



Full-Time Study Coordinator/Lab Manager for Neuroscience Laboratory in Miami

The Neural Dynamics of Control Laboratory (www.NDCLab.com) with the Center for Children and Families seeks a **full-time study coordinator/lab manager** with administrative/executive assistant skills. The position is located at Florida International University in **Miami, FL**.

The successful candidate will work primarily with Dr. George Buzzell and other members of the lab, including staff, graduate students, undergraduate volunteers; the role will also collaborate closely with Dr. Jeremy Pettit and the Child Anxiety and Phobia Program. This individual will coordinate the lab's grant-funded studies, to include: overseeing participant recruitment and scheduling, supporting data management efforts, managing IRB amendments, and drafting and revising study protocols. In addition, the role will be responsible for managing the lab's day-to-day operations. Lab management duties are primarily administrative and organizational: preparation of forms/documents in accordance with appropriate policies/procedures, proofreading/editing, schedule management, recruitment and onboarding of lab members, maintenance of the lab website and social media accounts, and resource coordination with relevant university departments.

The degree to which the position is engaged in study coordinator or lab manager activities may change over time, as needed. Additional organizational/management duties include: training, supervising, and evaluating lab members and their research progress; drafting/maintaining standard operating procedures and training protocols; applying independent judgment/decision-making in the completion of tasks and assignments; creating meeting agendas and presentations; performing background research; and obtaining pricing, quotes, and pre-purchasing for lab equipment and supplies. The lab manager may assist in data collection from human subjects or perform other duties, as assigned.

Required Qualifications: Bachelor's degree | Very organized and high attention to detail | Tech-savvy and a quick learner of new technologies | Excellent written/oral communication and interpersonal skills | Ability to lead/organize others, including creating/implementing organizational systems | Professional, positive, and flexible attitude | Ability to multitask and prioritize, as well as work independently under minimal supervision or as part of a team | Experience with Microsoft Office and Google Suite products

Ideal Qualifications: Bilingual in English and Spanish | Prior experience/training as a study coordinator or an administrative/executive assistant | Prior experience as a lab or office manager | Experience leading groups | Experience with version control (GitHub, GitLab) | Experience with data management and statistical software

Applications will be reviewed on a rolling basis. The NDCLab is committed to building an inclusive and diverse team of researchers that reflects the world in which we live; therefore, individuals from all backgrounds and identities are highly encouraged to apply.

Initial applications should be submitted directly to Dr. Buzzell (gbuzzell@fiu.edu); however, university regulations require that all official applications be submitted through the Florida International University careers website. Applications not submitted through the FIU website cannot be considered.

To submit a formal application:

1. Navigate to the FIU Careers site: <https://hr.fiu.edu/careers/>
2. Select "Prospective Employees"
3. Search for job ID "532361"

Please note that not all browsers are compatible with the Careers site. If you cannot load the page, please try another browser.