

# Research Assistant at Georgetown University

Located in a historic neighborhood in the nation's capital, Georgetown offers rigorous academic programs, a global perspective, exciting ways to take advantage of Washington, D.C., and a commitment to social justice. Our community is a tight knit group of remarkable individuals interested in intellectual inquiry and making a difference in the world.

## Requirements

Research Assistant - Department of Psychology - Georgetown University College of Arts & Sciences

Our [Department of Psychology](#) - within [Georgetown University College of Arts & Sciences](#) - is an intellectually diverse community of scholars engaged in research addressing psychology at the levels of mind, brain, and society. We strive for excellence in our scholarship and teaching, and we seek to cultivate in our students a dedication to the highest standards in their endeavors. We are committed to collaboration within and across disciplinary boundaries, and to sustaining professional links with relevant local, national, and global organizations.

## Job Overview

The Research Assistant performs activities associated with an NIH grant, in duties that include but are not limited to:

- Collect brain imaging data from human subjects for grant-related studies; contact and schedule families, debrief families.
- Collect neuropsychological data from participants.
- Keep records for all data related activities for the grant.
- Maintain IRB Protocols.
- Maintain database of behavioral data associated with grant studies.
- Score and tabulate and supervise data entry in REDCAP database.
- Coordinate with research team at Children's National Medical Center participant recruitment and scheduling.
- Manage day-to-day lab operations.
- Manage participant payments, petty cash account.
- Manage ProCard reconciliation related activities such as compiling receipts.
- Coordinate lab event and weekly lab meetings.

## Work Interactions and Work Mode Designation

Reporting to Chandan *Vaidya*, Ph.D., the Research Assistant supports 3 graduate students and supervises 2 to 3 undergraduate students engaged in on-ongoing studies associated with grants.

This position has been designated as On-Campus. Please note that work mode designations are regularly reviewed in order to meet the evolving needs of the University. Such review may necessitate a change to a position's mode of work designation. Complete details about Georgetown University's mode of work designations for staff and AAP positions can be found on the Department of Human Resources website: <https://hr.georgetown.edu/mode-of-work-designation>.

## Requirements and Qualifications

- Bachelor's degree
- Skilled with MATLAB scripting, brain imaging software (SPM, FSL), Linux operating system, PC/MAC
- Good organizational skills, interpersonal skills for interaction with child participants

## Preferred Qualifications

2 to 3 years of experience preferred or an equivalent combination of education and experience

### **Current Georgetown Employees:**

If you currently work at Georgetown University, please exit this website and login to GMS ([gms.georgetown.edu](https://gms.georgetown.edu)) using your Net ID and password. Then select the Career worklet on your GMS Home dashboard to view Jobs at Georgetown.

### **Submission Guidelines:**

Please note that in order to be considered an applicant for any position at Georgetown University you must submit a resume for each position of interest for which you believe you are qualified. Documents are not kept on file for future positions.

### **Need Assistance:**

If you are a qualified individual with a disability and need a reasonable accommodation for any part of the application and hiring process, please click [here](#) for more information, or contact the Office of Institutional Diversity, Equity, and Affirmative Action (IDEAA) at 202-687-4798 or [ideaa@georgetown.edu](mailto:ideaa@georgetown.edu).

Need some assistance with the application process? Please call 202-687-2500. For more information about the suite of benefits, professional development and community

involvement opportunities that make up Georgetown's commitment to its employees, please visit the Georgetown Works [website](#).

**EEO Statement:**

Georgetown University is an [Equal Opportunity/Affirmative Action Employer](#) fully dedicated to achieving a diverse faculty and staff. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, national origin, age, sex (including pregnancy, gender identity and expression, and sexual orientation), disability status, protected veteran status, or any other characteristic [protected by law](#).

**Benefits:**

Georgetown University offers a comprehensive and competitive benefit package that includes medical, dental, vision, disability and life insurance, retirement savings, tuition assistance, work-life balance benefits, employee discounts and an array of voluntary insurance options. You can learn more about benefits and eligibility on the [Department of Human Resources website](#).

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