

Research Coordinator in the Social Action Lab at the University of Pennsylvania

Job Description

The Research Coordinator will work on projects related to persuasion, social media, and health. Responsibilities include management and coordination of projects, recruiting participants, analyzing data and preparing presentations, developing research and IRB protocols, contacting health department officials, completing literature reviews, contributing to ongoing research reports and presentations, and assisting with writing. The Research Coordinator is expected to work with the team to advance the group's scientific mission and to communicate with participants and collaborators in an effective fashion. This communication will include regular, electronic, phone, and in-person contacts to engage and maintain interactions with a network of about 90 counties in the US. The Research Coordinator will also schedule and prepare agendas for research meetings and carryout analyses.

This is a one-year term limit position, with the possibility of renewal.

A resume AND cover letter must be submitted to be considered for candidacy.

Due to the nature of the interaction with study participants, some flexibility with work hours may be required (evenings & weekends).

Position is grant-funded and continuation is contingent upon continued receipt of grant funds. Position cannot support candidates who need visa sponsorship.

Qualifications:

BS or BA in Psychology, Statistics, Economics, or closely related field and 1-2 years' research experience and/or equivalent combination of education and experience. Previous experience with multidisciplinary research and clinical trials is preferred. The ideal candidate should be proficient in various computer software, including word processing applications, PowerPoint, Excel, and Mendeley, as well as statistical software such as R and Python. Experience with social media analyses and Unix operating systems is an advantage. Successful completion of courses in statistics and research methods, along with training in research involving human participants and/or Good Clinical Practice (GCP), is essential.

Job Competencies:

This position requires excellent interpersonal, organizational, statistical, and communication (verbal and written) skills as well as outstanding attention to detail, flexibility, and ability to work well with an interdisciplinary team and with state and county agencies, particularly under tight deadlines. The Research Coordinator will act as a liaison among different parties to support research activities, resolve issues, and provide timely updates to the study team. The Research Coordinator will organize

regular meetings with the Principal Investigators (PIs) and other study personnel. This role requires the candidate to be present on campus in Philadelphia.

We embrace and encourage our lab members' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our lab members who they are.

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