

## Research Lab Manager at Boys Town National Research Hospital

Performs work of considerable difficulty in various phases of research studies being performed, including management of data collection, supervision of research assistants, and support of data analysis and manuscript preparation.

The Emerging Language Knowledge (ELK) Lab is seeking a full-time Research Lab Manager. The lab, housed within Boys Town National Research Hospital in Omaha, NE, works with toddlers who have delayed language development (late talking) and older children aged 3-6 years who have developmental language disorder (DLD). We focus on questions about language knowledge and language processing at the word, sentence, and discourse levels. Our primary data collection methods include experimental behavioral tasks, eye tracking, parent questionnaires and interviews, and language sampling.

Duties for this position include leading a team in participant recruitment and scheduling, participant assessment, and experimental data collection. Additional duties include experimental design and coding, maintaining lab records and manuals, ordering and organizing lab supplies and equipment, assisting in preparing presentations and manuscripts, and collaborating with other team members. Occasional, infrequent work on evenings or weekends may be required for participant recruitment events and data collection.

To apply, submit a CV and cover letter document (in one PDF file) to the available upload field in the application. The cover letter should describe your interest in the position, relevant educational and professional experience, how this position advances your career goals, and contact information for 2-3 references.

### MAJOR RESPONSIBILITIES & DUTIES:

- Manages the entire laboratory schedule, including coordinating visits, preparing all needed procedures and forms, and managing financial details (e.g., subject payment, petty cash, budget/grant allocation, and mileage reimbursements), as assigned.
- Ensures that appropriate staff are scheduled for each data collection visit and that procedural details are ready for each session.
- Serves as a point of contact for research participants and a project manager for research activity.
- Regularly enters data into lab databases and ensures scoring and data accuracy. May also complete data collection and information dissemination.
- Ensures that all laboratory materials, supplies, and equipment are ordered and available.
- Performs or assists in the recruitment of research subjects, including special populations. Collaborates with laboratory PI to understand their recruiting needs.
- Performs or assists in testing of research subjects.
- Maintains detailed records of test conditions and results.
- Partners with researchers to create research project timelines, deadlines, and check ins as applicable.
- Helps train and supervise new staff, including laboratory research assistants in the procedures and protocols.

- As assigned, may assist with lab processes, procedures, editorial work, grant applications, literature reviews, or other high level administrative and operational duties.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively both verbally and in writing.
- Ability to work well with others to include co-workers at all levels.
- Knowledge of computer software systems like Microsoft Word, Excel, and other database applications.
- Ability to use a variety of office equipment to include personal computer, copier, telephones, fax and copier.
- Ability to train and supervise the activities of the laboratory research assistants.
- Ability to prioritize work appropriately, to work independently and to complete tasks in a timely manner in an active work environment.
- Interpersonal skills, close attention to detail, math aptitude, and flexibility in duties performed.

#### REQUIRED QUALIFICATIONS:

- BS/BA degree directly related to the work involved in the research program (or equivalent behavioral research training, certification, and experience) required.
- Minimum of 3 years of related work experience required.
- If employed in the Cognitive Neuroscience department, Basic Life Support (BLS) certification within 90 days of transfer or hire required.
- If employed in the Cognitive Neuroscience department, Collaborative Institutional Training Initiative (CITI) certification within 30 days of transfer or hire required.

#### PREFERRED QUALIFICATIONS:

- MA/MS degree preferred.
- Editorial and scientific writing skills preferred.

*Diversity is more than a commitment at Boys Town—it is the foundation of who we are and what we do.*

*At Boys Town, we cultivate a culture of inclusion for all employees that respects their individual strengths, views, and experiences. We believe that our differences enable us to be a better team – one that makes better decisions, drives innovation, and delivers better business results.*

#### About Boys Town:

Boys Town has been changing the way America cares for children and families since 1917. With over a century of service, our employees have helped us grow from a small boardinghouse in downtown Omaha, Nebraska, into one of the largest national child and family care organizations in the country. With the addition of Boys Town National Research Hospital in 1977, our services branched out into the health care and research fields, offering even more career opportunities to those looking to make a real difference.

Our employees are our #1 supporters when it comes to achieving Boys Town's mission, which is why we are proud of their commitment to making the world a better place for children, families, patients, and communities. Unique perks to Boys Town employees and their families include free visits to Boys Town physicians and free prescriptions under the Boys Town Medical Plan, tuition assistance, parenting resources from our

experts and professional development opportunities within the organization, just to name a few. Working at Boys Town is more than just a job, it is a way of life.

*This advertisement describes the general nature of work to be performed and does not include an exhaustive list of all duties, skills, or abilities required. Boys Town is an equal employment opportunity employer and participates in the E-Verify program. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity and/or expression, national origin, age, disability, or veteran status. To request a disability-related accommodation in the application process, contact us at 1-877-639-6003.*

[Apply here!](#)