

Lab Coordinator, Behavior Research Lab  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=258469>

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Posted Jun. 20, 2025, set to expire Aug. 4, 2025

**Job Title** Lab Coordinator, Behavior Research Lab  
**Department**  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Jun. 20, 2025

**Application Deadline** 06/18/2026  
**Position Start Date** Available immediately

**Job Categories** Research Scientist/Associate

**Academic Field(s)** Research Methods/Data Analysis  
Psychology - Behavior Analysis  
Psychology - General

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**Job Description**

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**Lab Coordinator, Behavior Research Lab**

**Position Information**

**Position Title:** Lab Coordinator, Behavior Research Lab

**Department:** Behavioral Research Lab

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/57640>

**Job Type:**

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Part-Time

## Posting Detail Information

### Position Summary

The [\*\*School of Management \(SOM\)\*\*](#) has an exciting opportunity to join our team as a part-time **Lab Coordinator** for the [\*\*Behavioral Research Lab\*\*](#). This role supports the daily operations of a dynamic research environment that leverages cutting-edge neuromarketing tools and behavioral science to explore human decision-making.

As Lab Coordinator, you will manage lab operations and assist with study development and execution. Responsibilities include overseeing lab capabilities, managing our paid and student sample pools, recruiting participants, supervising student research assistants, and providing both technical and administrative support for a variety of studies. You will also maintain lab equipment, assist with IRB processes, and ensure a smooth and efficient research experience for faculty, students, and participants.

### Responsibilities include but are not limited to:

- Recruiting participants through classroom visits and on-campus outreach.
- Recruiting, training, and supervising undergraduate and graduate research assistants to execute and monitor studies.
- Managing the SONA system to schedule participants, track credit and compensation, and support faculty researchers.
- Overseeing lab software and equipment to ensure functionality and meet research needs.
- Creating and managing surveys in Qualtrics to support study execution.
- Responding to participant inquiries and managing alternative assignments for students, as needed.
- Assisting faculty and students with study planning, protocol development, and IRB submissions.
- Promoting best practices for research design, data collection, and participant engagement.
- Assisting with external client development and study management, as needed.
- Providing additional research support based on skills and availability, including data analysis and report generation using iMotions, SPSS, and other software tools.

While this position is currently part-time, there is the potential for full-time depending on external study

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development.

*Learn more:*

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

### Minimum Qualifications

- Bachelors degree in the appropriate discipline.

### Preferred Qualifications

- Bachelors degree in Psychology, Hospitality, Clinical Research, or a related field; graduate degree preferred.
- Experience with participant recruitment, lab coordination, or supervising research assistants.
- Familiarity with Qualtrics, SONA, or similar systems.

### Salary Range

\$28,000

### Special Instructions Summary

**Is a background check required for this posting?**

No

### Contact Information

**Contact's Name:** Kim Saxton

**Contact's Pronouns:**

**Contact's Title:** Clinical Assistant Professor, Marketing

**Contact's Email:**

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mksaxton@buffalo.edu

**Contact's Phone:** 716-645-3265

**Posting Dates**

**Posted:** 06/18/2025

**Deadline for Applicants:** Open Until Filled

**Date to be filled:** 07/28/2025

jeid-9f3875b9199419499a873df6606c89c2

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

University at Buffalo

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