

Title: Research Technician Associate (Lab Coordinator)

How to Apply

To apply for the position, click “Apply Now” on the [Michigan Careers site](#) and follow the instructions there. Please include the following in your resume/CV in the application portal:

1. A brief cover letter which describes your interest in the position, relevant experience, and future goals
2. Your resume/CV
3. Contact information for two references

Please contact scmanagers@umich.edu if you have any questions about the position.

Job Summary

The [Emotion and Self-Control Lab](#) (Director: Ethan Kross, PhD) is seeking to hire a full-time Lab Coordinator. The lab explores how people can control their thoughts, feelings and behaviors to improve understanding of how self-control works, and to discover ways of enhancing self-control in daily life. It adopts an integrative approach to address these issues that draws on multiple disciplines within psychology including social, personality, clinical, developmental, and neuroscience.

Responsibilities

- Work on development and implementation studies (e.g., conducting literature reviews, completing IRB applications, creating study materials).
- Manage and train undergraduate Research Assistants
- Compiling and preparing raw data for analyses; running basic analyses
- Collaborate with graduate students in the lab
- Handle administrative duties (e.g., scheduling appointments and lab meetings, managing reimbursements and budget for various grants, maintaining the lab website, handling data storage, and keeping the lab organized).

Required Qualifications

- Bachelor’s Degree
- Minimum of one year of experience working in a psychology research laboratory
- Ability to work and problem-solve independently
- Experience with Excel, R, and/or SPSS for managing data
- Strong organization skills; high attention to detail
- Strong interpersonal and communication skills (written and oral)
- Willingness to travel periodically to research sites across the country
- Passion for pursuing a research career in this area
- Minimum commitment of two years.

Desired Qualifications

- Experience conducting independent research
- Experience working with teams

Additional Information

The College of Literature, Science, and the Arts seeks to recruit and retain a diverse workforce as a reflection of our commitments to serve the diverse people of Michigan, fulfill the College's Guiding Principles, and sustain the excellence of LSA.

To learn more about diversity, equity, and inclusion visit <http://lsa.umich.edu/lsa/about/diversity--equity-and-inclusion.html>

To learn more about LSA's Guiding Principles visit <http://lsa.umich.edu/lsa/faculty-staff/human-resources/lsa-staff-guiding-principles.html>

This position is term-limited to 1 year with the possibility of extension.

Background Screening

The University of Michigan conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third party administrator to conduct background checks. Background checks are performed in compliance with the Fair Credit Reporting Act.

Application Deadline

Posting Begin/End Date: 5/09/2019 – 5/23/2019

Job openings are posted for a minimum of seven calendar days. The review and selection process may begin as early as the eighth day after posting. This opening may be removed from posting boards and filled anytime after the minimum posting period has ended.

U-M EEO/AA Statement

The University of Michigan is an equal opportunity/affirmative action employer.