

POSTDOCTORAL RESEARCH ASSOCIATE -- COGNITION AND TEMPERAMENT LAB

Full Time, Exempt

Job Code: FP1556

PSYCHOLOGY DEPARTMENT

Academic Affairs

Note: This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required or assigned to an employee in this position.

SUMMARY

The Postdoctoral Research Associate will work in the Cognition and Temperament Lab on a grant-funded project examining the cognitive and environmental factors that help children succeed academically. This position will be responsible for conducting a longitudinal follow-up of an economically diverse sample of African American children who were originally assessed when they were in preschool and kindergarten and manage other grant activities of the lab, including preparing manuscripts for publication. **This is a one-year, grant-funded position.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates project activities and supervises undergraduate research assistants: Responsible for managing the day-to-day activities of the Cognition and Temperament Lab. Supervise students involved in contacting participants, interviewing families, administering research procedures with children, coding videotaped tasks, and training student research assistants. Organize and supervise data entry and manage the data entry process. Operate photocopy machine, audio and video equipment, phone, fax, computer, printer, calculator, etc.
- Oversees training of undergraduate research assistants on the procedures to be used in communicating with participants, greeting families, data collection, coding of data, and data entry.
- Responsible for learning all data collection procedures used in the project and for administering those procedures at a high level of accuracy. Data collection procedures will include telephone, virtual, or in-person interviewing (depending on COVID circumstances), administration of written questionnaires, observation using videotape equipment, and administration of tasks to children.
- The Postdoctoral Research Associate will coordinate all participant recruitment efforts from calling parents directly, to obtaining informed consent for participation, to contacting schools for permission to observe classrooms and completing appropriate documents required by school boards for classroom visits. Will be responsible for delegating various tasks to the undergraduate research assistants.
- Works with the Principal Investigator to develop a system of project record keeping that ensures the confidentiality of research participants. Will make regular reports to the Principal Investigator regarding the number of participants recruited and the number

completing the research protocol.

- Data management and analyses: Will work with the undergraduate research assistants to ensure that data were entered accurately, and with the Principal Investigator to analyze data using R, Mplus, SPSS and other statistical software.
- Responsible for coordinating the collection and organization of literature related to the project and for writing summary reports of literature. The Postdoctoral Research Associate will also prepare annual reports to the funding agency on the progress of the project and the Institutional Review Board at Spelman on human subject issues and will report bi-weekly to Principal Investigator on the project. Will work with the Principal Investigator to prepare manuscripts for publication.
- The Postdoctoral Research Associate will receive structured mentoring from the PI. The mentoring plan will include professional development opportunities, such as career planning, grant writing, publications, and presentations.

EDUCATION AND/OR EXPERIENCE

PhD in Psychology, Education, Human Development & Family Studies, or related field required. Strong quantitative background with experience in longitudinal research preferred.

The Postdoctoral Research Associate must possess research experience and leadership skills required to manage and supervise undergraduate research assistants in the daily activities of the project. This will include excellent communication skills in written and spoken English as well as effective decision-making strategies and strategic planning skills.

Experience with supervision of others is required. Experience in conducting research with children and in interviewing parents is preferred. Experience collecting classroom observational data and/or teacher data is preferred.

The Postdoctoral position also requires knowledge of word processing software (Word, Power Point), spreadsheet software (Excel), computer data entry and data analysis using SPSS and R, skills in library research, and a knowledge of the field of child or adolescent development.

Some travel required. Availability to work some weekends required.

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