

Research Coordinator - Psychology Tufts University

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Posted May 2, 2024, set to expire Dec. 31, 2024

Job Title	Research Coordinator - Psychology
Department	Department of Psychology
Institution	Tufts University Medford, Massachusetts
Date Posted	May 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://jobs.tufts.edu/jobs/20455?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Department of Psychology conducts cutting-edge interdisciplinary research aimed at understanding the causes and consequences of mental processes and behavior. Our primary focus is strongly experimental, with researchers at the forefront of neuroscience, cognition, social cognition, experimental clinical psychology, cognitive and affective neuroscience, and developmental psychology. Among the departments at Tufts, we are distinctive in having one of the largest majors on campus, while simultaneously maintaining one of the university's highest research profiles. Psychology supports a robust undergraduate program with large course enrollments and a vibrant graduate program offering doctoral degrees in experimental psychology, as well as cognitive science – an interdisciplinary degree.

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The Cognitive Aging and Memory Lab is seeking a Senior Research Coordinator to work with PI Ayanna Thomas on ongoing research projects related to memory and stress. The position will support an NSF funded project designed to understand compositional diversity dynamics in Cognitive Science and a Tufts Springboard project focused on memory and stress.

What You'll Do

The start date for this position is September 1st, 2024.

Under supervision of Principal Investigator, the primary responsibility of the Research Coordinator will be to assist with day-to-day management of the Spark Society, management of research directly associated with Spark Society funding, and lab management and operational tasks for the Cognitive Aging and Memory lab. The Research Coordinator will also handle the below duties:

- Develop procedures to better understand how changes in strategic plans around composition diversity directly impacted graduate program policy in Cognitive Psychology/Science
- Develop procedures to examine policy impacts on composition diversity
- Support the Spark Society website, membership portal, marketing, social media presence, and community dialogue.
- Ensure compliance with biosafety requirements, ethics review board and university policies
- Ensure compliance with IRB
- Order and organize lab supplies
- Maintain lab equipment and ensure proper storage
- Monitor lab budgets and allocate costs across grants
- Analyze data and assist investigator in writing/editing materials for publication and presentation
- Provide support to investigator for grants
- Conduct experiments for assigned research projects
- Act as resource for student and visitor requests and questions
- Promote a positive working environment
- Train, coordinate, and conduct lab personnel orientation

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a BA or BS in computer science, cognitive science, neuroscience, psychology, or related field

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- Some experimental background and experience working in a laboratory setting conducting human subjects research and/or user experience testing
- Strong experimental background and lab experience
- Excellent written and spoken English communication skills

Preferred Qualifications:

- Experience with data analysis programs and software such as R, Excel, SPSS, MATLAB
- Prior experience mentoring undergraduate research assistants

Pay Range

Minimum \$19.80, Midpoint \$23.55, Maximum \$27.30

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact