

# **Research Study Coordinator at the University of Chicago's Memory Research Lab**

## Department

SSD Psychology - Staff and Temporary Employees - Gallo

## About the Department

This research position is for a full-time Research Study Coordinator to assist PI Gallo in coordinating a newly funded NIH research study. The need for the position is described in the NIH grant, and the NIH grant is providing funding for the position. The research requires the position. The research assistant will assist in daily operation of the psychology research conducted in the Gallo Lab, including programming of cognitive tasks, recruiting and testing and orchestrating research participants, and overseeing student RAs on the research project. The position will last for the duration of the research grant (it is a 2 year grant, and year 1 is already well under way).

## Job Summary

The job performs routine assignments related to scientific research projects. Ensures compliance of research activities with institutional, state, and federal regulatory policies, procedures, directives and mandates. Analyzes possible solutions using standard procedures. Writes articles, reports and manuscripts. Assists in drafting presentations on research findings.

The Research Study Coordinator will work closely with the lab PI and students in the lab to implement computerized cognitive experiments in younger and older adults. Responsibilities include program computerized cognitive tasks using JavaScript (jsPsych library) and HTML/CSS, recruit and test research participants online and in-person, train and coordinate research assistants, manage data repositories, IRB protocols, and related duties, and assist with data management and analysis. This position is ideal for individuals seeking additional research experience, especially those preparing for graduate-level studies in psychology or cognitive neuroscience. Being part of an NIH-funded project provides a unique opportunity to contribute to cutting-edge research and gain valuable insights in preparation for advanced academic pursuits. This NIH-funded position offers a one-year commitment with the possibility of continuing through Summer 2025.

## Responsibilities

- Program computerized cognitive tasks using JavaScript (jsPsych library) and HTML/CSS.
- Recruit and test research participants online and in-person.
- Train and coordinate research assistants.
- Manage data repositories, IRB protocols, and related duties.

- Assist with data management and analysis.
- Installs, sets up and performs experiments; interacting with students and other laboratory staff under the direction of the principal investigator.
- Maintains recruiting and scheduling research subjects; assisting with developing or amending study protocols; assisting with developing data collection tools; assisting with building databases; and providing general administrative support. Has general awareness in research techniques or methods, regulatory policies and procedures, and relevant scientific field
- Performs other related work as needed.

### Minimum Qualifications

#### Education:

Minimum requirements include a college or university degree in related field.

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#### Work Experience:

Minimum requirements include knowledge and skills developed through < 2 years of work experience in a related job discipline.

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#### Certifications:

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### Preferred Qualifications

#### Education:

- Bachelor's degree or equivalent in psychology, neuroscience, or a related field.

#### Technical Knowledge or Skills:

- Strong computer programming skills, particularly in JavaScript (proficiency in jsPsych library) and HTML/CSS.
- Proficiency in SQL/NoSQL databases, Python, and R (desirable).

### Preferred Competencies

- Strong organizational and communication skills.
- Ability to work independently and collaboratively.

### Working Conditions

- This NIH-funded position offers a one-year commitment with the possibility of continuing through Summer 2025.

### Application Documents

- Resume/CV (required)
- Cover letter describing research experience, academic interests, and fit for the lab. (required)
- References (required)

When applying, the document(s) MUST be uploaded via the My Experience page, in the section titled Application Documents of the application.

[Apply here!](#)