

Research Coordinator

Job no: 525770

Work type: Staff

Senior management: College of Science

Department: Psychology

Location: Blacksburg, Virginia

Categories: Administrative / Clerical, Research / Scientific

Job Description

Applications are invited for a full-time research coordinator position in the JK Lifespan Development lab of Dr. Jungmeen Kim-Spoon, in the Department of Psychology at Virginia Tech (<https://support.psyc.vt.edu/labs/jklifespan>). Projects in the lab combine developmental psychopathology and decision neuroscience to investigate brain function, emotion and cognition processes, decision making, and health behaviors.

Our current longitudinal study examines risk and protective factors related to decision making and psychopathology among young adults. We use a variety of methods including structural and functional magnetic resonance imaging, behavioral tasks, interviews, and questionnaires. Preference will be given to candidates who are willing to make a two-year commitment (with possibility for renewal beyond two years).

Primary data collection responsibilities will include: recruiting young adults and family members; scheduling visits; obtaining behavioral assessments and fMRI scanning; and oversight of data collection. Primary data management responsibilities include: management and oversight of participant databases, entering data, ensuring data reliability and completeness, and preparing data for analysis.

Additional key tasks include assisting with participant tracking and retention, preparation of IRB materials. Training for all aspects of the position, including MRI certification, will be provided. Flexible scheduling is required (e.g., evenings, weekends, and some holidays will be required).

Required application materials: Cover letter including statement of interest, CV/Resume, contact information for two references (no need to submit letters).

Expected start date is June 2023. Consideration of applications will begin immediately and on a rolling basis and will end when the position is filled. Salary will be commensurate with experience.

Pre-submission inquiries with CV may be emailed to: Jungmeen Kim-Spoon (jungmeen@vt.edu)

Required Qualifications

One year research experience, including participant recruitment and data collection;

Demonstrated organizational, time-management, interpersonal, and communication skills; and attention to detail;

Have transportation available to travel between two data collection sites: Virginia Tech campus in Blacksburg and Fralin Biomedical Research Institute in Roanoke (44 miles away)

Preferred Qualifications

- BA/BS in psychology, neuroscience, or related fields
- Experience in the administration of psychological (e.g., behavioral tasks, structured interviews) and/or fMRI assessments
- Basic understanding of data management or analysis with corresponding data (e.g., SPSS, Excel, etc.).

Pay Band

3

Appointment Type

Restricted

Salary Information

Commensurate with experience

Review Date

June 5, 2023

Additional Information

The successful candidate will be required to have a criminal conviction check

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If you are an individual with a disability and desire an accommodation, please contact **(insert name)** at **(insert email address)** during regular business hours at least 10 business days prior to the event.

Advertised: May 23, 2023

Applications close: Open until filled

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