

## **Faculty Specialist, University of Maryland – College Park, Psychology Department**

The Diversity and Intergroup Relations Lab (PI: Linda Zou) is seeking a full-time lab manager to begin in the Summer 2024.

The Faculty Specialist will work under the supervision of the PI on research investigating how social contexts affect intergroup attitudes and behavior, particularly among racial and ethnic groups. Students who are interested in pursuing a PhD in social psychology or related fields are encouraged to apply.

This will be a full-time position for an initial one-year appointment, with the possibility to extend for additional years based on performance and funding. Interested applicants should submit their materials by **April 19** to receive first consideration. Applications submitted after the deadline will be reviewed on a rolling basis until the position is filled.

For more information about the lab and our research activities, please visit our website (<http://www.lindaxzou.com>).

### **Responsibilities**

Coordinate the operations of social psychological research investigating questions related to intergroup relations, race, stereotyping, and diversity.

### **Research Support:**

- Assist with the design and implementation of research projects in lab, on-campus, and online settings.
- Assist in the preparation of human subjects applications, modifications, and progress reports for IRB.
- Manage the recruitment, screening, and payment of participants.
- Contribute to data collection and participant debriefing.
- Conduct data analysis and data-checking.
- Prepare data reports, figures, and tables.
- Contribute to manuscript and grant writing.
- Independent projects will be considered and supported by the PI.

### **Administrative Support:**

- Serve as the lab's primary contact.
- Supervise undergraduate research assistants and act as the point of contact between research assistants and the PI.
- Assist with the recruitment and onboarding of undergraduate research assistants.
- Coordinate the scheduling of lab activities, including lab meetings and research assistants' daily tasks.

- Develop, review, and revise the lab manual and lab protocols.
- Manage lab finances (e.g., purchases, reimbursements, budgeting).
- Perform related duties as required.

### Requirements

Ideal candidates should have:

- A bachelor's degree in psychology or a related field.
- At least 1 year of research experience in an experimental psychology lab.
- Experience in conducting human subjects research.
- Experience with data management and analysis using SPSS and/or R.
- Ability to work independently and within a team environment.
- Ability to manage multiple projects and deadlines.
- Ability to communicate effectively with all levels of lab personnel.
- Evidence of being organized, mature, proactive, and detailed-oriented.
- Effective time management skills.
- Research interests in intergroup relations, diversity, stereotyping, racial inequality, or related areas.

### University EEO Statement

The University of Maryland is an Equal Employment/Affirmative Action employer. We do not discriminate in hiring on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected Veteran status, or any other characteristic protected by federal, state, or local law.

Offers of employment are contingent on completion of a background check. A prior criminal conviction or convictions will not automatically disqualify a finalist from employment in the position.

**To apply for this position, please send a cover letter and CV/resume to Max Miller ([mill3750@umd.edu](mailto:mill3750@umd.edu)). The cover letter should be 1-2 pages and describe your career goals and past research experience. The CV/resume should also provide the names, e-mail addresses, and phone numbers of three professional references.**