

Research Coordinator in the Stanford Language and Cognition Lab and Social Learning Lab

<https://careerssearch.stanford.edu/jobs/research-coordinator-20795?et=1lckjggKD>

Requisition ID 98254

The Language and Cognition Lab and Social Learning Lab in the Department of Psychology at Stanford University welcomes enthusiastic, motivated individuals to apply for a Research Coordinator position to start in Spring 2023 (Apr-May). This person will work closely with both labs to assist in various aspects of research, especially participant recruitment, scheduling, data collection, and outreach.

In the Language and Cognition Lab (50%), the research coordinator will support family recruitment for the BabyView study, a new longitudinal study of children's first person experience. The study is recruiting a set of several dozen families to have their young child (6 months - 3 years) wear our custom head-mounted camera. The research coordinator will be responsible for advertising the study, onboarding families, distributing the cameras, and helping to trouble-shoot issues with the study.

In the Social Learning Lab (50%), the research coordinator will (1) support participant recruitment and outreach for in-person research projects, both on campus and our off-campus research site (public museum), (2) coordinate scheduling and maintain databases for our online research projects, and (3) develop opportunities for effective science outreach, especially for projects in collaboration with the CS department.

In the selection process, we will consider all aspects of the applicant's qualifications, including (but not limited to): experience interacting with children and families, prior research experience, organizational and communicative skills, quantitative and technical skills (e.g., data analysis or programming using R or Python), as well as the ability to work independently. A valid Driver's License and vehicle is necessary to fulfill job duties related to this position. We also expect the successful candidate to show initiative and demonstrate a clear motivation for engaging in cognitive development research. (Note: The applicant should be eligible to work in the US as a full-time employee).

This is a 100% FTE, one year fixed term non-exempt position with the possibility of renewal contingent on performance and funding availability. This position will be based on the Stanford campus.

If you believe that this opportunity is a match for your knowledge, skills and abilities, we encourage you to apply. Thank you for considering employment opportunities with the School of Humanities and Sciences.

Core Duties:

- Prepare correspondence, documents and reports.

- Assist with the screening, recruiting, and obtaining consent of study participants. Perform telephone or in-person interviews to gather data, as needed. Schedule and/or call subjects for appointments.
- Prepare, distribute, administer and process questionnaires and tests, score test measurements and questionnaires, and code data for computer entry. Perform quantitative review of forms, tests, and other measurements for completeness and accuracy.
- Apply formulas and calculations to research data using basic statistical programs. Review and verify accuracy of database information and assist in making necessary corrections according to specific guidelines.
- Type, edit and organize data. Prepare data for input into statistical databases.
- Apply formulas and calculations to research data using basic statistical programs. Review and verify accuracy of database information and assist in making necessary corrections according to specific guidelines.
- Order and maintain equipment and supplies.
- Process study compensation payments and thank you letters to subjects upon completion of trial activities. Assist with post-study activities, as needed.
- Other duties may also be assigned

Minimum Education and Experience Required

- Two year college degree and one year of relevant experience or an equivalent combination of experience, education, and training.

Desired Education: A four year degree in Psychology or related field is preferred.

Minimum Knowledge, Skills and Abilities Required

- General understanding of scientific theory and methods.
- General computer skills and ability to quickly learn and master computer programs.
- Ability to work under deadlines with general guidance.
- Excellent organizational skills and demonstrated ability to complete detailed work accurately.
- Effective oral and written communication skills.
- Ability to work with human study participants.

Certificates and Licenses Required

- None

Physical Requirements

- Frequently perform desk-based computer tasks, grasp lightly/fine manipulation, lift/carry/push/pull objects that weigh up to 10 pounds.
- Occasionally stand/walk, sit, use a telephone, writing by hand, and sort/file paperwork or parts.
- Rarely twist/bend/stoop/squat, kneel/crawl, rarely reach/work above shoulders, and operates foot and/or hand controls.

Working Conditions:

- May be exposed to blood borne pathogens.

- May be required to work non-standard, extended or weekend hours in support of research work.

WORK STANDARDS:

- **Interpersonal Skills:** Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- **Promote Culture of Safety:** Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.

The expected pay range for this position is \$48,000 to \$64,000 per annum.

Stanford University provides pay ranges representing its good faith estimate of what the university reasonably expects to pay for a position. The pay offered to a selected candidate will be determined based on factors such as (but not limited to) the scope and responsibilities of the position, the qualifications of the selected candidate, departmental budget availability, internal equity, geographic location and external market pay for comparable jobs.