

## Research Specialist | Managing Everyday Emotions Together (MEET) study

The Managing Everyday Emotions Together (MEET) study is part of the University of Pittsburgh REACT lab ([react.pitt.edu](http://react.pitt.edu)) in the department of Psychiatry. The REACT lab is an Autism Center of Excellence (ACE) and home to numerous research projects as well as initiatives focused on community engagement and career development (of students, staff, postdocs, and faculty). In the REACT lab, we aim to conduct research that will ultimately improve mental health and wellbeing for autistic people across the lifespan. We focus on identifying the mechanisms of emotion dysregulation in autistic people, developing measures of meaningful outcomes, developing community-informed, innovative treatments, fostering meaningful community partnerships, and raising cultural acceptance of autism.

This employee will be the primary coordinator of the MEET study, thus (in collaboration with the PI) they will assist in recruitment, screening, scheduling, consenting, data collection, and data processing for the study. Interacting with participants (in clinical assessments, interviews, and data collection) is a big part of the job. The employee will also help out, as needed and as they are able, on other projects in the lab.

### Responsibilities:

- Participant recruitment
- Participant screening and scheduling visits
- Obtain informed consent from potential research participants according to ethical principles as directed by the PI
- Administer standardized assessments
- Run data collection visits, including collecting data from young children with autism
- Data collection takes place in family homes—must be able to drive and have a car to travel for data collection visits (will never be asked to travel alone and will be reimbursed for mileage and parking)
- Assist with collection and preprocessing of physiological data
- Oversee undergraduate research students, including, but not limited to, setting up computer access, organizing bi-weekly lab meeting, and assigning tasks.
- Complete screening assessments including IQ, language measures, and autism diagnostic measures
- Assist parents with completion of online questionnaires
- Perform reliability scoring of tests administered and scored by other examiners
- Data entry, data cleaning, and maintaining Access database
- Create participant folders, testing packets, filing and maintain research records

- Track participants throughout the study and maintain data tracking audits
- Distributing participant payments under the formal payment system
- Attend regular supervision including weekly project meetings
- Keep study protocol up to date
- Ability to work independently with little supervision once trained
- Perform other duties as related to the research project as requested by the Principle Investigators, coordinator, and/or supervisors
- May assist in other studies with additional duties as new grants are funded
- Must be able to juggle and prioritize tasks and keep open communication with the Principal Investigator and supervisors to ensure timely completion of all duties
- Performs in accordance with system-wide competencies/behaviors
- Available to work evenings and/or weekends

**Qualifications:**

- Bachelor's degree required, preferably in Psychology, Neuroscience, Sociology or related research field.
- Minimum of one year of work experience in a research project and/or related clinical setting is required.
- Experience with young children required.
- Experience with autism preferred.
- Experience with recruitment, data collection, and data management preferred.
- Familiarity with computers and common software packages required. Familiarity with Access database preferred.
- Working knowledge of research methodology strongly preferred.
- Must have excellent attention to detail, as well as organizational, communication and interpersonal skills.

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