more information, please reach out to Chase Ramirez (chasrami@ku.edu) with the subject line "Fazzino AR Position".

Advertised Salary Range

\$42,000 - \$55,000

Application Review Begins

Thursday May 14, 2026

Anticipated Start Date

Saturday August 1, 2026

[Apply Here](#)