

**Coordinator of Research Programs  
Psychology Department  
University of Illinois at Urbana-Champaign**

The Psychology Department at the University of Illinois at Urbana-Champaign is seeking a Coordinator of Research Programs to work closely with the Dr. Jon Willits and Dr. Jessica Montag and other lab members to assist in all aspects of running the lab and conducting research.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EOO>. To learn more about the University's commitment to diversity, please visit <http://www.inclusiveillinois.illinois.edu>.

## **DUTIES AND RESPONSIBILITIES**

### Research duties

- Managing a team of research assistants (hiring, training them in data collection and/or analysis methods, assigning and reviewing work, addressing work-related issues and setting work schedules);
- Testing infants and young children in various laboratory-based research techniques;
- Overseeing data collection and storage, including implementing and maintaining lab procedures to ensure the efficiency and quality of data collection;
- Assisting with basic data analysis and manuscript preparation

### Lab record keeping

- Grant preparation, reporting and record keeping;
- Other day-to-day document preparation or record keeping tasks (such as lab finances)

### Participant Recruitment

- Developing recruitment advertisements and materials;
- Interacting with children and families over the phone;
- Interacting with children and families in the lab;
- Purchase and maintenance of lab equipment;
- Communication and coordination with department purchasing staff;
- Coordination with vendors or technicians for troubleshooting or repair of current equipment

## **QUALIFICATIONS**

### Required:

- Bachelor's degree in psychology, cognitive science, neuroscience, speech and hearing sciences, linguistics, or related field.
- Experience interacting with children or families.
- Excellent interpersonal skills, including communication skills with young children and families. Excellent organizational skills and attention to detail.
- Ability to write clearly for any audience.
- Desire and ability to quickly learn new computer skills and software.
- Ability to work independently and adhere to deadlines.

### Preferred:

- Experience collecting or analyzing data in a laboratory setting.
- Familiarity with R, Python, or another computer language or data analysis software.
- Social media savvy or ability to help maintain lab website or social media presence.

## **SALARY AND APPOINTMENT INFORMATION**

This is a full time academic professional position. Salary is commensurate with qualifications. Anticipated start date is January 2, 2019. Applicants may be interviewed before the closing date; however, no hiring decision will be made until after that date.

## **APPLICATION PROCEDURES AND DEADLINE INFORMATION**

Please create your candidate profile and upload a cover letter and CV/resume through <https://jobs.illinois.edu>.

For full consideration, all requested information including the names and contact information of three professional references must be submitted by November 29, 2018.

For information, contact Summer Curry, [sdcurry@illinois.edu](mailto:sdcurry@illinois.edu). The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.