

## Social Science Research Coordinator at Stanford University

The [School of Humanities and Sciences \(H&S\)](#) is the foundation of a liberal arts education at Stanford. The school encompasses 23 departments and 25 interdisciplinary programs. H&S is home to fundamental and applied research, where free, open, and critical inquiry is pursued across disciplines. As the university's largest school, H&S serves as the foundation of a Stanford undergraduate education no matter which discipline students pursue as a major. Graduate students work alongside world-renowned faculty to pursue and shape foundational research that leads to breakthroughs and discoveries that shed new light on the past, influence the present, and shape the future. Together, faculty and students in H&S engage in inspirational teaching, learning, and research every day.

This is a new Social Science Research Coordinator (RC) position in Prof. Michael Frank's lab. The RC will assist with an ongoing study of children's visual environment using head-mounted cameras, working with a team of researchers and staff to recruit and coordinate a group of families who make recordings in their homes. Duties will include: creating advertising materials for the study, making contact with families to answer questions about the study, communicating with families about the study on an ongoing basis, reviewing study recordings, processing participant payments, and assisting in the construction and mailing of cameras.

The position is ideal for individuals who wish to further their research training, as there will be opportunities to contribute to analyses of incoming data.

Qualifications: RC should have good organizational and communication skills. Frequent email and phone communication will be necessary and keeping organized (scheduling and record-keeping) is an essential part of the job. Previous research experience is strongly preferred. RC must be familiar with MS Office and Google Suite products and be comfortable using new platforms for participant recruitment, tracking, and payment. Must be a quick learner, able to work independently, and show initiative.

This is a 100% FTE, 1-year fixed term, non-exempt position. This position will be based on the Stanford campus and will be considered for an option of telecommuting (hybrid of working on-site and off-site), subject to operational need.

If you believe that this opportunity is a match for your knowledge, skills and abilities, we encourage you to apply. Thank you for considering employment opportunities with the School of Humanities and Sciences.

#### CORE DUTIES:

- Prepare correspondence, documents and reports.
- Maintain and file forms and documents, including consent forms and master subject logs.
- Assist with the screening, recruiting, and obtaining consent of study participants. Perform telephone or in-person interviews to gather data, as needed. Schedule and/or call subjects for appointments.
- Prepare, distribute, administer and process questionnaires and tests, score test measurements and questionnaires, and code data for computer entry. Perform quantitative review of forms, tests, and other measurements for completeness and accuracy.
- Prepare data for input into statistical databases by typing, editing, and organizing data.
- Apply formulas and calculations to research data using basic statistical programs. Review and verify accuracy of database information and assist in making necessary corrections according to specific guidelines.
- Order and maintain equipment and supplies.
- Process study compensation payments and thank you letters to subjects upon completion of trial activities.
- Assist with post-study activities, as needed.

## MINIMUM REQUIREMENTS:

### Education & Experience:

Two year college degree and one year of relevant experience or an equivalent combination of experience, education, and training.

### Knowledge, Skills and Abilities:

- General understanding of scientific theory and methods.
- General computer skills and ability to quickly learn and master computer programs.
- Ability to work under deadlines with general guidance.
- Excellent organizational skills and demonstrated ability to complete detailed work accurately.
- Effective oral and written communication skills.
- Ability to work with human study participants

### Certifications and Licenses:

None

## PHYSICAL REQUIREMENTS\*:

- Frequently perform desk-based computer tasks, grasp lightly/fine manipulation, lift/carry/push/pull objects that weigh up to 10 pounds.
- Occasionally stand/walk, sit, use a telephone, writing by hand, and sort/file paperwork or parts.
- Rarely twist/bend/stoop/squat, kneel/crawl, rarely reach/work above shoulders, and operates foot and/or hand controls.

\* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the job.

## WORKING CONDITIONS:

- May be exposed to blood borne pathogens.
- May be required to work non-standard, extended or weekend hours in support of research work.

## WORK STANDARDS:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.

- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.

The expected pay range for this position is \$23.56 to \$34.13 per hour.

Stanford University provides pay ranges representing its good faith estimate of what the university reasonably expects to pay for a position. The pay offered to a selected candidate will be determined based on factors such as (but not limited to) the scope and responsibilities of the position, the qualifications of the selected candidate, departmental budget availability, internal equity, geographic location and external market pay for comparable jobs.

At Stanford University, base pay represents only one aspect of the comprehensive rewards package. The Cardinal at Work website (<https://cardinalatwork.stanford.edu/benefits-rewards>) provides detailed information on Stanford's extensive range of benefits and rewards offered to employees. Specifics about the rewards package for this position may be discussed during the hiring process.

### Why Stanford is for You

Imagine a world without search engines or social platforms. Consider lives saved through first-ever organ transplants and research to cure illnesses. Stanford University has revolutionized the way we live and enrich the world. Supporting this

mission is our diverse and dedicated 17,000 staff. We seek talent driven to impact the future of our legacy. Our culture and [unique perks](#) empower you with:

- Freedom to grow. We offer career development programs, tuition reimbursement, or audit a course. Join a TedTalk, film screening, or listen to a renowned author or global leader speak.
- A caring culture. We provide superb retirement plans, generous time-off, and family care resources.
- A healthier you. Climb our rock wall, or choose from hundreds of health or fitness classes at our world-class exercise facilities. We also provide excellent health care benefits.
- Discovery and fun. Stroll through historic sculptures, trails, and museums.
- Envious resources. Enjoy free commuter programs, ridesharing incentives, discounts and more

The job duties listed are typical examples of work performed by positions in this job classifications and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

Consistent with its obligations under the law, the University will provide reasonable accommodations to applicants and employees with disabilities.

Applicants

requiring a reasonable accommodation for any part of the application or hiring process should contact Stanford University Human Resources at [stanfordelr@stanford.edu](mailto:stanfordelr@stanford.edu). For all other inquiries, please submit a [contact form](#).

Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to

race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.

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