

**LABORATORY MANAGER**, *Brain and Cognitive Sciences-Social Cognitive Neuroscience Lab*, to be responsible for administrative, financial, and technical tasks, with opportunities to engage in all stages of research. The position involves interacting with parents, infants/children, and the broader community. Administrative and financial responsibilities include communicating with the MIT Institutional Review Board about research protocols; maintaining and updating protocols; maintaining financial records; communicating with the principal investigator and fiscal officer(s) about finances; expense reporting (local and travel); website management; and organizing lab meetings and trips, including planning and expenses. Recruitment and outreach duties include recruiting prospective participants via posters, social media, and in-person events; corresponding with parents/caregivers; building relationships through newsletters and social media; and maintaining participant databases. Coordinating and assisting fMRI and fNIRS studies of infants, children, and adults includes reserving testing space, equipment, and parking; scheduling research personnel; assisting with data collection; meeting participants on arrival, communicating about the study, and collecting informed consent/assent; assisting participants with fMRI or fNIRS equipment; running study procedures; and debriefing.

Taking an active role in all stages of research will be encouraged, including initiating independent research projects; participating in lab activities, journal clubs, and research seminars; and taking relevant courses at MIT. It is typically held for two years as a transition to graduate school.

### **Job Requirements**

*REQUIRED*: bachelor's degree; at least two years' cognitive neuroscience research experience; an interest in cognitive science, neuroscience, and/or cognitive development; flexibility; ability to develop and maintain complex organizational systems and work in a fast-paced and changing environment; comfort interacting with infants, children, parents, undergraduate students, and community members; and self-motivation. Programming and social media/website development experience a plus. **Job #18474**

Must be flexible enough to change hours, including evenings and weekends.

To apply, please visit:

[https://careers.peopleclick.com/careerscp/client\\_mit/external/jobDetails/jobDetail.html?jobPostId=17895&localeCode=en-us](https://careers.peopleclick.com/careerscp/client_mit/external/jobDetails/jobDetail.html?jobPostId=17895&localeCode=en-us)

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MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.