

# **Project Coordinator in the Research for Alcohol and Couples' Health Lab at Virginia Tech**

## **Job Description**

The Research for Alcohol and Couples' Health Lab (REACH Lab), College of Science at Virginia Tech, headed by Dr. Meagan Brem, is seeking a full-time Project Coordinator for a NIH-funded study (R21AA030858) and other related studies focused on the intersection of alcohol use, intimate partner violence, and related daily experiences among various populations (e.g., heavy-drinking young adults, LGBTQ+ couples, clinical samples of adults with histories of partner violence) at Virginia Tech. Primary responsibilities include managing day-to-day functioning of ongoing research studies and participating in research team meetings at our Blacksburg campus lab. The Project Coordinator will work as a team with undergraduate/post-baccalaureate research assistants and clinical science PhD students in data collection (e.g., ecological momentary assessments, qualitative and clinical interviewing, collecting breath alcohol content via breathalyzers, behavioral questionnaires), training participants during onboarding sessions, participant recruitment and retention, preparation of study materials, and data analysis. The Project Coordinator will have opportunities for publishing and presenting findings at national conferences.

This is a limited-term appointment, funded for one year from the date of hire after a 6-month probationary period, and with possibility for renewal beyond one year pending grant funding. Benefits (e.g., health insurance) are included with the position. Interviews will be conducted on a rolling basis. Position is available immediately, and it is our hope to have a Project Coordinator join us by June 1.

## **Required Qualifications**

- BA/BS in psychology, human development and family sciences, public health, or related field
- Detail oriented and conscientious work style
- Effective communicator with excellent interpersonal skills
- Able to work well independently and in groups
- Interest in intimate partner/sexual violence, substance use, couples, and/or LGBTQ+ health research
- Ability to participate in data collection, conduct participant phone check-ins, and attend recruitment events on evenings and weekends as needed.

- Ability to efficiently resolve issues to ensure a smooth data collection process
- Demonstrated ability to interact respectfully and comfortably with individuals from various backgrounds and with varying identities
- Exceptional time management skills and an ability to multitask
- Strong ability to exercise confidentiality
- Enthusiasm toward working directly with community and clinical partners
- Access to transportation to travel to recruitment sites within and around Blacksburg (up to 45 mins away)

### **Preferred Qualifications**

- Prior experience working within a research laboratory
- Experience with R studio, SPSS, and/or programming coding
- Experience collecting sensitive data from participants during face-to-face interactions

### **Pay Band**

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### **Appointment Type**

Restricted

### **Review Date**

05/20/2024

### **Additional Information**

The successful candidate will be required to have a criminal conviction check.

### **About Virginia Tech**

Dedicated to its motto, *Ut Prosim* (That I May Serve), Virginia Tech pushes the boundaries of knowledge by taking a hands-on, transdisciplinary approach to preparing scholars to be leaders and problem-solvers. A comprehensive land-grant institution that enhances the quality of life in Virginia and throughout the world, Virginia Tech is an [inclusive community](#) dedicated to

knowledge, discovery, and creativity. The university offers more than 280 majors to a diverse enrollment of more than 36,000 undergraduate, graduate, and professional students in eight [undergraduate colleges](#), a [school of medicine](#), a [veterinary medicine](#) college, [Graduate School](#), and [Honors College](#). The university has a significant presence across Virginia, including the [Innovation Campus](#) in Northern Virginia; the Health Sciences and Technology Campus in Roanoke; sites in Newport News and Richmond; and numerous [Extension offices](#) and [research centers](#). A leading global research institution, Virginia Tech conducts more than \$500 million in research annually.

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

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