



NEW POSITION AVAILABLE

LAB COORDINATOR

Center for the Human-Animal Bond
Purdue University



The College of Veterinary Medicine at Purdue University values, nurtures, and respects all members of its community and ensures an environment of inclusive excellence where all students, faculty, and staff are inspired and empowered to achieve their full potential. Purdue University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce. All individuals, including minorities, women, individuals with disabilities, and protected veterans are encouraged to apply.

POSITION

A competitive position is available for a highly motivated and promising individual seeking a lab coordinator position with the research group led by Dr. Maggie O'Haire within the Center for the Human-Animal Bond at Purdue University.

The successful candidate will be involved in the day to day logistical operations of the lab's research as well as working closely with collaborators and supervising undergraduate students assisting with the research. Therefore, the ideal candidate should exhibit a high level of organization, professionalism, reliability, interpersonal communication skills, and the ability to work both independently and in a team environment.

QUALIFICATIONS

Bachelor's degree in a field relevant to human health or human-animal interaction, including but not limited to: psychology, neuroscience, human development and family studies, education, public health, nursing, or medicine. Clinical research management and/or experience in participant management in large-scale studies is preferred, but not required.

EXPERIENCE AND SKILLS

We are seeking excellent candidates with a range of skills. Examples of desirable skills and experiences may include some or all of the following:

- Research project management
 - Developing and carrying out experimental protocols
 - Participant recruitment, retention, and communication
 - Writing consent and debriefing letters
 - Database management of participant participation
 - Managing IRB and IACUC protocols

- Telephone calls and in person meetings with research participants
- Psycho-physiology experience (collection, processing, and analysis)
 - Electrodermal activity
 - Salivary Cortisol
 - Daily Actigraphy, Sleep Actigraphy
 - Daily diaries/Ecological Momentary Assessment
- Administrative support
 - Updating lab's website (media, publications, personnel)
 - Grant/funding financial management
 - Ordering of research supplies
- Software experience
 - Database (e.g. Microsoft Access, RedCap)
 - Statistical (e.g. SPSS, R)
 - Survey (e.g. Qualtrics)
 - Scheduling (e.g. Microsoft Outlook, Google Calendar)

SALARY AND TIMELINE

Salary is commensurate with qualifications. The initial position is for a one-year appointment, with the opportunity for renewal contingent upon successful performance in the first year and funding. The position can either start in May or August 2017 (flexible).

DEADLINE

Complete applications must be submitted by January 10, 2017.

Applications should be submitted electronically via email to ohairelab@gmail.com as a single PDF file that includes (1) a brief cover letter containing a brief narrative summary outlining experience, goals, and qualifications for this position; (2) a current, detailed curriculum vitae; and (3) names of **three** individuals (academic or professional) that can serve as references.

For more information on our research group, see:

www.humananimalinteraction.org