

Job Title: Emotion, Aging, and Well-being Research Program Manager

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

Appointment  
percent: Flexible, 75-100%

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 Emotion, Aging, and Well-being Research Program Manager will have primary responsibility to provide administrative leadership, management and research coordination for affective neuroscience research aimed towards understanding how individual differences in emotional response styles and emotion regulatory processes are important for cognition, health, and well-being across the lifespan. This research area focuses on emotion and emotional responses using psychophysiology, brain structure and function, daily emotional experiences, stress, cognition, and mental and physical health.

**Principal Duties:**

75% Research Management and Administration:

- Supervise and manage study staff and student workers. Assign duties and create work schedules.
- Ensure research staff are trained in data collection techniques including behavioral, psychophysiological, neuroimaging, self-report and biomarkers.
- Assist with hiring new research staff for projects by assisting with drafting position descriptions, screening resumes and participating in the interview process.
- Develop, implement and maintain human subjects IRB protocols to ensure compliance with all federal, state, and institutional regulations guiding human subjects research.
- Assure the completion of progress reports required by grant sponsors and assure proactive stewardship of projects supported by donors.
- Oversee and maintain research records.
- Communicate and work with collaborators including faculty, scientists and staff, across various University of Wisconsin-Madison departments and the United States, to maintain study goals, facilitate recruitment and scheduling, identify and communicate issues, and share data and detailed documentation across study subprojects.

- Coordinate with PI's, scientists, postdocs, graduate students, and study staff to design and implement study procedures.
- Establish a timeline for completion of projects. Plan and facilitate meetings to keep the process on a schedule.
- Manage subject recruitment, data collection, and other study activity across multiple sites at the University of Wisconsin-Madison (Waisman Center, Brogden Psychology Building, and the Center for Healthy Minds' Kennedy Building and Keystone House).
- Identify impediments to any and all aspects of the study running smoothly, facilitate resolution.

#### 15% Manage Data Processing:

- Work with faculty, scientists, postdocs, and research staff to develop and implement plans and pathways for data processing and quality assurance.
- Oversee data from collection through pre-analysis.
- Author and update procedures related to data collection, processing, quality assurance, and analysis. Ensure procedures and best practices are followed by all users.
- Facilitate data sharing with collaborators. Oversee the processing, cleaning, preparing, and documenting of data for sharing, integration across the studies, and eventual public release in accordance with standardized data sharing guidelines.

#### 10% Oversee Financial and Budgetary Aspects of Research:

- Develop appropriate budget estimates based on plans and the expected scope of the research proposed.
- Create an overall budget for individual studies (e.g. MIDUS, EMOWRAP, AFCHRON).
- Prepare budget information for use in grant or donor progress reports or proposals.
- Collaborate with CHM leadership, Scientists, faculty and development staff to identify, prepare, submit and steward grant and donor proposals, progress reports, publications and presentations.
- Determine funding shortages and work with development staff to identify potential sources of funding or work with study teams to propose adjustments to the scope of the research as necessary.
- Monitor expenditures against budgets and ensure compliance with all federal, state and institutional regulations.
- Provide oversight of ordering equipment or supplies and ensure compliance with relevant regulatory requirements.

#### **Requirements:**

- B.A. or B.S. is required. A degree in psychology or related field is preferred.
- Minimum 4 years of experience in research (psychology, neuroscience, epidemiological, and/or clinical research).
- Research project or program management experience.
- Demonstrated supervisory experience.
- Ability to work independently as a team leader using initiative and good judgment.

- Strong written and verbal communication skills.
- Knowledge of Mac and Windows platforms.
- Competency in Microsoft Office, SPSS and/or R.
- Knowledge of government regulations and guidelines with respect to human subjects research.
- Experience managing large project IRB protocols.
- Experience working with community members, minorities, and/or aged populations.
- Experience in collaborating with stakeholders across different settings.

**Preferred Requirements:**

- Knowledge of LINUX/UNIX,
- Experience developing and managing budgets as well as tracking expenses.
- Competency in E-Prime.
- Knowledge of psychophysiological (e.g. biopac, EMG) and/or eyetracking (tobii) data collection and analysis.
- Knowledge of imaging data collection and analysis, including MRI, Freesurfer, and FSL.
- Knowledge of biomarker data collection, storage, and analysis procedures (e.g. salivary and hair cortisol, blood spots, and fecal samples).

**How to Apply:**

- 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 listed above.

**To view the more information and to apply, click [HERE](#). Go to the bottom of the page and click on the “Apply Now” button to start the application process.**

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