

Research Coordinator Position

Stress and Development Lab
Harvard University

An experienced, independent, and highly-organized individual is sought for a full-time Research Coordinator position in the Stress and Development Laboratory at the Harvard University Psychology Department, run by Katie McLaughlin, PhD. The position will begin in January or February 2022. Our research examines the impact of environmental experience on children's development. Most of our studies are focused on identifying developmental mechanisms linking adverse environmental experiences to the onset of psychopathology.

Under the supervision of Dr. McLaughlin, the individual in this position will be involved in managing an active research lab with several large grants and participate in many aspects of the research process, including recruitment of children and adolescents into research, preparation of IRB applications, data collection from children and caregivers, supervision of volunteer research assistants, data management, programming behavioral tasks, and maintenance of a database for participant recruitment and tracking. These duties will primarily focus on either an intensive repeated-measures fMRI study examining dynamic changes in emotion, behavior, and brain function following exposure to stress in adolescents. Data collection for this study involves acquisition of psychophysiology and MRI data in addition to assessments of mental health and exposure to stress and adversity.

We strive to provide enriching opportunities for all trainees, including those from backgrounds traditionally under-represented in psychology. Please see the Join Us page on our lab website (<https://sdlab.fas.harvard.edu/>) for more details on our lab's commitment to Diversity, Inclusion, and Belonging.

Duties and Responsibilities:

- General administrative duties to maintain the workings of the laboratory (e.g., managing finances, lab website, coordinating lab meetings, etc.).
- Recruitment and screening of participants
- Prepare IRB applications
- Clean and organize data for analysis
- Maintain databases for participant recruitment and tracking
- Data collection with children, adolescents, and caregivers in multi-modal studies involving psychophysiology, neuroimaging, clinical interviews, ecological momentary assessment, passive mobile sensing (e.g. Fitbits, screen time, call/text data) and mental health assessments

Qualifications:

- Bachelor's degree in a relevant academic area
- Experience working with children and adolescents (e.g. data collection or clinical experience) is preferred
- Experience with task presentation software or programming experience (e.g., Psychopy, Eprime, R, Matlab, Python, Javascript) is preferred but not required

- Experience in collecting and/or analyzing neuroimaging data (i.e., MRI, fMRI, DTI) and comfort working in a command-line environment (e.g., Linux) is preferred but not required

Please click the link below to apply!

https://harvard.az1.qualtrics.com/jfe/form/SV_7PbtmIRiarRGVJs

If you have any further questions please feel free to reach out to our lab at sdlab@fas.harvard.edu.

Harvard is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

The salary for this position is approximately \$45,000/year. Harvard offers an outstanding benefits package including:

- *Time Off: 3- 4 weeks paid vacation, paid holiday break, 12 paid sick days, 12.5 paid holidays, and 3 paid personal days per year.*
- *Medical/Dental/Vision: We offer a variety of excellent medical plans, dental & vision plans, all coverage begins as of your start date.*
- *Retirement: University-funded retirement plan with full vesting after 3 years of service.*
- *Tuition Assistance Program: Competitive tuition assistance program, \$40 per class at the Harvard Extension School and discounted options through participating Harvard grad schools.*
- *Transportation: Harvard offers a 50% discounted MBTA pass as well as additional options to assist employees in their daily commute.*
- *Wellness Options: Harvard offers programs and classes at little or no cost, including stress management, massages, nutrition, meditation and complimentary health services.*
- *Harvard access to athletic facilities, libraries, campus events and many discounts throughout metro Boston.*

We regret that Harvard is unable to offer work authorization and/or visa sponsorship for this position. All formal offers are made by FAS Human Resources.