

# Research Program Coordinator (REAL) at the University of Texas at 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.

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