

## RESEARCH STUDY COORDINATOR

Department: Psychiatry & Behavioral Sciences, Center for the Study of Health & Risk Behaviors

Job Location: 45<sup>th</sup> Street Plaza Building

Salary: Commensurate with experience

Work Schedule – Monday-Friday, 9:30am-6pm (some flexibility)

Union Position: No

This position is a one-year position. The employee in this position will work closely with the Principal Investigator and colleagues on a five-year NIH grant for the conclusion of a longitudinal online study and the initiation of two alcohol administration studies, all examining implicit cognition and alcohol use and related-consequences. This position is an outstanding opportunity for individuals interested in gaining more experience before applying to graduate programs in clinical or social psychology.

Candidates should submit a cover letter, a CV or resume, and contact information for 3 references to [mlgasser@uw.edu](mailto:mlgasser@uw.edu). Review of applications will begin in April. Questions about the position should be directed to Ms. Melissa Gasser at [mlgasser@uw.edu](mailto:mlgasser@uw.edu)

Essential Job Functions Include the Following:

- Prepare assessment materials (often computer-based);
- Assist with preparing, reviewing, and modifying Human Subjects (IRB) forms;
- Prepare timely status reports and updates for the Investigators;
- Assist in modification of procedures for collecting and summarizing data; participate in the development of measurement instruments and scoring systems;
- Coordinate and conduct recruitment and retention communications to participants, including mailings, phone calls, text messages, and emails;
- Schedule participants, coordinate room assignments, and conduct lab-based study sessions with participants;
- Coordinate subject payments for participation; manage the project's subject payments account
- Maintain tracking databases of study participants and develop new databases as needed;
- Perform data entry and analyses as needed and assist in data cleaning procedures;
- Use statistical and/or database management programs to analyze data and prepare summary narrative reports, graphs, tables, charts and illustrations; monitor data quality control to ensure adherence to study protocol;
- Conduct literature reviews;
- Assist in manuscript preparation and related activities;
- Assist in recruiting and coordinating undergraduate research assistants;
- Assist in project management/coordination of office support;
- Perform the duties of Research Study Assistant;
- May direct the work of assigned staff;
- Perform related duties as required.

Requirements:

Requirements: Two years of college level course work in a relevant academic area AND at least six months experience as a research study assistant, preferably on an alcohol intervention/prevention or an implicit cognition project.

Additional Requirements:

- Experience with experimental psychology software packages and basic programming of experiments, including Inquisit, MediaLab, or ePrime
- Experience conducting lab-based experimental or clinical psychology participant sessions
- Advanced computer skills using a range of software programs including Microsoft Office Suite (Word, Excel, Access, and PowerPoint).
- Ability to work independently with limited supervision.
- Ability to organize and prioritize tasks.
- Comfortable talking with participants in person and over the phone.
- Experience in manuscript preparation.

Desired:

- Experience preparing human subjects applications and knowledge of NIH requirements relating to research involving human subjects.
- Experience with computer- and/or web-based data collection.
- Experience with SPSS.
- Experience with computer programming, especially Java, HTML, and/or JavaScript
- Knowledge of implicit cognition literature or developmental psychopathology methodology
- Knowledge of college drinking literature.
- Experience with grant preparation and administration.