



Research Coordinator (Faculty Specialist)

The [Lavender Lab](#), located in the Department of Psychology at the University of Maryland, College Park (UMD), is seeking a full-time Research Coordinator (Faculty Specialist) to join our team. The Lavender Lab conducts NIH-funded research on the psychological, social, and cultural determinants of health for lesbian, gay, bisexual, transgender, and queer (LGBTQ+) individuals and Black, Indigenous, and People of Color (BIPOC). The Research Coordinator will primarily assist with an NIH-funded longitudinal and daily diary R01 study of intersectional stress, structural oppression, substance use, and mental health among BIPOC LGBTQ+ adolescents.

This position is a one-year appointment, and opportunities for renewal are available based on performance and funding. The ideal start date for this position is June 19th, 2023, but can be flexible. The position will be based at the University of Maryland, College Park, the flagship campus of University of Maryland, located only 5 miles outside of Washington DC, and 30 miles from Baltimore, MD.

Essential functions of the position include, but are not limited to:

- Coordinate day-to-day study activities
- Set up and maintain study protocols
- Develop data collection surveys in Qualtrics
- Recruit and screen research participants and schedule research visits
- Enroll and manage research participant activities and communication in the lab's studies
- Train and supervise research assistants to assist with data collection
- Assist with data management, including data entry, cleaning, processing, and data quality checks
- Monitor and manage participant compliance, retention, and payments
- Manage budget and purchase requests
- Prepare weekly data reports regarding study's progress
- Manage IRB submissions
- Assist with presentations for scientific conferences and manuscript/grant preparation
- Assist with other administrative responsibilities to support the lab's activities

Necessary qualifications include: 1) A bachelor's degree in psychology, public health, or other fields of study related to the lab's research; a master's degree is preferred; 2) two years of prior research experience; 3) proficiency with statistical software (e.g., SPSS, R), Qualtrics, and Microsoft Office Suite; and 4) excellent organizational, oral and written communication, and interpersonal skills.

Applicants who have experience working in or conducting research with LGBTQ+ and BIPOC communities from intersectionality, social justice, and cultural humility approaches will be given strongest consideration. Prior experience with longitudinal and daily diary research is highly preferred. Ideal candidates are motivated, eager to learn, able to work independently but seek consultation when needed, able to manage time and multiple tasks, and detail-oriented.

Application: Interested applicants should email Dr. Ethan Mereish (emereish@umd.edu) with the subject line "Research Coordinator Application" and attach the following documents: 1) a letter of interest; 2) CV; 3) transcript with relevant coursework (unofficial transcripts are accepted); and 4) contact info for 3 references. Email inquiries and questions are welcome.

Deadline: Applications will be reviewed as they are received until the position is filled.

Offers of employment are contingent on completion of a background check. A prior criminal conviction or convictions will not automatically disqualify a finalist from employment in the position.

The University of Maryland is an Equal Employment/Affirmative Action employer. We do not discriminate in hiring on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected Veteran status, or any other characteristic protected by federal, state, or local law.