

Lab Manager in the Mind in Development Lab at Smith College

If you have any questions about the position or our application process, reach out to us at recruiting-u@smith.edu.

Neuroscience

Job Description

Job Summary

The Mind in Development Lab (P.I. Dr. Maya Rosen) in the Neuroscience Program at Smith College invites candidates to apply for a lab manager position beginning August 1st 2024. Our research examines the impact of environmental experience on children's development. Many of our projects focus on understanding the neural, environmental and cognitive mechanisms explaining disparities in long-term outcomes including academic achievement and mental health.

Under the supervision of Dr. Rosen, the individual in this position will be involved in managing an active research lab and a large NIH-funded study. The candidate will participate in all aspects of the research process, including recruitment of children and families, preparation of IRB applications, data collection from children and caregivers, programming behavioral tasks, and maintenance of a database for participant recruitment and tracking. These duties will primarily focus on a longitudinal study examining the neural, cognitive and environmental mechanisms linking socioeconomic status and academic achievement. Data collection for this study involves acquisition of functional near infrared spectroscopy (fNIRS) and MRI data, intensive measures of the home environment, and cognitive and academic assessments. Finally, the candidate will Take appropriate actions to support a diverse workforce and participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

****Required to be able to work in person on Smith College's campus****

Essential Functions

Duties and Responsibilities:

- General administrative duties to maintain the workings of the laboratory (e.g., managing finances, lab website, coordinating lab meetings, etc.)
- Recruitment and screening of participants
- Prepare IRB applications
- Clean and organize data for analysis
- Manage undergraduate students
- Maintain databases for participant recruitment and tracking
- Data collection with children and caregivers in multi-modal studies involving neuroimaging, parent interviews, assessments of the home environment, cognitive tasks, and academic and mental health assessments

Other Functions

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

Minimum Qualifications (knowledge, skills, education, experience, certifications, licenses)

Bachelor's degree in a relevant academic area (e.g. Psychology, Neuroscience, Education)

Experience working with children (e.g. data collection or clinical experience) is preferred

Experience with task presentation software or programming experience (e.g., Psychopy, Eprime, R, Matlab, Python, Javascript) is preferred but not required

Experience in collecting and/or analyzing neuroimaging data (i.e., fNIRS, MRI, fMRI) and comfort working in a command-line environment (e.g., Linux) is preferred but not required

Experience working with individuals from diverse backgrounds

Additional Information

Please attach **BOTH** a cover letter and either a current resume or curriculum vitae in order for your application to be considered for this position. The cover letter should include a description of your previous experience, the skills you learned, what scientific questions you are interested in pursuing and your long-term career goals. Please also include the contact information of 2-3 individuals who can be contacted as references.

[Applications will continue to be reviewed until the position is filled.](#)

Please attach **BOTH** a current resume and a cover letter in order for your application to be considered for this position . **Be sure you have provided all attachments before submitting your application.**

You will NOT be able to attach additional files after you have hit the Submit button.

Review of applications will begin

May 6, 2024

Compensation Grade:

Grade X Exempt

Position Type:

Fixed Term

About Smith College

Located in Northampton, MA, Smith College is one of the largest women's colleges in the country and is dedicated to excellence in teaching and research across the liberal arts. A faculty of outstanding scholars interact with students in small classes, as advisors, and through student-faculty research projects. The College is a member of the Five College Consortium with Amherst, Hampshire and Mt. Holyoke Colleges, and the University of Massachusetts Amherst. Students cross-enroll and faculty cross-teach across the Five Colleges.

Consistent with the Americans with Disabilities Act (ADA) and Massachusetts General Law, Chapter 151B, it is the policy of Smith College to provide reasonable

accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact our recruiting team at recruiting-u@smith.edu.

As set forth in our [mission and values](#), Smith College is committed to promoting a culture of equity and inclusion among students, staff and faculty. The College will not discriminate in employment on the basis of age, race, color, ethnicity, national origin, creed, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, genetic information, age, veteran status, physical or mental disability, or any other classification protected by law. Smith College is an equal opportunity employer and complies with all state and federal laws that prohibit discrimination.

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