

## Research Specialist at Emory University

### Description

#### JOB DESCRIPTION:

- Under general supervision, performs a variety of defined research and laboratory tests and experiments according to prescribed protocols and assigned schedules. Sets up experiments as prescribed by a principal investigator.
- May be required to participate in laboratory maintenance activities such as sterilization and cleaning of equipment, ordering of supplies, inventory and media preparation. Maintains records, files and logs of work performed in laboratory notebooks and computer databases.
- Compiles data and records results of studies for publications, grants and seminar presentations. Employees in this classification may be required to work with, take specific precautions against and/or be immunized against potentially hazardous agents.
- Performs related responsibilities as required by principal investigator.

#### MINIMUM QUALIFICATIONS:

- Bachelor's degree in a scientific field OR equivalent combination of experience, education, and training.

#### ADDITIONAL JOB DETAILS:

The Medina Lab in the Department of Psychology at Emory University studies how we represent our bodies and the space around us. The lab uses a variety of cognitive neuroscientific techniques, including detailed cognitive examinations of individuals with brain damage, experiments with neurologically intact individuals, and non-invasive brain stimulation (transcranial magnetic stimulation). This position is ideal for someone who wants to gain research experience before entering graduate school and someone who is keenly interested in cognitive neuroscience, neuropsychology, cognitive psychology and/or brain stimulation. Please provide a cover letter, CV, and contact information for 3 references with your application.

Under the general direction of the Principal Investigator, the Research Specialist will oversee the day-to-day activities of the lab. These responsibilities include ensuring that all research protocols are adhered to, recruiting, scheduling and testing participants, obtaining brain scans, and recording, analyzing, and interpreting research data. The Research Specialist is also responsible for the supervision of the undergraduate researchers involved in the lab.

#### Responsibilities:

- Uses scientific training and independent judgment to plan, schedule, and carry out day-to-day activities, procedures and research studies, ensuring efficient workflow and adequate care and treatment of research participants.
- Contributes to the development and implementation of protocols, procedures, and techniques relating to all aspects of research.  
Uses computer-based statistical and graphic programs and techniques to analyze and interpret data. Provides initial analyses of results to the Principal Investigator.
- Makes suggestions for improvements in techniques and interpretation, as appropriate. Keeps all lab data properly recorded, organized and stored for easy retrieval by researcher and research/accounting auditors, and to ensure data integrity, quality control, and protocol compliance.

- Establishes and adheres to appropriate data collection systems and procedures, according to pre-established research protocol; coordinates and monitors the collection, processing, and recording of data, as required by established study protocol.
- Manages compliance with human subject protocols. Coordinates participant visits. Explains all procedures to participants in accordance with University and federal protocol for working with human research participants and obtains their written consent to participate. Maintains strong working relationships with participating individuals.
- Oversees fiscal management by managing payments to study participants and monitoring supply inventories. Coordinates and assists in organizing lab events and outreach.
- Provides specialized training and supervises undergraduate research assistants on all areas of the research. Delegates work according to the individuals' skills, knowledge, and abilities.
- Clearly explains work assignments. Establishes and communicates fully successful performance criteria. Provides timely and specific feedback. Serves as collaborator in the preparation of co-authored manuscripts and conference presentations. Contacts area hospitals, stroke support groups, and other sources to recruit brain-damaged individuals. Coordinates with other departments at Emory University that also work with brain-damaged individuals. Maintains a lab website and wiki.
- Performs miscellaneous job-related duties as assigned.

#### PREFERRED QUALIFICATIONS:

- Bachelor's degree in psychology, neuroscience, cognitive science, computer science, or related field with at least one year related experience working or volunteering in a psychology or neuroscience lab; or any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.
- Knowledge and understanding of experimental procedure, data collection, and analysis. Ability to analyze research methodology, protocol and procedures and make recommendations for improvements and modifications.
- Ability to develop and follow research methodology and protocol. Ability to adapt standard procedures, facilities and/or equipment to meet specific operational needs. Ability to make decisions in the field and/or at professional conferences without direct supervisor oversight, when appropriate.
- Effective communication, human relations, and listening skills. Ability to collaborate with students, faculty and/or staff in a team environment. Ability to supervise and train staff, including organizing, prioritizing, and scheduling work assignments preferred.
- Ability to use computer applications to design and implement cognitive psychological studies. Ability to use statistical software packages to analyze data. Experience with SPSS, R, or other statistical software packages.
- Skill in the use of computer applications for writing papers, making presentations, and designing figures (e.g. Word, PowerPoint, Adobe Illustrator, Adobe Photoshop).

NOTE: Position tasks are generally required to be performed in-person at an Emory University location. Remote work from home day options may be granted at department discretion. Emory reserves the right to change remote work status with notice to employee.

### **Emory Supports a Diverse and Inclusive Culture**

Emory University is dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status. Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor stated above or prohibited under applicable law. Students, faculty, and staff are assured of participation in University programs and in the use of facilities without such discrimination. Emory University complies with Executive Order 11246, as amended, Section 503 of

the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity and affirmative action. Emory University is committed to achieving a diverse workforce through application of its affirmative action, equal opportunity and nondiscrimination policy in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Inquiries regarding this policy should be directed to the Emory University Department of Equity and Inclusion, 201 Dowman Drive, Administration Building, Atlanta, GA 30322.

Emory University is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to request a reasonable accommodation, please contact the Department of Accessibility Services at 404-727-9877 (V) | 404-712-2049 (TDD). Please note that one week advance notice is preferred.

## **Connect With Us!**

Not ready to apply? [Connect with us for general consideration!](#)

[Apply here!](#)