

**Job Title:           Research Specialist**

**Location:**       Center for Healthy Minds  
625 W. Washington Ave.  
Madison, WI 53703

**Appointment percent:** Full-time, 100%

This position is within the Center for Healthy Minds (CHM). Founded and led by world-renowned neuroscientist, Dr. Richard J. Davidson, CHM's mission is to cultivate well-being and relieve suffering through a scientific understanding of the mind. CHM is a leader in rigorous, interdisciplinary basic and translational research aimed at understanding the mind and how to nurture well-being in ourselves and others. CHM communicates these findings to the world, inspires scientists to conduct further research and engages influencers to shift the culture to embrace well-being.

The Research Specialist will be responsible for scientific integrity of data collection, data processing, and participant recruitment, screening, and scheduling for research at the CHM. This individual may work on several research projects examining the import of individual differences in the time course of emotional responses for varied domains including cognition, health, and well-being, while elucidating the critical functional and structural brain substrates underlying these relationships.

**Principal duties:**

**80% Data Collection, Data Management, and Data Processing:**

- Conduct data collection involving self-report, behavioral, neuropsychological, psychophysiological, and neuroimaging-based methods.
- Assist with data processing of self-report, behavioral, neuropsychological, psychophysiological, neuroimaging, and other biological methods/data.
- Ensure the quality and integrity of data collection by performing periodic quality assurance checks, problem solving, and managing research supplies.
- Track all study participants and complete data collection logs.
- Train personnel in data collection procedures.
- Study team coordination and management of undergraduate student workers.

**20% Research Participant Recruitment & Screening:**

- Screen participants and coordinate their participation schedules.
- Provide additional information to potential participants as needed.
- Work with participants to facilitate travel arrangements and provide support to ensure study retention.
- Follow up with participants as necessary.

**Requirements:**

- A Bachelor's degree is required. A degree in Psychology, Neuroscience or a related field is preferred.
- A minimum of 1 year of experience in a large human subjects' research laboratory. Relevant undergraduate experience may be considered.

**Preferred:**

- Experience working with community samples, minority, and/or aged populations.
- Research experience in behavioral, psychophysiological and/or neuroimaging data collection, processing, and analysis.
- Experience managing Institutional Review Board (IRB) protocols.
- Experience managing subject recruitment.
- Computer programming skills in Bash, Python, and/or MATLAB preferred.
- Familiarity with FSL and/or Freesurfer preferred.
- Familiarity with R, SPSS, or similar statistical programs.
- Experience using Windows, Mac, and UNIX/LINUX in a secure environment.
- Phlebotomy related experience.

**How to Apply:**

Click [HERE](#) and go to the bottom of the page and click on the “Apply Now” button to start the application process.

- Upload a cover letter, resume and contact information for at least three professional references, including your current supervisor. References will not be contacted without advanced notice.
- Your cover letter should address your qualifications as they pertain to the minimum number of years and type of relevant work experience.

**Application deadline: Friday, October 12, 2018**

For questions contact: Amy Kiska at [recruiting@bi.wisc.edu](mailto:recruiting@bi.wisc.edu) or 608-262-0196