

Research Support Specialist



Required Qualifications: (Evidenced by an attached resume)

Bachelor's degree (foreign equivalent or higher) in psychology or related field (obtained on or before May 2024). Research experience conducting psychology intervention, implementation, or mental health services research (including as a student/trainee).

Preferred Qualifications:

Experience working directly with clinical populations. Experience with data analysis software programs (such as Qualtrics, Redcap, etc.). Experience working in sexual and gender minority research. Have completed an independent research project (e.g., honor's thesis).

Brief Description of Duties:

Working under general supervision, the research support specialist will assist in coordinating several research studies in Dr. Last's lab, the Mental Healthcare for All Lab. The research support specialist will assist with various community-engaged research studies examining the health and well-being of sexual and gender minority people. The research support specialist will also assist in various mixed methods projects that seek to support community clinicians' use of evidence-based practices. Finally, the Research Support Specialist will also assist with management of various lab responsibilities and support mentorship of undergraduate students in the lab. Specific responsibilities may include: coordinating community-based recruitment efforts for the project; consenting participants for research studies; interviewing research participants; coordinating and overseeing data collection from research participants; monitoring participant study and follow-up assessment completion; managing participant compensation; mentoring undergraduate research assistants working on the project; preparing data collected via Qualtrics and other data management software tools for analysis; interview transcription; data cleaning and management; and working with Dr. Last to oversee successful day-to-day operations related to the lab and all projects in the lab. Start-date will be August 1st, 2024.

This position is for one calendar year, with potential for renewal based on successful performance and availability of funds. The ideal candidate will want to work for two years. The successful incumbent will have outstanding interpersonal skills; have experience conducting intervention, implementation, or mental health services research studies; and demonstrate strong organizational, leadership, and time-management skills with an exceptional attention to detail. Essential for this role is the adeptness to work

independently as well as part of a team with a collaborative approach to problem solving. This position would be an excellent fit for applicants interested in pursuing graduate study in clinical psychology or a related discipline. The successful incumbent should possess outstanding written, verbal, and interpersonal communication skills.

Duties:

- Organizing recruitment and program evaluation efforts.
- Coordinating contact with participants.
- Training and mentoring.
- Managing data.
- Assist with managing lab materials, lab ordering, and lab logistics.
- Assist with IRB compliance, progress reports.
- Other duties assigned.

Special Notes:

The Research Foundation of SUNY is a private educational corporation. Employment is subject to the Research Foundation policies and procedures, sponsor guidelines and the availability of funding. FLSA Non Exempt position, eligible for the overtime provisions of the FLSA.

For this position, we are unable to sponsor candidates for work visas.

Resume/CV and cover letter should be included with the online application.

Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please call the university Office of Equity and Access (OEA) at (631) 632-6280 or visit [OEA](#).

In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed [here](#).

Visit our [WHY WORK HERE](#) page to learn about the **total rewards** we offer.

[SUNY Research Foundation: A Great Place to Work.](#)

The starting salary range (or hiring range) to be offered for this position is noted below, it represents SBU's good faith and reasonable estimate of the range of possible compensation at the time of posting.

Job Number:

2401180
Official Job Title: Research Support Specialist

Job Field

Administrative & Professional (non-Clinical)

Primary Location

US-NY-Stony Brook Department/Hiring Area: Psychology

Schedule

Full-time

[APPLY ONLINE HERE](#)

