

The Biobehavioral & Social-Emotional Development (BASE) Lab (PI: Dr. Nicholas Wagner; <https://www.bu.edu/cdl/baselab/>) in the Department of Psychological & Brain Sciences at Boston University is seeking a **full-time Project Coordinator** to work on a NIMH-funded study examining risk factors for psychopathology in early childhood with a specific focus on temperament and parenting. This position would have an expected start date in Spring 2022 and the ideal candidate would be open to a 3+ year commitment, contingent on funding and performance. Relocation to Boston, MA is required.

The BASE Lab examines how early experiences and children's self-regulation shape trajectories across various domains of adaptive functioning, including social competence, prosocial and empathic behaviors, and school success, and maladaptive functioning, including aggression, callous-unemotional (CU) traits, and anxiety. The BASE Lab is a collaborative, engaging, and supportive environment, and we are committed to increasing justice, equity, diversity, and inclusion in the psychological sciences. Applicants from underrepresented and historically excluded social identity positions are encouraged to apply.

Under the direction of the PI, the Project Coordinator will coordinate and contribute to all aspects of project administration.

Responsibilities will include, but are not limited to: Independently managing all aspects of study start-up, implementation, dissemination of findings, and close out;

- **Research administration:** submitting IRB applications and modifications, preparing progress reports, ensuring compliance with institutional and funding agency guidelines/regulations/policies/requirements (e.g. human subjects trainings), providing support to development of research proposals for new funding opportunities, and monitoring of research study milestones
- **Data collection:** planning for logistics and implementation of data protocols, training research staff, participant recruitment/enrollment/piloting/retention, and oversight for data collection drives
- **Communications:** interfacing with community partners, organizing various meetings and conference calls, providing status reports to the investigative team, collaborating within and across investigative and research teams to support research goals, and assisting with project reporting and the dissemination of results
- **Supervision and training:** supervising undergraduate, graduate, and staff researchers
- **Financial administration:** managing project finances and resources (e.g., purchases, reimbursements, travel planning), and managing the budget and financial projections
- **Data management:** providing quality control of data entry procedures and databases - ensuring accuracy and completeness, maintaining laboratory equipment, and coordinating with data management partners for data cleaning, validity, and preparation for analyses

Required Qualifications

- B.A. or B.S. in Psychology, Neuroscience, Statistics, Public Health, Social Work, or related field
- 3+ years of research experience including study coordination (e.g., data collection, scheduling, and recruitment); at least 1 year experience in a supervisory role; or equivalent combination of training and experience.
- Excellent interpersonal, leadership, and organizational skills
- Proficient computer skills (e.g., Microsoft Office)
- Ability to use statistical analysis software (e.g., SPSS, R, SAS), program management software, and survey software (REDCap and Qualtrics preferred)
- Excellent organizational and time management skills; ability to consistently follow through and follow up with assignments of others
- Ability to work independently, identify needs, and develop and implement improvements

- Strong attention to detail with a focus on ensuring accuracy, validity, and integrity of data
- Ability to communicate clearly, concisely, professionally, and effectively in writing and verbally with staff, faculty, and other organizations; skills with report writing

Preferred Qualifications

- Master's degree in Psychology, Neuroscience, Statistics, Study Coordination, or related field
- Prior experience supervising students or staff
- Prior experience working with clinical populations
- Flexible work availability (including occasional evenings and weekends)
- Prior experience using eye-tracking, psychophysiological, and/or computer-based experimental methodologies in the context of psychological or mental health research
- Proficient programming skills in R and experience with statistical analysis software (R, SAS, SPSS, Mplus, Python, and/or MATLAB)

Deadline and Instructions

If interested, please send a cover letter including statement of interest, CV/Resume, list of three references to Tru Powell, Research Coordinator, at baselab@bu.edu. Applicants will also need to apply via the official post on the BU HR website when available.

Three letters of recommendation will be required prior to final consideration.

Please include "Project Coordinator Application" in the subject line of your email.

Interested applicants should apply as soon as possible. Applications will be reviewed on a rolling basis. Visit www.bu.edu/cdl/baselab for more information about the BASE Lab.