



University of  
Massachusetts  
Amherst

### **Research Coordinator**

Department of Psychological and Brain Sciences  
College of Natural Sciences  
University of Massachusetts Amherst  
Amherst, MA

### **Job Summary**

Dr. Jamie Parnes is seeking a Lab Manager/Research Coordinator for his laboratory in the Department of Psychological and Brain Sciences at the University of Massachusetts Amherst. The lab manager will assist with multiple projects related to cannabis and other substance use research, including a federally funded study examining ecological momentary assessment of LGBTQ+ minority stress and substance use. Duties include coordinating study implementation (e.g., recruitment, monitoring participants), regulatory compliance (NIH/IRB), data management, and other project administration tasks. This position is ideal for someone seeking research experience, training, and support in applying for psychology graduate programs (e.g., clinical PhD).

### **Essential Functions**

- Execute research protocols including informed consent procedures, serving as a contact person for potential participants, conducting brief screening interviews, maintaining participant records, and overseeing participant recruitment, scheduling, and compensation.
- Assist with developing research materials and program studies in survey software. Collect and monitor the integrity of questionnaire-based data. Enter and maintain data files. Opportunities to assist in data analysis and writing manuscripts to report research results.
- Monitor research projects progress and assist in revising, renewing, and maintaining Internal Review Board (IRB) approval, protocols, and consent forms.
- Perform administrative tasks including compiling survey information, implementing protocol changes, summarizing, and entering survey items into survey software.
- Coordinate with other researchers in the lab to ensure tasks are completed accurately and efficiently. Oversee and manage undergraduate research assistants.
- Help ensure that the laboratory continues to function properly by regularly monitoring computer equipment and software and study supplies. Report any issues with computer equipment or software and restock supplies as needed.
- Maintain a professional and collegial work environment with colleagues, supervisors, and study participants.

**Required Qualifications**

- One year of related experience or an Associate's degree or higher in psychology or a related field.
- Knowledge of psychological research methods.
- Basic computer skills with programs such as Microsoft Word.
- Strong attention to detail.
- Excellent oral and written communication skills.
- Must be able to work independently as well as collaboratively within the lab.

Applications are reviewed on a rolling basis until the position is filled. The start date is flexible, with a preferred start date of August 1, 2026.

For more information and to apply, please visit:

<https://careers.umass.edu/jobs/technical-assistant-i-research-coordinator-parnes-lab-amherst-massachusetts-united-states>

For any questions, please contact Dr. Parnes at [jparnes@umass.edu](mailto:jparnes@umass.edu).