



THE FAMILY
INSTITUTE
at Northwestern University

TITLE: Research Project Coordinator
REPORTS TO: Director of Translational Science
FLSA STATUS: Non-exempt
DATE: 5/8/24

POSITION OVERVIEW

The Family Institute (TFI) at Northwestern University is seeking to fill one full-time Research Project Coordinator (RPC) position. Primary responsibilities will involve coordinating a lab focused on community-based implementation science. Work on other research projects and administrative tasks will also be associated with the position. The RPC will work under the mentorship of Erika Lawrence, PhD, and is expected to begin in the Summer of 2024.

Dr. Lawrence's lab is dedicated to community-based implementation science with a focus on intimate partner violence interventions. The project centers on the evaluation, implementation, and sustainment of an evidence-based program for domestic violence offenders in corrections and community agencies. The primary project is to develop and evaluate an implementation protocol with the goal of scaling out the dissemination of an IPV intervention. The candidate will have opportunities to contribute to publications, grants, and presentations. In addition to working with Dr. Lawrence, the RPC serves as the coordinator of the TFI Research Dept., which is run by Dr. Lawrence. In that role, responsibilities include serving as the Research Dept.'s liaison to TFI's Finance Dept. and completing administrative tasks to support the Research Dept.

THE FAMILY INSTITUTE AT NORTHWESTERN UNIVERSITY is committed to strengthening and healing families and individuals from all walks of life through clinical service, education, and research. As an affiliate of Northwestern University, no other institution brings together such a concentration of knowledge, expertise, and academic credentials to help improve the lives of people in Chicago and around the globe.

JOB SPECIFIC DUTIES

The position entails a variety of skills and tasks dealing with the execution of a large community-based research study, and with helping to manage a multi-lab research department. Responsibilities include IRB submissions and modifications, day-to-day project and staff supervision, compensating individuals for research activities, tracking the Research Dept. budget, organizing summer internships and research assistant recruitment, coordinating the monthly research brown bag, and collaborating on scholarly presentations and publications.

This full-time position requires a minimum of a two-year commitment. The position is hybrid (in Evanston MWF), with potential need for schedule flexibility to accommodate necessary appointments.

JOB SPECIFIC EDUCATION AND EXPERIENCE

Minimum Hiring Standards

The successful candidate will possess the following qualities:

- An undergraduate or master's degree in psychology or related field
- Strong attention to detail

- Experience working in and fostering a diverse faculty, staff and student environment or the commitment to do so
- Research experience in psychology or a related field
- The ability to handle multiple responsibilities included in the daily tasks and planning for longer-term projects
- Strong communication and interpersonal skills
- The ability to work autonomously and within the structure of a large research team
- Willingness to commit to at least two years in the position

Preferred Hiring Standards

- Experience as a lab or project coordinator
- At least one year of prior experience with clinical research

Please send a cover letter and curriculum vitae to careers@family-institute.org, Attention: Human Resources