

Project Coordinator for UCLA-Stanford-UCSF Study of Adverse Childhood Experiences (ACEs), Precision Medicine, and Resilience

Application Review Date: November 30th, 2021

Application Form: <https://forms.gle/AAG9aPYKzr7MiNs17>

The UCLA Laboratory for Stress Assessment and Research (PI: George Slavich) seeks to hire a full-time project coordinator as soon as possible. The project coordinator will manage the day-to-day operations of a large, multi-site study investigating the effects of adverse childhood experiences (ACEs) on mental and physical health over the lifespan, as well as the design and implementation of a personalized psychosocial intervention program for mitigating the negative effects of life stressor exposure on psychological and biological health.

This position is the result of California Surgeon General Nadine Burke Harris' focus on reducing health disparities due to ACEs. The fellowship is supported by a \$3 million grant from the Governor's Office of Planning and Research (PI: George Slavich), in partnership with the Office of the California Surgeon General and the California Initiative to Advance Precision Medicine (funding announcement: <https://opr.ca.gov/ciapm/activity/research/aces/awardees.html>). The position provides full salary and benefits as well as the opportunity to work and professionally grow with a world-class collaborative team of researchers (see below). The position is available immediately and the start date is flexible, although sooner is better. Funding for the position is available through August 14th, 2024.

This project combines the best of stress science and precision medicine to address the health impacts of ACEs through a collaborative precision medicine approach. The aim of the parent project is to harness the power of cutting-edge tools from psychology, immunology, multiomics, and translational bioinformatics to identify social, molecular, and immunological processes that can be targeted to mitigate toxic stress effects and enhance personalized resilience in California. The project is led by Dr. George Slavich (UCLA) and is co-directed by Dr. Michael Snyder (Stanford). Other Co-Investigators include Drs. Atul Butte (UCSF), Patricia Lester (UCLA), Alicia Lieberman (UCSF), and Shannon Thyne (UCLA). The position(s) will be based at UCLA under the direction of Dr. Slavich, although the project coordinator will have the opportunity to interact with the entire investigative team.

In this position, the project coordinator will be responsible for independently coordinating and conducting the multi-site research project under Dr. Slavich's supervision. Duties will include but not be limited to:

- Develop and implement standardized study and data collection protocols
- Recruit and maintain participant engagement and retention in partnership with healthcare clinics across California
- Coordinate remote data collection, including shipping materials to and from participants, and troubleshooting issues that arise
- Communicate and collaborate regularly with project and clinic staffers
- Monitor complex project and laboratory activities
- Prepare reports and updates for the investigative team and attend team meetings
- Data entry and quality control
- Help develop the Institutional Review Board (IRB) application, act as a liaison to the IRB for the project, and help ensure that all study procedures are consistent with approved guidelines and practices, and applicable regulations
- Manage study supplies and budgeting under the supervision of the principal investigator
- Other related duties may also be assigned

Required Qualifications

- Bachelor's degree (or expected Bachelor's degree by start date) in psychology, public health, social work, or related field
- Prior experience as a research assistant or coordinator, or other relevant management experience
- Impeccable organizational and project management skills, including a demonstrated ability to independently organize work and manage multiple priorities to meet deadlines
- Excellent oral and written communication skills
- Demonstrated ability to work well in a team and excellent interpersonal skills
- Excellent attention to detail
- High level of professionalism, integrity, and work ethic
- Basic knowledge of Microsoft Office (e.g., Word, Excel)
- Basic knowledge of statistical software program(s) (e.g., SPSS)
- Prior experience coordinating or managing community-based participatory research, evidence of successful participant engagement/retention, and evidence of strong management skills are highly desirable

The UCLA Laboratory for Stress Assessment and Research pioneers cutting-edge research on stress and health, and is located in the Semel Institute for Neuroscience and Human Behavior at UCLA (see <https://www.uclastresslab.org>). Self-motivated, highly reliable, scientifically creative individuals, who are looking to work and professionally grow in an exciting, multi-disciplinary environment are encouraged to apply. Women, minorities, BIPOC, and persons from disadvantaged backgrounds or circumstances are especially encouraged to apply. Complete UCLA salary and benefits information is online at: <https://www.apo.ucla.edu/compensation/salary-scales>.

To apply, please complete the online [Job Application Form](https://forms.gle/AAG9aPYKzr7MiNs17) located at <https://forms.gle/AAG9aPYKzr7MiNs17>, which will request: (a) basic application information, (b) updated CV, and (c) one-page (max) cover letter. Applicants should submit their materials by November 30th, 2021, to ensure full consideration. Application feedback will not be provided but as a professional courtesy, all applicants will be notified when a final decision has been reached. We kindly request that applicants do not reach out to the lab staff or PI at this stage of the application process.

The shared values of the David Geffen School of Medicine (DGSOM) at UCLA are expressed in the Cultural North Star, which was developed by members of our community and affirms our unwavering commitment to doing what's right, making things better, and being kind. These are the standards to which we hold ourselves, and one another. Please read more about this important DGSOM program at [DGSOM Cultural North Star](#).

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