Research Coordinator Position

Location: Stanford, CA

Start Date: Immediately

Deadline to Apply: July 14, 2017

Type: Full-time, temporary

Salary: Commensurate with qualifications

Description: The NeuroChoice Initiative (https://neurochoice.stanford.edu/purpose) at Stanford University is inviting applications for employment as a Research Coordinator, beginning immediately. The NeuroChoice Initiative consists of an interdisciplinary group of researchers working together to: (1) deepen our understanding of the neural mechanisms supporting choice, and (2) apply this knowledge to optimize treatment outcomes, especially related to substance addiction. We seek someone with a strong interest in neuroscience research related to addiction and ability to serve as the primary point of contact for NeuroChoice. Employees showing exemplary work ethic may be offered a full-time staff position after an initial evaluation phase.

The Research Coordinator will play an integral role in successfully implementing research protocols and providing administrative support for key faculty members. The ideal candidate will be enthusiastic, well-organized, responsible, and detail-oriented. This person will have a can-do attitude, be good at multitasking, and possess outstanding problem-solving skills. Exceptional interpersonal skills and the ability to interact with a range of people in a variety of capacities is a must.

Responsibilities include, but are not limited to:

Recruiting and collecting human subject data (fMRI and behavioral studies)

Communicating with patients in rehabilitation clinics and their primary care providers

Maintaining and updating group email lists and group website

Supporting meetings of overall group and subteams (e.g., invitations/reminders, scheduling, note taking, meeting room/dinner reservations, confirming speakers)
Assisting with all aspects of planning for any special events (e.g., symposia, visiting scholars)

Preparing amendments, submissions, compliance reports, and continuing reviews for the Stanford IRB. This requires strict record keeping and monitoring of required trainings

Initiating administrative tasks related to hiring staff when needed

Managing purchasing and reimbursements for senior scientists

Organizing personal meeting schedules and travel arrangements as-needed for faculty leads

**Required qualifications for this position are:**

Excellent attention to detail in data collection and strong organization skills

Ability to work independently

Ability to communicate both orally and in writing with all levels of staff and the public

Proficiency with computers (i.e. Microsoft Word and Excel)

Ability to multitask/work independently/collaborate in a team setting

Flexible work schedule (useful for accommodating study participants’ availability)

Bachelor’s degree (preferably in psychology, neuroscience, or a related field)

Previous experience with human subjects research is preferred.

**A background check will be completed by Stanford University as a condition of employment in this position.**

To Apply: Please send a cover letter, résumé, and three professional references to Dr. Kelly H. MacNiven at hennigan@stanford.edu and Emily Jensen at esjensen@stanford.edu. Subject line should read, “NeuroChoice Research Coordinator Application”.