

Research Coordinator at Tufts University

- Medford, Massachusetts
- On-Site
- Research
- 19185

Job Description

Overview

The Cognitive Aging and Memory Lab and Spark Society is seeking a Senior Research Coordinator to work with PI Ayanna Thomas on ongoing research projects related to memory. The position will support an NSF funded project designed to understand compositional diversity dynamics in Cognitive Science.

The start date for this position is September 1st, 2023.

What You'll Do

This is a one year limited term position with option for renewal up to three years.

Under supervision of Principal Investigator, the primary responsibility of the Research Coordinator will be to assist with day-to-day management of the Spark Society, management of research directly associated with Spark Society funding, and lab management and operational tasks for the Cognitive Aging and Memory lab.

- Develop procedures to better understand how changes in strategic plans around composition diversity directly impacted graduate program policy in Cognitive Psychology/Science
- Develop procedures to examine policy impacts on composition diversity
- Support the Spark Society website, membership portal, marketing, social media presence, and community dialogue.
- Train, coordinate, and conduct lab personnel orientation
- Ensure compliance with biosafety requirements, ethics review board and university policies
- Ensure compliance with IRB
- Order and organize lab supplies
- Maintain lab equipment and ensure proper storage
- Monitor lab budgets and allocate costs across grants
- Act as resource for student and visitor requests and questions

- Promote a positive working environment
- Conduct experiments for assigned research projects
- Analyze data and assist investigator in writing/editing materials for publication and presentation
- Provide support to investigator for grants

What We're Looking For

Basic Requirements:

- BA or BS in computer science, cognitive science, neuroscience, psychology, or related field
- Some experimental background and experience working in a laboratory setting conducting human subjects research and/or user experience testing
- Programming experience across a variety of programming languages
- Strong experimental background and lab experience
- Excellent written and spoken English communication skills
- Experience with data analysis programs and software such as R, Excel, SPSS, MATLAB

Preferred Qualifications:

- Prior experience mentoring undergraduate research assistants is also ideal

Pay Range

Minimum \$19.80, Midpoint \$23.55, Maximum \$27.30

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Equal Opportunity Employer - minority/females/veterans/disability/sexual orientation/gender identity.