

Lab Manager at UC Santa Cruz

Additional Information: This position is 100% on-campus.

HOW TO APPLY

For full consideration, applicants should attach their resume and cover letter when applying for a job opening. For guidance related to the application process or if you are experiencing difficulties when applying, please review the [Applicant Resources](#) on our Talent Acquisition website.

- [How to Apply](#)
- [Troubleshooting](#)
- [Tips for Applicants](#)
- [FAQ's](#)

INITIAL REVIEW DATE (IRD)

Application materials submitted by 11:59 pm on the IRD will be routed to the hiring unit for consideration. Materials submitted after the IRD will ONLY be forwarded at the request of the hiring unit. To ensure your application is routed for consideration, submit your materials before 11:59 p.m. on the IRD. Talent Acquisition cannot accept application materials outside of the jobs portal, and is unable to update submitted applications on an applicant's behalf, or forward communications to the hiring units. For more information about the IRD and the applicant review process, [view this link](#).

The IRD for this job is: **02-07-2024**

ABOUT UC SANTA CRUZ

UC Santa Cruz is a public university like no other in California, combining the experience of a small, liberal arts college with the depth and rigor of a major research university. It's known as an unconventional place where innovation and experimentation is part of the campus's DNA. That playful, bold spirit still thrives today, all on a campus renowned as among the most beautiful in the world.

DEPARTMENT OVERVIEW

The Department of Psychology at the University of California, Santa Cruz conducts research on Cognitive Psychology, Developmental Psychology, and Social Psychology. Each area has its own focus, but a common thread across all of them is a connection between the study of psychology and people's everyday lives.

JOB SUMMARY

Under supervision from the Principal Investigator, the incumbent will coordinate and conduct research investigating early social bias development. The research involves laboratory and online experiments, phone interviews, and testing and observation of children in naturalistic environments (preschools or homes). Audio, video, and questionnaire data are collected in these contexts and are subsequently stored, coded, and analyzed. Participant

recruitment, mainly through phone, email, and social media, is also part of the activities expected to be performed. The incumbent will also be involved in recruiting, training, and supervising undergraduate research assistants. In addition, the incumbent will assist in administrative tasks, such as submitting and maintaining IRB protocols.

APPOINTMENT INFORMATION

Budgeted Salary: \$21.92/Hourly.

Under California law, the University of California, Santa Cruz is required to post a reasonable estimate of the compensation for this role. The salary shown above is the budgeted amount the University reasonably expects to pay and the salary extended should not exceed this posted amount.

Benefits Level Eligibility: Full benefits

Schedule Information:

- Part-time, Fixed
- Percentage of Time: 87.5%, 35 Hours per Week
- Days of the Week: Mon-Sun, as needed
- Shift Includes: Days, Evenings, Weekends

Employee Classification: Career appointment

Job End Date: 06/30/2025, with the possibility of extension

Work Location: UC Santa Cruz Main Campus

Union Representation: TX – Technical

Job Code Classification: 009603 (LAB AST 2)

Travel: Up to 50% of the time

JOB DUTIES

40% - Data collection

- Collects data as part of the laboratory and online experiments, phone interviews, or observational video recordings of social interactions in home and preschool settings.
- Trains, coordinates, and supervises data collection by undergraduate research assistants.
- Cleans and codes audio and video data.
- Assists in study design and study protocol creation.

30% - Participant recruitment

- Schedules participant appointments via phone and email.
- Recruits participants via phone, emails, social media, and other media sources.
- Creates ads for participant recruitment.
- Keeps track of and analyzes recruitment efforts and strategies.
- Answers participant communication in timely manner.

20% - Supervising undergraduate research assistants

- Recruits undergraduate research assistants.
- Coordinates undergraduate research assistant work schedules and costs related to research (e.g., travel cost to data collection sites).
- Trains and supervises undergraduate research assistants' data collection and data coding efforts.

10% - Administrative Tasks

- Orders lab supplies.
- Keeps a safe and clean laboratory space, which includes cleaning and sanitizing the laboratory space and maintaining and requesting maintenance of equipment.
- Assists in preparing and maintaining IRB protocols.
- Budgets and processes expenses for internal and external grants as well as cost of travel and conferences.
- Updates the lab website and social media presence.
- Plans and coordinates lab events (e.g., weekly lab meetings, journal clubs, dinners, etc.)

REQUIRED QUALIFICATIONS

- Bachelor's degree and / or equivalent experience / training.
- College-level coursework in psychology, education, or related fields.
- Experience interacting with young children.
- Experience conducting research (e.g., as paid or volunteer research assistant).
- Ability to use email and text processing and spreadsheet software (e.g., Microsoft word and excel).
- Strong interpersonal, communication, and writing skills.
- Ability to work independently on specified tasks.
- Good organizational and multitasking skills.

PREFERRED QUALIFICATIONS

- Experience conducting research with infants, toddlers, and/or preschool children.
- Experience conducting semi-independent research projects (e.g., BA thesis projects) with skills in research design, IRB preparation, data management, data analysis, and writing.
- Experience with using Qualtrics, image/video editing (e.g., Photoshop, Adobe Premiere), and statistical software (e.g., R or SPSS).
- Experience with supervision, training, and / or team management.
- Undergraduate major in psychology, education, or related field.

SPECIAL CONDITIONS OF EMPLOYMENT

- Selected candidate will be required to pass a pre-employment criminal history background check.
- Must possess a valid license to drive in the state of California.
- Ability to work long periods of time at a computer with or without accommodation.
- The selected candidate will be required to work primarily on campus, with periods of remote work possible based on operational needs. If a hybrid work schedule is confirmed, the selected candidate must be able to work successfully from a home/remote office and be able to fulfill the requirements of the UCSC telecommuting agreement.
- Ability to work a variable schedule including evenings and weekends.

- Ability to work overtime including evenings, nights, weekends and holidays to meet operational needs, and work an alternate work schedule shift as required.
- Selected candidate will be required to complete training within established time frames as directed including UC compliance training.
- Ability to travel to multiple work locations on and off campus.
- Ability to travel within a defined regional or service area.
- Ability to maintain appearance and conduct suitable for working in a professional setting.
- The University of California has implemented a [Vaccination Policy](#) covering all employees. Employees, including new hires, are required to comply with any applicable policies relating to the University of California vaccine program.
- Per the Child Abuse and Neglect Reporting Act (CANRA), this position has been identified as a Mandated Reporter. The selected candidate will be required to report known or suspected child abuse or neglect as defined by CANRA and will be required to sign a Statement Acknowledging Requirement to Report Child Abuse prior to commencing employment. CANRA Penal Codes, and related definitions, requirements, and responsibilities may be obtained [here](#).
- Other special conditions of employment that apply to this position: Ability to work weekends instead of weekdays if required, due to nature of data collection. Ability to drive and travel to local schools or homes for data collection.

SAFETY STATEMENT

All UCSC employees must understand and follow job safety procedures, attend required health and safety training, proactively promote safety at work, and promptly report actual and potential accidents and injuries.

EEO/AA

The University of California is an Equal Employment Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees.

[Apply here!](#)

Job ID: 63943

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