

Project Coordinator at VCU

Summary

The VCU Department of Psychology is recruiting to fill two Project Coordinator positions (Labs/Research Technicians). The Project Coordinators will be primarily involved with coordinating an IES Measurement project entitled “Developing and Validating a Technically Sound and Feasible Self-report Measure of Teachers’ Delivery of Common Practice Elements,” or a NIMH project entitled ““Multi-level determinants of implementation and sustainment in the education sector”, although work on other research projects associated with a broader research program will also be associated with the positions. These positions work under the mentorship of Bryce D. McLeod, PhD and Kevin Sutherland, PhD, and are to begin July 1, 2022.

Lab/Research Technicians perform a variety of routine, technical, and administrative responsibilities in support of research at the university. They perform duties such as the following: collecting specimens, preparing materials, operating and maintaining equipment, ordering lab supplies, and maintaining inventory. They also assist with data analysis and report writing. They may work independently or as a member of a team. They work under general supervision, resolving most standard issues independently and referring complex issues to an upper-level manager. Technicians typically report to a manager or director or may report to a department administrator.

Dr. McLeod’s research centers on the evaluation, implementation, and sustainment of evidence-based programs and practices for youth in school settings. The primary project is designed to iteratively refine and validate a pragmatic teacher-report measure designed to support the implementation and sustainment of prevention programs in elementary schools. These full-time positions require a minimum of a two-year commitment. The employees acknowledge that these positions are grant-funded and understand that the continuation of the positions depends on the continuation of grant funding.

Typical Duties

Responsibilities include IRB submissions and modifications; measure development and refinement; data collection and management; observational coding; qualitative interviewing, management of data staff; and scholarly presentations and publications.

Typical Education and Experience

Minimum Hiring Standards

The successful candidate will possess the following qualities:

- an undergraduate or master’s degree in psychology, education, or related field; keen attention to detail
- demonstrated experience working in and fostering a diverse faculty, staff, and student environment or commitment to do so as a staff member at VCU;
- experience working with data and statistical databases (REDCap, SPSS, SAS); the ability to handle multiple responsibilities including daily tasks and planning for longer-term projects;
- strong communication and interpersonal skills;
- the ability to work autonomously and within the structure of a large research team; and experience managing large research projects.

Salary Range:

without master's degree \$30,500 to \$32,000;
with master's degree up to \$40,000

Job Specific Physical and Cognitive Requirements

Physical Demands

Light lifting (<20 lbs.): essential
Moderate lifting (20-50 lbs.) marginal
Pushing/pulling: marginal
Standing: essential
Sitting: essential
Repetitive motion: marginal
Walking: essential
Reaching: marginal
Bending: marginal

Emotional Demands

Fast pace: essential
Average pace: essential
Multiple Stimuli: essential
Intense customer interaction: marginal
Frequent change: essential

Mental/Sensory Demands

Memory: essential
Reasoning: essential
Hearing: essential
Reading: essential
Analyzing: essential
Logic: essential
Verbal communication: essential
Written communication: essential

Apply Here: <https://vcu.csod.com/ux/ats/careersite/1/home/requisition/1462?c=vcu>

Salary Range: \$30,500 to \$40,000

Position Details:

Department: Psychology

Employment Type: UF - University Employee FT

Restricted Status: Yes

FTE: 100

Exemption Status: Non-Exempt

Optional Retirement Plan (ORP) Eligible: No

Contact Information:

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