

## **Laboratory Coordinator, Psychology**

### **Laboratory Coordinator Position at the Brain Development Imaging Laboratories (BDIL), Department of Psychology, San Diego State University (SDSU)**

The individual in this position will be responsible for overall research coordination and administration of research projects at the Brain Development Imaging Laboratories (**BDIL; [bdil.sdsu.edu](http://bdil.sdsu.edu)**) including recruitment and tracking of research participants, oversight of data quality and databases for cognitive measurements, and assorted administrative duties. Projects at BDIL are funded by the National Institutes of Health to study the brain bases of autism spectrum disorder (ASD) and how brain and behavior change across the lifespan. We implement cognitive assessments and brain imaging techniques (anatomical, functional and diffusion MRI), in order to identify biological (brain-based) and behavioral markers of autism. We aim to understand how ASD manifests across the lifespan, from the 1<sup>st</sup> years of life through mid- and late adulthood.

#### **Responsibilities:**

Under the direction of Drs. Ralph-Axel Mueller, Ruth Carper and Inna Fishman, the individual in this position will be responsible for overall research coordination and administration of the BDIL projects including recruitment and tracking of research participants. Recruiting responsibilities will include interactions with adults and children with ASD, their family members, and clinicians who provide services to these individuals. The Laboratory Coordinator will be responsible for screening potential participants for study eligibility, scheduling participant appointments, monitoring data entry and quality from behavioral assessments, oversight of undergraduate research assistants who assist with behavioral and MRI data acquisition, assisting with management of IRB protocols, and additional administrative duties. Our study sites include SDSU, UC San Diego, Rady Children's Hospital, and Alliant University.

*This is a full time position although part-time (minimum of 20 hours a week) may be considered for particularly qualified applicants. The position can start at any time. The particulars of the title and compensation will depend on the experience and professional training of the applicant.*

#### **Minimum Qualifications Required:**

- BA / BS degree.
- Research experience in psychology, neuroscience, or related field.
- Ability to communicate clearly and respectfully with a wide range of stakeholders, including adult research participants with or without autism, their families, social service providers, and a multi-disciplinary team of investigators, staff, and trainees.
- Willingness to work a flexible schedule including occasional evenings and weekends to accommodate data collection and recruiting events.
- Reliable transportation for visiting multiple research sites in the San Diego area.
- A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with SDSU Research Foundation

**Preferred Qualifications:**

- Undergraduate degree in psychology, neuroscience, biology or related discipline.
- Experience working with individuals with autism (adults and/or children).
- Experience conducting interviews or standard cognitive assessments.
- Experience with data entry/organization in large studies.
- Experience with database software (e.g. Redcap, Access, FileMaker).
- Bilingual in Spanish and English a plus, but not required.

**To Apply:**

Please attach the following to an email to [mkinnear@mail.sdsu.edu](mailto:mkinnear@mail.sdsu.edu) with the subject line "Laboratory Coordinator Position".

- Cover letter
- C.V. or resume
- If interviewed, we will request contact information for 2 references.

*San Diego State University Research Foundation is an EEO/AA/Disability/Vets Employer*