

Lab Coordinator

Position Information

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Job Title Lab Coordinator

Job Description The **Psychophysiology of Affect across the Lifespan (PAL) Lab** at the University of Notre Dame, housed in the [Department of Psychology](#), is a highly collaborative research group exploring emotion and social processes in relation to depression and depression risk in individuals and families. The PAL Lab is looking for someone to join their team as a full-time **Lab Coordinator**.

Job Description: Under the supervision of [Dr. Kaylin Hill](#), the person in this position will have a vital role in the PAL Lab including coordinating studies and participating in many aspects of the research process. Responsibilities will include recruitment of individuals and families, scheduling and running study sessions with research participants, ensuring completion of a broad range of questionnaires and assessments, submitting IRB protocols and reports, assisting with research protocols and grant submissions, organizing and analyzing study datasets, and overseeing study administration. The individual in this position will supervise a team of student research assistants assisting with research projects. Characteristics supportive of success in this position include accountability, communication, engagement, and professionalism.

Essential Duties & Responsibilities:

- Recruitment and screening of participants
- Lead study sessions with research participants (including administration of clinical interviews, questionnaires, EEG, and behavioral assessments)
- Train students in study procedures and lab expectations
- Ensure all lab members are up to date on IRB and university requirements
- Supervise a team of research assistants in data collection and data management activities
- Maintain a complex schedule of study visits for the research team and a large cohort of participants
- Ensure completion of study procedures, including follow-up reminders for participants
- Maintain databases for participant recruitment and tracking
- Monitor participants as primary contact for the research study and address any concerns that arise
- Problem solve challenges related to recruitment, retention, and participant satisfaction with the program
- Prepare and submit IRB applications and assist with developing study protocols enduring compliance to IRB regulation
- Monitor project progress and troubleshoot areas of concern or deviation
- Perform general administrative duties to maintain the workings of the laboratory
- Closely monitor and appropriately document all payments made to research participants
- Maintain organization of lab spaces and lab servers

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Please note: This is a two-year, limited-term position. Contingent on funding, the position may be extended.

Minimum Qualifications

Education & Experience:

- Bachelor's degree
- 6-12 months of related experience

Skills:

- Previous research experience working with human subjects (especially an undergraduate research project or honors thesis) is required
- Experience working with children is required
- Experience preparing and submitting IRB documents and/or grant applications is preferred
- Proficiency in Microsoft Office is necessary
- Experience training and supervising others is preferred
- Experience working with data in SPSS, R, or other statistical software is preferred
- Experience with programming in Python, Presentation, or E-Prime is preferred
- Experience with EEG or fMRI methods is preferred
- Experience with and detailed knowledge of REDCap is preferred

Key Characteristics:

- Attention to detail
- Flexibility with regard to planning and scheduling
- Strong organization and planning skills
- Strong interpersonal skills
- Ability to interact positively with research participants and fellow lab members
- Availability for study sessions on evenings and weekends

Preferred Qualifications

Special Instructions to Applicants

Please note: This is a two-year, limited-term position. Contingent on funding, the position may be extended.

Department

Psychology (30145)

Department Website

<https://psychology.nd.edu/>

Family / Sub-Family

Academic Aff / Prgm Admin_Other

Career Stream/Level

NIC 2 Coordinator

Department Hiring Pay Range

Up to \$22/hour

Pay ID

Bi-Weekly

FLSA Status

S3 - FT Non-exempt Hourly

Job Category

Office/Clerical

Job Type

Full-time

Schedule: Days of Week & Hours

Typical schedule Monday – Friday, 8:00 am – 4:30 pm; Schedule may vary based on research studies needs, including some evenings and weekends.

Schedule: Hours/Week 40

Schedule: # of months 12

Posting Detail Information

The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from female and minority candidates and others that will enhance our community. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veterans and qualified individuals with disabilities in compliance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a).

Posting Detail Information

Job Posting Date (Campus)	05/10/2024
Job Posting Date (Public)	05/10/2024
Job Closing Date	06/02/2024
Posting Type	Open To All Applicants
Posting Number	S24949
Quick Link for Internal Postings	https://jobs.nd.edu/postings/34464

Supplemental Questions

Required fields are indicated with an asterisk (*).

- * Do you possess a Bachelor's degree, or will you have earned a Bachelor's degree by July 1?
 - Yes
 - No
- * Will you now or in the next 10 years require visa sponsorship to work at Notre Dame?
 - Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents