



# Research Program Coordinator

- Location:** Madison, Wisconsin
- Department:** COLLEGE OF LETTERS AND SCIENCE/L&S CTR FOR HEALTHY MINDS
- Category:** Research
- Employment Type:** Partially Remote
- Employment Type:** Staff-Full Time
- Employment Type:** Staff-Part Time
- Application Period Opens:** May 15 2023 at 10:00 AM CDT
- Apply By:** May 29 2023 at 11:55 PM CDT

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## Job Summary:

Are you interested in how mobile technology can be used to promote mental health and well-being?

We are looking for a research program coordinator to help manage a large, national mobile mental health study. The "Emotions on the Go" study is examining emotional states during daily life, in order to offer "micro" well-being practices tailored to the moment.

In this role, you will coordinate the daily activities of conducting the research study, including participant recruitment and enrollment as well as ongoing data collection and quality assurance. You will be involved in developing processes and protocols for running the research and work with staff and/or students to implement them. In this role, you will also manage the budget for the study. This role will involve interfacing with the external funding agency, internal grants management personnel, and team members across multiple departments at UW-Madison and a nonprofit organization (for example, coordinating submission of grant progress reports). In all cases, we want someone who is flexible, compassionate, enjoys working with people from diverse backgrounds, and can think on their feet.

This role will primarily work on the "Emotions on the Go" study, and there may be future opportunities to work on other studies across the Center (some examples can be found at [centerhealthyminds.org/science/research](https://centerhealthyminds.org/science/research)). This role must be able to work collaboratively with team members and contribute to fostering an anti-racist working and learning environment.

Equity and inclusion are integral to achieving the vision of the Center for Healthy Minds. We seek candidates with an awareness of and commitment to the principles of diversity, equity and inclusion across all spectrums. Because inequities in our societies, including the fields of science and academia, disproportionately harm the most marginalized members of our society – especially women and Black, Indigenous, People of Color – we believe that these identities must be centered in the work of our center. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized groups. If this role speaks to you, we encourage you to apply.

## Responsibilities:

Plans and coordinates the administrative, operational, outreach and promotional activities related to research studies that may be collaborative and independent. Serves as a subject matter expert.

- 50% Coordinates the daily activities and contracts related to one or more research program(s)
- 5% Assists in the development, coordination, and facilitation of trainings and workshops for internal and external audiences to disseminate research program developments and information
- 20% Plans, develops, and implements processes and protocols to support research aims
- 10% Serves as a unit liaison and subject matter expert among internal and external stakeholder groups, collaborates across disciplines and functional areas, provides program information, and promotes the accomplishments and developments of scholars and research initiatives
- 10% Monitors program budget(s) and approves unit expenditures
- 5% Develops policies, procedures, and institutional agreements on behalf of the program

## Institutional Statement on Diversity:

Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background - people who as students, faculty, and staff serve Wisconsin and the world.

For more information on diversity and inclusion on campus, please visit: [Diversity and Inclusion](#)

## Education:

Required  
Bachelor's Degree

## Qualifications:

Required:

- Project planning, coordination, and/or management skills
- Experience with Windows and/or Mac, including Microsoft Office and/or Google Suite
- Strong written and verbal communication
- Demonstrated commitment to diversity and contributing to a diverse, equitable, and inclusive working and learning environment

Preferred:

- Experience working with minoritized populations
- Experience and/or interest in researching human well-being
- Experience coordinating day-to-day logistics of projects (for example, academic research projects and/or projects in industry/commercial spaces)
- Experience communicating with different functional units or groups to implement a project
- Experience with developing processes, protocols, and/or strategies to implement a project (for example, research processes such as IRB protocols or recruitment strategies, and/or processes involved other types of academic or industry projects)
- Experience with and/or interest in learning management of a project budget
- Experience with and/or interest in learning implementation of quality assurance protocols for various types of data collected via mobile phones, including from questionnaires, in-the-moment surveys, and/or mobile sensors (such as geolocation and motion sensors)
- Experience with and/or interest in learning various ways of managing research data (using tools such as REDCap)

## Work Type:

Full or Part Time: 75% - 100%

This position will require some work to be performed in-person, onsite, at a designated campus work location. Some work may be performed remotely, at an offsite, non-campus work location.

This position may require occasional evening and weekend work.

## Appointment Type, Duration:

Ongoing/Renewable

## Salary:

**Minimum** \$58,000 ANNUAL (12 months)

Depending on Qualifications

Minimum starting salary is \$58,000 but actual pay will depend on experience and qualifications.

Employees in this position can expect to receive benefits such as generous vacation, holidays, and paid time off; competitive insurances and savings accounts; retirement benefits. Benefits information can be found at (<https://hr.wisc.edu/benefits/>)

## How to Apply:

Please click on the "Apply Now" button to start the application process.

For questions on the position, contact: Lisa Wesley [lawesley@wisc.edu](mailto:lawesley@wisc.edu).

To apply for this position you will need to upload a cover letter, resume and contact information for at least three professional references, including your current supervisor. References will not be contacted without advance notice.

Your cover letter should address your qualifications as they pertain to the qualifications listed above.

Please be sure to address each of the required qualifications listed above in your written application materials (resume and cover letter). In your cover letter, please briefly describe the skills, knowledge, experiences, and/or interests that you bring to the required qualifications and to any of the preferred qualifications that may apply. We rely on written application materials to determine who may advance to preliminary interviews.

## Contact:

Lisa Wesley

[lawesley@wisc.edu](mailto:lawesley@wisc.edu)

608-262-0196

Relay Access (WTRS): 7-1-1. See [RELAY\\_SERVICE](#) for further information.

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## Official Title:

Research Program Coordinator(RE123)

## Department(s):

A48-COL OF LETTERS & SCIENCE/CTR FOR HEALTHY MINDS

## Employment Class:

Academic Staff-Renewable

## Job Number:

278699-AS

## The University of Wisconsin-Madison is an Equal Opportunity and Affirmative Action Employer.

Qualified applicants will receive consideration for employment without regard to, including but not limited to, race, color, religion, sex, sexual orientation, gender identity, national origin, age, pregnancy, disability, or status as a protected veteran and other bases as defined by federal regulations and UW System policies. We promote excellence through diversity and encourage all qualified individuals to apply.

If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: <https://employee disabilities.wisc.edu/disability-accommodation-information-for-applicants/>

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The Annual Security and Fire Safety Report contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the University of Wisconsin Police Department.

**Apply Now**

**APPLY NOW**

## Questions?

[Frequently Asked Questions](#)

[Applicant Tutorial](#)

[Disability Accommodations](#)

[Pay Transparency Policy Statement](#)

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