

Research Coordinator

Job no: 518893

Work type: Staff

Senior management: College of Science

Department: Psychology

Location: Blacksburg Area

Categories: Research / Scientific

Job Description

Applications are invited for a full-time research coordinator (lab manager) position in the JK Lifespan Development lab of Dr. Jungmeen Kim-Spoon, in the Department of Psychology at Virginia Tech (<https://support.psyc.vt.edu/labs/jklifespan>). Projects in the lab combine developmental psychopathology and decision neuroscience to investigate brain function, emotion, cognition and personality processes, decision making and health behaviors. We use a variety of methods including structural and functional magnetic resonance imaging, behavioral tasks, interviews, and questionnaires. This is an excellent opportunity for a personable, motivated, and detail-oriented person seeking further research experience before applying to graduate school.

Primary data collection responsibilities will include: recruiting young adults and family members; scheduling visits; obtaining behavioral assessments and fMRI scanning; and oversight of data collection. Primary data management responsibilities include: management and oversight of participant databases, entering data, ensuring data reliability and completeness, and preparing data for analysis. Additional key tasks include assisting with participant tracking and retention, preparation of IRB materials, and training graduate and undergraduate students on study procedures. Training for all aspects of the position, including MRI certification, will be provided. Flexible scheduling is required (e.g., evenings, weekends, and some holidays will be required). Expected start date is early March 2022. Graduating seniors are eligible to apply if they can start working part-time (10-20 hours/week) during the Spring 2022 semester to be hired before transitioning to a full-time position upon graduation. Consideration of applications will begin immediately and on a rolling basis and will end when the position is filled. Salary will be commensurate with experience.

Required application materials: Cover letter including statement of interest,

CV/Resume, list of two references. Two letters of recommendation will be required prior to final consideration.

Required Qualifications

Undergraduate or post-baccalaureate research experience, including participant recruitment and data collection; demonstrated organizational and time management skills, leadership skills, interpersonal skills, and attention to detail.

Preferred Qualifications

BA/BS in psychology, neuroscience, or related fields; Experience in the administration of standard psychological assessments (including self-report, structured interviews, and behavioral tasks); and a basic understanding of data management or analysis with corresponding data (e.g., SPSS, Excel, etc.).

Pay Band

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Appointment Type

Restricted

Review Date

January 23, 2022

Additional Information

The successful candidate will be required to have a criminal conviction check as well as documentation of [COVID-19 vaccination](#) or receive approval from the university for a vaccination exemption due to a medical condition or sincerely held religious belief.

About Virginia Tech

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If you are an individual with a disability and desire an accommodation, please contact **Michelle Wooddell** at mwooddel@vt.edu during regular business hours at least 10 business days prior to the event.

Advertised: January 12, 2022

Applications close: Open until filled