

Dear colleagues,

I am seeking a full time lab manager to begin as soon as possible. If you know of a recent graduate who is looking to gain research experience before applying to graduate programs, please do share this email with them and ask them to contact me directly.

Best,

Allecia

### **Job Summary**

The candidate will function as the Lab Manager for Dr. Allecia Reid's Social Processes and Health Lab at the University of Massachusetts Amherst. The individual will assist with multiple projects, including a federally funded study on long-term maintenance of moderate alcohol use following an alcohol intervention. The candidate will also assist with other lab studies, including one examining conformity in social contexts where heavy alcohol use is present. Duties include recruiting and scheduling participants, administering questionnaires, organizing data, and helping with project management (e.g., interacting with relevant departments on campus, maintaining IRB).

### **Essential Functions**

Examples of duties:

- Independently execute job functions for research protocol(s) including informed consent procedures, serving as a contact person for potential participants, maintaining participant records, and overseeing participant recruitment and compensation.
  - Develop research materials for studies and program studies in Qualtrics. Collect and monitor the integrity of questionnaire-based data.
  - Assist in data analysis and contribute to writing of manuscripts reporting results of research.
- Help maintain laboratory functioning, including computer equipment and software and monitoring study supplies.
- Monitor research project progress, assisting in revising, renewing, and maintaining Internal Review Board (IRB) approval, protocols, and consent forms.
- Maintain a professional and collegial work environment with colleagues, supervisors, and study participants.

### **Minimum Qualifications (Knowledge, Skills, Abilities, Education, Experience, Certifications, Licensure)**

- Knowledge of psychological research methods.
- Basic computer skills (Word, Excel, etc.).
- Excellent oral and written communication skills.
- Very detail-oriented.
- Must be able to work independently as well as collaboratively with laboratory members and participants.

**Preferred Qualifications (Knowledge, Skills, Abilities, Education, Experience, Certifications, Licensure)**

- Bachelor's degree in Psychology or related field preferred.
- Experience with data collection via Qualtrics or other web-based tools.
- Flexible schedule.

**Additional Details**

The selected individual will gain experience with:

- Conducting research on psychology and health
- Grant management, data analysis, and academic writing skills

**Work Schedule**

Requires flexible schedule with some evening availability

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Allecia Reid, Ph.D. (she, her, hers)  
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