

**Research Coordinator  
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=258768>

Downloaded On: Aug. 20, 2025 3:31am

Posted Jun. 27, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	Research Coordinator
<b>Department</b>	Department of Psychology
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jun. 27, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research Methods/Data Analysis Psychology - Neuropsychology Psychology - General Cognitive science
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/22013?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/22013?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
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<b>Job Description</b>	

**Overview**

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The Department of Psychology conducts cutting-edge interdisciplinary research aimed at understanding the causes and consequences of mental processes and behavior. Our primary focus is strongly experimental, with researchers at the forefront of neuroscience, cognition, social cognition, experimental clinical psychology, cognitive and affective neuroscience, and developmental psychology. Among the departments at Tufts, we are distinctive in having one of the largest majors on campus, while simultaneously maintaining one of the university's highest research profiles. Psychology supports a robust undergraduate program with large course enrollments and a vibrant graduate program offering doctoral degrees in experimental psychology, as well as cognitive science – an interdisciplinary degree.

The Meta Cognition and Applied Memory Lab is seeking a Senior Research Coordinator to work with PI Ayanna Thomas on ongoing research projects related to memory and stress.

The start date for this position is ASAP.

### What You'll Do

Under supervision of Principal Investigator, the primary responsibility of the Research Coordinator will be to assist with lab management and operational tasks for the meta Cognition and Applied Memory Lab.

#### Essential Functions:

- Ensure compliance with biosafety requirements, ethics review board and university policies
- Ensure compliance with IRB
- Order and organize lab supplies
- Maintain lab equipment and ensure proper storage
- Monitor lab budgets and allocate costs across grants
- Analyze data and assisting investigator in writing/editing materials for publication and presentation
- Provide support to investigator for grants
- Conduct experiments for assigned research projects
- Act as resource for student and visitor requests and questions
- Promote a positive working environment
- Train, coordinate, and conduct lab personnel orientation

### What We're Looking For

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### Basic Requirements:

- BA or BS in computer science, cognitive science, neuroscience, psychology, or related field
- Some experimental background and experience working in a laboratory setting conducting human subjects research and/or user experience testing
- Programming experience across a variety of programming languages strongly preferred
- Strong experimental background and lab experience
- Excellent written and spoken English communication skills

### Preferred Qualifications:

- Experience with data analysis programs and software such as R, Excel, SPSS, MATLAB
- Prior experience mentoring undergraduate research assistants is also ideal

### Pay Range

Minimum \$22.10, Midpoint \$26.30, Maximum \$30.50

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### Contact Information

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

### Contact

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