

## **Full-time Job Opportunity: Post-Baccalaureate Research Project Manager**

The Health Risk and Behavior Lab in the Psychology Department at Lehigh University is seeking a motivated and detail-oriented Project Manager. This position oversees a multi-site, NIH-funded grant focused on the development and testing of parent-based interventions to address alcohol use during the transition from high school to college.

This role is an ideal bridge for a recent graduate seeking high-level research experience in preparation for doctoral programs (PhD) in Clinical, Health, Social, or Experimental Psychology.

### **Position details**

**Principal Investigator:** Dr. Lucy Napper

**Position Type:** Full-Time (40 hours/week)

**Duration:** Two-year commitment desired

**Location:** In-Person (Bethlehem, PA)

**Anticipated Start Date:** May / June 2026

### **Key Responsibilities**

As the primary point of contact for this multi-site study, you will play a central role in both the scientific and administrative success of the project:

- **Study Coordination:** Set up and maintain study protocols; serve as the primary point person for communication between multi-site research teams.
- **Regulatory Management:** Lead the preparation of IRB materials and oversee daily lab operations.
- **Data & Research:** Manage data collection; assist in interviews, focus groups, and survey development; and perform basic data analyses.
- **Scholarship:** Contribute to the lab's scientific output by assisting in the preparation of manuscripts and research presentations for regional and national conferences.
- **Participant Engagement:** Act as the main contact for participant questions, ensuring high-quality data and retention.
- **Team Leadership:** Coordinate and attend weekly cross-site team meetings to ensure project milestones are met. Help coordinate and mentor undergraduate RAs in the lab.

**How to Apply:**

Please complete this [google form](https://forms.gle/PzG1hRMtWUE3hxr8A) to apply. See <https://forms.gle/PzG1hRMtWUE3hxr8A>