

Research Program Manager in the Relationship Experiences Across the Lifespan (REAL) Lab at the University of Texas-Austin

Job Details:

General Notes

We are seeking a project coordinator to join the Relationship Experiences Across the Lifespan (REAL) and the Daily Living Project labs at UT Austin under the supervision of Drs. Lisa Neff and Marci Gleason. The project coordinator would help manage a new project funded by the National Science Foundation that examines couples as they transition into an empty nest. The goal of the project is to better understand the changes in couples' relationship quality as they navigate this normative, yet often difficult, transition. The expected start date is July 15, 2024, though the exact start date is negotiable.

This is a fixed-term, 1 year position to start, with the chance to renew for a second year based on performance. The ideal candidate will be able to make a 2-year commitment to the position.

What benefits do I receive with UT? The university offers an impressive benefits package. For more details on benefits, please see: <https://hr.utexas.edu/prospective/benefits> and <https://hr.utexas.edu/current/services/my-total-rewards>.

This position is eligible for a hybrid Flexible Work Arrangement (FWA) (on-campus and remote work). FWA arrangements are subject to manager approval and may shift due to changes in business needs. The remote location must have a reliable internet connection to support working remotely. UT policies on Flexible Work Arrangements are available at <https://hr.utexas.edu/current/fwa>.

For more information about the College of Liberal Arts, please visit: <https://liberalarts.utexas.edu/>.

Our college seeks to build a supportive, growth-minded community and cultivate outstanding and courageous leaders. For more information on the college staff leadership academy, please visit: <https://liberalarts.utexas.edu/resources-for-faculty-staff/staff-leadership-academy/>.

For more information on college staff professional development, please visit: <https://wikis.utexas.edu/display/larc/Staff+Professional+Development+Fund>.

Purpose

Serve as project coordinator for a multi-wave, longitudinal study of couples' relationships as they transition into an empty nest. The coordinator will be responsible for all day-to-day tasks associated with conducting the project and will serve as the main point-person between research assistants, research participants, community

partners, university staff, and the PIs of the project.

Responsibilities

- Coordinate participant recruitment efforts and conduct screening interviews with interested participants.
- Administer online questionnaires (via Qualtrics) to study participants and manage participant payments.
- Assist with preparation of study materials.
- Assist in data collection and data management.
- Assist the PI with publications.
- Assist in the coordination of educational outreach presentations for community members.

Required Qualifications

- Bachelor's degree in Human Development and Family Sciences, Psychology, or related field
- At least 3 years experience coordinating or administering a program
- Willing to make a 2-year commitment to the position

Relevant education and experience may be substituted as appropriate.

Preferred Qualifications

- At least one year experience working/volunteering in a human subjects research lab
- Experience creating/administering web-based surveys using Qualtrics
- Proficiency with Excel
- Some experience with data management
- Ability to communicate effectively with community members from various backgrounds via multiple channels (e.g., phone, email, in-person, etc.)
- Bilingual Spanish speakers are encouraged to apply

Salary Range

\$42,000 + depending on qualifications

Working Conditions

- Typical office environment
- Some duties may also be performed remotely
- Repetitive use of a keyboard at a workstation

Required Materials

- Resume/CV
- 2 work references with their contact information; at least one reference should be from a supervisor
- Letter of interest

Important for applicants who are NOT current university employees or contingent workers: You will be prompted to submit your resume the first time you apply, then you will be provided an option to upload a new Resume for subsequent applications. Any additional Required Materials (letter of interest, references, etc.) will be uploaded in the

Application Questions section; you will be able to multi-select additional files. Before submitting your online job application, ensure that ALL Required Materials have been uploaded. Once your job application has been submitted, you cannot make changes.

Important for Current university employees and contingent workers: As a current university employee or contingent worker, you MUST apply within Workday by searching for Find UT Jobs. If you are a current University employee, log-in to Workday, navigate to your Worker Profile, click the Career link in the left hand navigation menu and then update the sections in your Professional Profile before you apply. This information will be pulled in to your application. The application is one page and you will be prompted to upload your resume. In addition, you must respond to the application questions presented to upload any additional Required Materials (letter of interest, references, etc.) that were noted above.

Employment Eligibility:

Regular staff who have been employed in their current position for the last six continuous months are eligible for openings being recruited for through University-Wide or Open Recruiting, to include both promotional opportunities and lateral transfers. Staff who are promotion/transfer eligible may apply for positions without supervisor approval.

Retirement Plan Eligibility:

The retirement plan for this position is Teacher Retirement System of Texas (TRS), subject to the position being at least 20 hours per week and at least 135 days in length.

Background Checks:

A criminal history background check will be required for finalist(s) under consideration for this position.

Equal Opportunity Employer:

The University of Texas at Austin, as an [equal opportunity/affirmative action employer](#), complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.

Pay Transparency:

The University of Texas at Austin will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal

complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Employment Eligibility Verification:

If hired, you will be required to complete the federal Employment Eligibility Verification I-9 form. You will be required to present acceptable and original [documents](#) to prove your identity and authorization to work in the United States. Documents need to be presented no later than the third day of employment. Failure to do so will result in loss of employment at the university.

E-Verify:

The University of Texas at Austin use E-Verify to check the work authorization of all new hires effective May 2015. The university's company ID number for purposes of E-Verify is 854197. For more information about E-Verify, please see the following:

- [E-Verify Poster \(English\)](#) [PDF]
- [E-Verify Poster \(Spanish\)](#) [PDF]
- [Right To Work Poster \(English\)](#) [PDF]
- [Right To Work Poster \(Spanish\)](#) [PDF]

Compliance:

Employees may be required to report violations of law under Title IX and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). If this position is identified a Campus Security Authority (Clery Act), you will be notified and provided resources for reporting. Responsible employees under Title IX are defined and outlined in [HOP-3031](#).

The Clery Act requires all prospective employees be notified of the availability of the Annual Security and Fire Safety report. You may [access the most recent report here](#) or obtain a copy at University Compliance Services, 1616 Guadalupe Street, UTA 2.206, Austin, Texas 78701.

[Apply here!](#)