University of Rochester

**Position:** Lab Manager (full time)

**Location:** Social Cognitive Development Lab, University of Rochester

**Supervised by:** Dr. Laura Elenbaas

**Description:** The lab manager will coordinate several research projects on social cognition, intergroup attitudes, and morality in childhood and adolescence. Primary responsibilities include participant recruitment, data collection, team member training, and administrative management. This position will include opportunities to grow as a developmental scientist, and would be especially well suited for someone interested in graduate studies in developmental psychology or a related field. This is a one-year position with possibility of renewal. Preferred start date is July 2019. Review of applications will begin immediately. Please visit our website to find out more about our group ([http://scdlab.digitalscholar.rochester.edu/](http://scdlab.digitalscholar.rochester.edu/)), and contact our current lab manager with any questions about the position (ayabukres@rochester.edu).

**Qualifications**

- B.A. or B.S. in psychology, human development, or a related field
- At least two years of experience working with children, preferably in a research setting
- Ability to proactively multi-task, work independently, and lead small groups
- Comfort interacting professionally with research partners (e.g., teachers, parents)
- Willingness to travel to data collection sites not accessible by public transit
- Willingness to work early mornings, evenings, and weekends as needed for lab activities
- Excellent organizational skills
- Proficiency with common software (e.g., SPSS, Excel, Power Point)

**Responsibilities**

- Participant Recruitment: Coordinate with research partners (e.g., schools, community centers, museums, libraries, families); grow participant database; maintain positive ongoing relationships
- Data Collection: Coordinate consent and assent; administer individual interviews, surveys, and experimental protocols with children on- and off-campus
- Team Member Training: Recruit, train, schedule, and monitor teams of Research Assistants engaged in data collection, data entry, and other administrative tasks
- Study Development: Assist with the development of research protocols including audio and video editing, literature reviews
- Lab Administration: Monitor project budgets; maintain and order lab equipment and supplies; assist with IRB and research ethics; troubleshoot day-to-day challenges

**Application Materials**

Please submit the following:
1. CV
2. Cover letter detailing interest in the position, previous research experience, and career goals
3. Unofficial academic transcripts
4. Contact information for three professional references

Submit all materials through the University of Rochester careers site: [https://ps.its.rochester.edu/psp/PSApplyOnline/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=214853&PostingSeq=1](https://ps.its.rochester.edu/psp/PSApplyOnline/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=214853&PostingSeq=1) (Job ID: 214853).