

## **Research Coordinator in the Life History Lab (LHL) and Cornell Action Research Collaborative (ARC)**

*Cornell University embraces diversity and seeks candidates who will contribute to a climate that supports students, faculty and staff of all identities and backgrounds. We strongly encourage individuals from underrepresented and/or marginalized identities to apply.*

As part of the university's [comprehensive vaccination program](#), all Cornell employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained a university-approved disability/medical or religious exemption, regardless of their role and work location.

New hires are required to provide documentation showing primary vaccination status (that is, completion of two shots of the Moderna or Pfizer vaccine or one shot of the Janssen/Johnson & Johnson) before their first day of work. If a new hire's vaccination is not complete or information is not received by their start date, the first day of work will be delayed. It is possible in some cases that an offer of employment may be withdrawn. For additional information on Cornell's Vaccination Compliance Program [click here](#).

### Who We Are:

The LHL examines mechanisms of social determinants of health through a social and community neuroscience lens. We study how physical and social affordances calibrate neural systems and behaviors, especially as they relate to social and affective processes in adolescence and adulthood. The lab collects behavioral, survey, psychophysiological, geographic information systems, genetic, and MRI data. Principal Investigator [PI] Dr. Marlen Z Gonzalez. Dr. Gonzalez is a member of ARC and director of the Community Neuroscience Initiative.

ARC's mission is to develop, implement, and evaluate equitable and sustainable research-practice-policy partnerships that can generate solutions to improve the lives of the community. ARC involves community partnerships from multiple disciplinary perspectives and methodological approaches. Community partners are involved in all phases of the project. To learn more about ARC, visit Action Research Collaborative - Bronfenbrenner Center for Translational Research ([cornell.edu](http://cornell.edu)). Co-directors: Dr. Neil Lewis, Jr, and Dr. Tashara M. Leak.

### What You Will Do:

The Research Coordinator is a public-facing position and will manage multiple LHL and ARC research projects in upstate New York (current partners/teams are located in Syracuse, Buffalo, and Albany). The candidate must be able to work independently under a very general direction. In addition, the Research Coordinator must be comfortable working with many different partners ranging from academics, community members, and public policy officials, and have a deep commitment to community engagement and equity. *This is a one year term appointment with the possibility of renewal.*

- Build and maintain relationships with researchers, community organizers, and policymakers to advance the mission of the ARC and the LHL. Travel to the above cities on a regular basis, sometimes as often as multiple times per month, and will require coordinating research and administrative duties conducted in

teams across the partner locations and in Ithaca, NY. Travel to the ARC headquarters in NYC may also happen periodically, at least once a year, but possibly multiple times.

- Assume a lead role in every aspect of research, including recruitment, screening, data collection of all kinds, survey preparation, data cleaning, participant payment management and record retention, data management, preliminary analysis, and the generation of tables and figures for dissemination.
- Manage a large team of research assistants and will contribute expertise and administrative support to assist graduate students with certain aspects of their projects.

#### Required Qualifications:

- Bachelor's degree.
- At least two years of relevant research experience.
- Previous research experience in behavioral data collection, cleaning, and management.
- Must be willing to learn scripting in python and R if not already familiar with the programming languages.
- Ability to work independently and as part of a team.
- Excellent project management skills.
- Ability to take the initiative and simultaneously work on multiple projects with minimal supervision.
- Excellent communication skills (verbal and written).
- Demonstrated proficiency with MS Office Suite (e.g., Excel).

#### Preferred Qualifications:

- BA/BS in psychology, neuroscience, biology, or a related field.
- Experience with some form of psychophysiology research (EEG, MRI, HR, etc.).
- Experience with survey software (e.g., Qualtrics, SurveyMonkey).
- Experience with statistical software (e.g., R., SPSS, STATA, QGIS).
- Experience with a programming language (e.g., Python, JavaScript, BASH).
- Experience with IRB submissions and management.
- Experience with managing budgets and administrative duties.
- Any work experience outside of the lab or university context.

#### Benefits:

Cornell receives national recognition as an award-winning workplace for our health, well-being, sustainability, and diversity initiatives.

- Our benefits program includes comprehensive healthcare options, access to wellness programs, employee discounts with local and national retail brands, and generous retirement contributions. We invite you to follow this link to get more information on contract college benefits: [https://hr.cornell.edu/sites/default/files/documents/benefits\\_overview\\_cc.pdf](https://hr.cornell.edu/sites/default/files/documents/benefits_overview_cc.pdf).
- Our leave provisions include three weeks of vacation and 13 holidays: e.g., an end-of-year winter break from December 25 through January 1.

- Cornell's impressive educational benefits include a tuition-free Extramural Study and Employee Degree Program, tuition aid for external education, and Cornell Children's Tuition Assistance Program.
- Flexible work options
- Competitive wages.

Apply Here: <https://cornell.wd1.myworkdayjobs.com/CornellCareerPage/job/Ithaca-Main-Campus/Research-Coordinator---The-Life-History-Lab--LHL--and-Cornell-Action-Research-Collaborative--ARC- WDR-00033872-1>