WANTED: LAB MANAGER

The Culture Lab at the University of Maryland at College Park is seeking a full-time lab manager to assist Dr. Michele J. Gelfand (http://www.gelfand.umd.edu/) in coordinating and conducting studies. The lab focuses on cross-cultural research on the strength of norms, conflict, negotiation, revenge, and forgiveness using experimental, field, neuroscience, and computational methods, with a focus on the U.S., Middle East, Europe, and Asia.

Responsibilities include:

-- Coordinate and manage research assistants and lab schedule
-- Recruit and schedule community samples and participants from department pool
-- Assist in administrative duties (e.g., human subject protocols, purchasing, participants and vendor payments, payment to overseas research team, composing research report for funding agencies)
-- Update and maintain lab website and resources
-- Contribute ideas to research projects and designs
-- Design and run studies
-- Coordinate data entry and analyze data
-- Assist in manuscripts preparation and literature reviews
-- Attend lab meetings
-- Coordinate meetings for members of lab and visiting scholars

Minimum Requirements:

-- Bachelor degree in psychology or related fields
-- Experience in running experiments with human participants
-- Excellent organizational skills and attention to detail
-- Able to manage multiple projects simultaneously
-- Knowledge of using Microsoft office (e.g., Word, Excel, PowerPoint)
-- Willing to take initiative, be proactive, and able to work independently and as a member of a team
-- Excellent analytical and writing ability
-- Must have interpersonal skills

Desirable Requirements:

-- Interest in cultural/cross-cultural psychology, negotiation, conflict, and related areas and in going on to graduate school for a Ph.D.
-- Proficient in other languages (e.g., Arabic, Urdu)
-- An interest and/or knowledge of other (particularly Middle Eastern) cultures
-- Experience with R, SPSS, EPrime, DirectRT, MediaLab, EEG, and/or other research software or coding
-- Skill in website design and construction

The position begins in the month of July 2014 and is for one year with the possibility of an additional year. To apply, please send a resume, cover letter, and names and contact information of two references via email to Michele Gelfand at gelfandposition@gmail.com. For best consideration, send materials by April 10th. University of Maryland is an Equal Opportunity Employer.