

## Lab Manager – Culture and Emotion Laboratory



Lab Manager – Culture and Emotion Lab (Tsai Lab)

[Stanford University, Department of Psychology](https://psych.stanford.edu/)

### **About this Job**

The Stanford University's Psychology Department has an opening for a full-time temporary Lab Manager (LM) for the Culture and Emotion Lab (<https://culture-emotion-lab.stanford.edu/>). The LM will be an integral member of a team investigating how culture influences people's affect – emotions, moods, and other feeling states – using a variety of methods (e.g., survey, behavioral, experimental, neuroimaging).

### **The LM's responsibilities include:**

- Schedule weekly lab meetings through the Registrar Office.
- Work closely with and support administrative needs of the PI and graduate students.
- Maintain lab equipment and supplies including lab computers.
- Coordinate lab purchases using the PTA and financial procurement system.
- Monitor the lab email account to respond to inquiries.
- Conduct onboarding for undergraduate research assistants.
- Train research assistants in a variety of tasks (e.g., participant recruitment, study procedures, qualitative coding, data management and analysis).
- Submit IRB protocol modifications and renewals when necessary.
- Prepare stimuli and instruments for projects.
- Screen potential study participants over the phone.
- Assist with study development, participant recruitment and monitoring, data collection and analysis, and manuscript preparation when necessary.

### **Knowledge and experience:**

Desired:

- Bachelor's degree or equivalent desired.
- Research experience in psychology (culture and emotion) or related fields preferred.
- fMRI/neuroimaging research experience desired.
- Strong organizational skills and ability to prioritize tasks.
- Excellent written and interpersonal communication skills.
- Experience with data collection, management, and analysis.
- Experience with Stanford University and medical school programs and policies preferred.
- Knowledge of Stanford University applications a plus.
- Experience working with Microsoft Office, Google Drive, Qualtrics, Sona Systems, eProtocol preferred.
- Experience working with some or all of the following MATLAB, SPSS, R, Python, Java, JavaScript, HTML a plus.

Competitive applicants for this position will be conscientious, intellectually curious, detail-oriented, professional, articulate, independent, personable, and engaging, with a desire for culture and emotion research experience and an interest in pursuing graduate studies in psychology or a related field. This individual will work closely with the PI, graduate students, postdocs, visiting scholars, collaborators, and research assistants to ensure smooth functioning of an active research laboratory. Because we use multiple methods in our research, we also encourage applicants who have training in computer programming, who speak different languages, and who have backgrounds in anthropology, physiology, or biology to apply.

A background check will be completed by Stanford University as a condition of employment in this position.

This is a full-time temporary position (40 hours/week). Pay will be matched to the applicant's level of experience. Ideal start date is April 1, 2019. Interested applicants should email their resume to [auslee@stanford.edu](mailto:auslee@stanford.edu).