

Research Assistant at Vanderbilt University

The Term Research Assistant will participate in a wide range of activities that support the lab such as overseeing IRB compliance, screening and recruiting participants, conducting clinical interviews, administering cognitive tests to participants, collecting EEG data, training volunteers, managing subject payments, updating the lab manual and website, purchasing supplies, maintaining databases, assisting with EEG and fMRI data processing and analysis, contributing to manuscript preparation, and assisting with grant-related documents. This position is ideal for a candidate interested in gaining hands-on experience before pursuing further training in psychology, medicine, neuroscience, or a related field.

About the Work Unit:

The work will be conducted in a neuroimaging and psychophysiology lab led by Dr. Kaczurkin at Vanderbilt University. The laboratory's research program focuses on understanding the neurobiological mechanisms that contribute to the etiology of internalizing disorders. The lab integrates multimodal measures including psychophysiology (primarily electroencephalography (EEG/ERPs) and skin conductance) as well as structural and functional MRI to develop a comprehensive understanding of the basic mechanisms underlying anxiety and depressive symptoms.

Key Functions and Expected Performance:

- Coordinate research procedures, including running of participants in behavioral and EEG studies
- Engages in communication with participants regarding projects, including providing study information, screening, answering questions, scheduling appointments, and following up to collect study-related information
- Drafts and aids in the development of project materials and protocols
- Prepares, submits and monitors Institutional Review Board materials
- Collects, organizes and evaluates study data
- Conducts data entry, maintenance, organization and storage of data within research platforms and project files
- Updates and organizes study-related forms
- Conducts statistical and quantitative analyses of research data, including the analysis of behavioral, EEG, and fMRI data using the statistics programs R and Mplus
- Helps with modification of existing computer programs to implement studies and data analyses
- Prepare materials for presentations, publications and proposals
- Conducts literature reviews

- Assists with writing scientific manuscripts and grant proposals
- Develops study-related documents (consent forms, fliers, questionnaires, etc.)
- Identifies ways to improve studies
- Reads professional journals and attends lab meetings, seminars, and relevant conferences
- Participates in and maintains certifications required by Vanderbilt, the department and funding sponsors
- Other duties as assigned.

Supervisory Relationships:

The person in this position is expected to work independently with minimal supervision. This position does not have supervisory responsibility. This position reports administratively to the Administrative Manager and functionally to the PI.

Education and Certifications:

A Bachelor's degree from an accredited institution of higher education is required. A degree in psychology, neuroscience, or a related discipline is preferred.

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Experience and Skills:

- Demonstrated excellent oral and written communication skills with close attention to detail.
- Demonstrated ability to interact in an effective, positive and appropriate manner with diverse populations.
- Commitment to maintaining confidentiality of records and information and an excellent understanding of the compliance obligations associated with IRB/HIPPA.
- Experience with statistics (e.g., college level course) and the basics of using R is preferred but not required.

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