

Position Available—Full-time Lab Coordinator, Claremont McKenna College, Claremont, CA

The Applied Mind and Health (AMH) Lab, directed by Dr. Stacey Doan at Claremont McKenna College in the Department of Psychological Sciences, seeks a full-time (with benefits) lab coordinator/manager beginning the Summer or Fall of 2019. The research of the lab focuses on emotions, stress, relationships and their implications for mental and physical health. We also work intimately with the Child, Attachment, Relationships, and Emotions (CARE) Lab, directed by Dr. Patricia Smiley at Pomona College. Thus, our combined expertise offers a unique opportunity to study psychological research from an interdisciplinary lens. The initial appointment will be for one year. There is a possibility to extend for additional years based on performance and continued funding. The lab coordinator will work closely with the PIs and lab group on a research program investigating how emotions and relationships affect behavioral, health and physiological outcomes in children and young adults.

Responsibilities include:

- overseeing day-to-day lab operations
- managing, hiring, coordinating, training, and working with undergraduate research assistants
- designing, running, and analyzing experiments
- data management
- participant recruitment and scheduling
- maintaining IRB protocols, budgeting, website, etc.
- planning and leading lab meetings and events

Preferred qualifications:

- a Bachelor's degree
- extensive research experience in a psychology lab
- experience or a desire to learn psychophysiological or hormone data collection and analysis
- highly detail-oriented, excellent organizational and multitasking skills, and the ability to work independently
- strong interpersonal, communication, and writing skills
- strong analytical skills (e.g., experience with SPSS.)

Claremont McKenna College is an elite liberal arts college (top 10), located in beautiful Southern California with access to the beach and mountains. We are a vibrant and active lab. Our lab members have been accepted into competitive graduate psychology programs. Given our focus on health, our position is also great for those who are interested in health professions. The lab coordinator will have opportunities to take the lead on scientific conference presentations and manuscript preparation.

To apply, please submit a cover letter and CV/resume, and arrange to have two letters of recommendation sent to Dr. Doan at sdoan@cmc.edu. Please use the subject line "Lab Coordinator Position" and your name in your email and have your letter writers use the subject line "Letter of Recommendation for [your name] for Lab Coordinator Position". Applications are due May 17, 2019. Questions about this position should be directed to Dr. Stacey Doan at sdoan@cmc.edu.