

Project Coordinator Position at Purdue University Department of Psychological Sciences

Advanced Quantitative Methods

Requisition ID: 2937

Drs. Erin Hennes and Sean Lane in the Department of Psychological Sciences at Purdue University invite applications for a full-time project coordinator position. This position is part of a five-year NIH-funded interdisciplinary project developing improved methods for statistical power analysis. More information about this project can be found [here](#).

Job Summary:

The role of the project coordinator is to coordinate all research activities across all project personnel. The project coordinator will work with psychologists, statisticians, computer scientists, and engineers across five institutions who are developing traditional and novel approaches to data simulation, meta-analysis, generalizability theory, and machine learning to develop statistical tools and empirically-informed guidance for the optimal design of behavioral and social science research. Specific responsibilities include:

- Facilitating communications amongst personnel
- Monitoring project deadlines and progress
- Scheduling in-person and virtual team meetings, and arranging all required travel
- Supervising undergraduate research assistants
- Initiating and ensuring budget approval for all activities
- Monitoring budget records and assisting with preparation of financial reports
- Managing the project website
- Disseminating all research materials

Required:

- Bachelor's degree in psychological sciences, statistics, computer science, or a related field
- At least six (6) months of experience in office administration, project coordination, or research
- Strong interpersonal skills to effectively build working relationships with contacts within and external to the University
- Excellent verbal and written communication skills with outstanding attention to detail
- Able to coordinate and multi-task across multiple projects
- Supervisory experience

Preferred:

- Research experience and/or interest in advanced quantitative methods
- Research experience and/or interest in any of the substantive areas of research of the PIs: substance use, mood/personality disorders, emotion, and/or close relationships (Lane); social justice, political psychology, motivated information processing, environmental psychology, and/or intergroup relations (Hennes)

How to Apply:

Applicants should upload a CV/resume, cover letter, unofficial transcript, and one (1) to three (3) letters of recommendation [here](#). Letters of recommendation may alternatively be sent directly to ehennes@purdue.edu. Interested candidates should apply by April 14, 2019 for best consideration, however the position will remain posted until filled. Start date is negotiable but no later than August 19, 2019.

Nondiscrimination Policy Statement

Purdue University is an Equal Opportunity, Equal Access and Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or expression, national origin or ancestry, disability, marital status, parental status, or protected veteran status. The Hennes Social Cognition of Social Justice lab and the Lane Lab are inclusive and diverse teams of scholars. We welcome individuals of all identities, backgrounds, experiences, and perspectives. Dr. Hennes and Dr. Lane have completed Safe Zone, Green Zone, and Trans Inclusion training.