

University title: Research Technician Intermediate

Working title: Lab Coordinator

Job Summary

The Computational and Cognitive Neuroscience Lab at the University of Michigan, directed by Dr. Thad Polk, is seeking a full-time Lab Coordinator to help facilitate research in the lab. The successful candidate will work with lab members (including post-doctoral fellows and students) on all aspects of the lab's operations: implementing experiments, recruiting and scheduling participants, running participants through experiments, advertising, web site maintenance, purchasing, preparing figures, etc. For more information about the lab, please visit <http://polklab.psych.lsa.umich.edu>.

The review of applications will be on a **rolling basis** until the position is filled.

Responsibilities

Include but are not limited to:

- Implementing experiments
- Running participants through experiments
- Data entry, organization, and analysis
- Recruiting and scheduling participants
- Assisting other lab members with their work
- Handling interactions with the Institutional Review Boards
- Preparing figures, purchasing, and advertising

Required Qualifications

- High school diploma or Associate's degree
- 1 year of experience
- Strong technical skills (e.g., data analysis and/or programming)
- Excellent interpersonal skills
- Strong organizational skills

Desired Qualifications

- Degree in psychology, neuroscience, computer science, or a related field

Additional Information

This position is contingent on the availability of funding and is term-limited to 1 year with the possibility of renewal (ideally 2 total years).

Ideally this position will start sometime between **June 1, 2024 and July 1, 2024**.

Please contact the Polk Lab managers at (tpolk-labmanager@umich.edu) for more information or any questions about the position.

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