PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Lab Manager/Study Coordinator*
The 3D Lab

* This is a grant-funded position. Continuation is contingent on additional funding.

(Part-Time/Non-Benefited; Maximum of 19 hours per week)

DEPARTMENT: Psychology
RH Campus

POSITION SUMMARY:
The youth Development, Diversity, and Disparities (3D) Lab at Fordham University is seeking a part-time lab manager reporting directly to and supervised by Professor Lindsay Hoyt, Principal Investigator of the NIH Grant.

This is a 1-year position (with possibility of extension) on an existing 5-year NIH-funded grant (The 3E Study) to conduct a longitudinal study of economic and educational experiences and cardiovascular health during the transition to adulthood. We are looking for candidates with a strong interest in young adult development, socioeconomic position, and racial/ethnic and gender disparities in health and well-being.

This position also involves supervision of student research assistants on a variety of related research projects and community outreach. This position is a great opportunity for individuals who would like research experience prior to enrolling in a doctoral program in development, clinical, counseling psychology or related fields.

ESSENTIAL FUNCTIONS:

- Assumes day-to-day management of the 3E Study, a new NIH-funded grant to conduct a longitudinal study of economic and educational experiences, and cardiovascular health, during the transition to adulthood:
  - Implements study procedures
  - Data collection and data management
  - Construction and maintenance of data collection instruments and protocols
  - Manages and tracks participant retention and other study protocols over time
  - Hires, trains, and supervises research assistants in data collection, data entry, and data management
  - Organizes the 3E Youth Advisory Board
  - Directly supervises 5-10 undergraduate research assistants and work alongside doctoral students
  - Manages recruitment, scheduling and maintaining ongoing communications with participating students and University administrators
  - Communicates effectively with the Principal Investigator, doctoral students, postdoctoral fellows, and undergraduate research assistants
  - Day-to-day project administration and operations (e.g., IRB, survey management, lab and project meetings, recruitment, participant payment, project finances, equipment and supply purchasing, participant communication and tracking, etc.)
- Manages ongoing funding activities including administrative and research support for grant writing and managing submissions and ongoing reporting requirements
- Direct weekly lab meetings
- Assists with lab/study websites and social media dissemination.
- Opportunities to participate in Youth Participatory Action Research Projects in the 3D Lab with community partners
- Opportunities to participate in design and conduct of basic and complex data analyses
- Opportunities to participate in writing, presenting, and submitting research reports to professional conferences and scientific peer-reviewed journals
REQUIRED QUALIFICATIONS:
- B.A. or B.S. in the fields of psychology, education, public health, or relevant social science,
- Minimum 2 years of experience with research in a team-based setting,
- Comfortable using research and statistical software and survey platforms
- Experience with data tracking systems
- Demonstrated capacity to:
  - Manage a project effectively, efficiently and in an organized manner
  - Simultaneously juggle and prioritize multiple competing tasks
  - Work efficiently and successfully consider order of operations
  - Hire, train, and supervise research assistants
  - Attend to detail
  - Communicate effectively, professionally, and in a timely manner
  - Work effectively in a group-/lab-based environment including with more senior and more junior colleagues
- Able to work independently and responsibly with self-motivation and maturity

SALARY: Minimum Salary: $23.00/Hr. Maximum Salary: $26.00/Hr.

NOTE: Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND CV, COVER LETTER, and CONTACT INFORMATION FOR TWO (2) PROFESSIONAL REFERENCES TO: lhoyt1@fordham.edu

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