

Research Lab Manager Position at the Institute for Human Neuroscience at Boys Town National Research, NE

The Physiology of Walking and Engineering Rehabilitation (PoWER) Lab (PI: Dr. Max Kurz) is seeking a full-time Research Lab Manager. The lab, housed within The Institute for Human Neuroscience at Boys Town National Research Hospital in Omaha, NE, is a human neuroscience laboratory which primarily focuses on how humans process and attend to sensory information, produce motor actions, and learn new motor skills.

Our goal is directed at the development of innovative, rehabilitative solutions for individuals with developmental disabilities.

A lab manager in the PoWER Lab performs work of considerable difficulty in various phases of research studies being performed, including management of data collection, supervision of research assistants, and support of data analysis and manuscript preparation.

MAJOR RESPONSIBILITIES & DUTIES:

- Manages the entire laboratory schedule, including coordinating visits, preparing all needed procedures and forms, and managing financial details (e.g., subject payment, petty cash, budget/grant allocation, and mileage reimbursements), as assigned.
- Ensures that appropriate staff are scheduled for each data collection visit and that procedural details are ready for each session.
- Serves as a point of contact for research participants and a project manager for research activity.
- Regularly enters data into lab databases and ensures scoring and data accuracy. May also complete data collection and information dissemination.
- Ensures that all laboratory materials, supplies, and equipment are ordered and available.
- Performs or assists in the recruitment of research subjects, including special populations.

Collaborates with laboratory PI to understand their recruiting needs.

- Performs or assists in testing of research subjects.
- Maintains detailed records of test conditions and results.
- Partners with researchers to create research project timelines, deadlines, and check ins as applicable.
- Helps train and supervise new staff, including laboratory research assistants in the procedures and protocols.
- As assigned, may assist with lab processes, procedures, editorial work, grant applications, literature reviews, or other high level administrative and operational duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively both verbally and in writing.
- Ability to work well with others to include co-workers at all levels.
- Knowledge of computer software systems like Microsoft Word, Excel, and other database applications.
- Ability to use a variety of office equipment to include personal computer, copier, telephones, fax and copier.
- Ability to train and supervise the activities of the laboratory research assistants.
- Ability to prioritize work appropriately, to work independently and to complete tasks in a timely manner in an active work environment.
- Interpersonal skills, close attention to detail, math aptitude, and flexibility in duties performed.

REQUIRED QUALIFICATIONS:

- BS/BA degree directly related to the work involved in the research program (or equivalent behavioral research training, certification, and experience) required.
- Minimum of 3 years of related work experience required.
- If employed in the Cognitive Neuroscience department, Basic Life Support (BLS) certification within 90 days of transfer or hire required.
- If employed in the Cognitive Neuroscience department, Collaborative Institutional Training Initiative (CITI) certification within 30 days of transfer or hire required.

PREFERRED QUALIFICATIONS:

- MA/MS degree preferred.
- Editorial and scientific writing skills preferred.

This advertisement describes the general nature of work to be performed and does not include an exhaustive list of all duties, skills, or abilities required. Boys Town is an equal employment opportunity employer and participates in the E-Verify program. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity and/or expression, national origin, age, disability, or veteran status. To request a disability-related accommodation in the application process, contact us at 1-877-639-6003.

[Apply here!](#)