



JOB DESCRIPTION

Position Title: Lab Manager

Classification: USW casual

Division: Ontario Institute for Studies in Education

Department: Department of Applied Psychology and Human Development

OVERVIEW

The CARE Lab (Coping, Affect, & Resilience in Education) is looking for a lab manager to coordinate and support several ongoing projects in the lab, as well as provide administrative support. Broadly, our research is focused on stress and coping among emerging adults in the post-secondary context.

QUALIFICATIONS AND SKILLS

- Undergraduate degree or higher (MA preferred) in psychology or a closely related field
- Experience in working in a research laboratory and/or project management preferred

RESPONSIBILITIES AND DUTIES

Support grant administration and project implementation:

- Conducting literature reviews and developing written summaries
- Reference management (e.g., managing databases in Mendeley, Zotero)
- Developing and implementing ethics protocols and adhering to APA ethical standards
- Identifying relevant measures and assessments for use in research
- Coordinating large-scale data collection and recruitment
- Programming online surveys and assessments (e.g., Qualtrics)
- Corresponding with study participants via phone and email, booking appointments
- Response monitoring, and management of data files (e.g., in excel, SPSS)
- Conducting interviews with participants
- Completing interview transcription and coding (e.g., in Nvivo)
- Analyzing research data (e.g., in SPSS, Mplus) and writing up findings for presentations and peer-reviewed papers
- Developing a variety of diverse knowledge dissemination materials (e.g., lay summaries, infographics, tweets)
- Providing detailed information on upcoming funding and reporting requirements
- Liaising with relevant stakeholders (e.g. collaborators, students, agencies, organizations) as directed
- Proof-reading content and fast checking of project and research documents
- Collating and organizing research, project, and grant materials
- Tracking and collecting information on the progress of various projects and initiatives in the lab
- Identifying relevant research funding opportunities



- Supporting the development of research proposals/grants and verifying research proposals/grants are complete, accurate and adhere to sponsor guidelines

Provide administrative support:

- Responding to enquiries within the defined scope of the role and re-directing as appropriate
- Coordinating meeting schedules, agendas, materials, and providing meeting minutes
- Tracking timelines and project deliverables, and following-up on tasks
- Maintaining project records, and data archives
- Providing training to staff (and sharing policies, training, and protocol to staff)
- Writing routine documents and correspondence
- Editing work, and making revisions
- Getting price estimates with approval
- Providing IT and tech support around survey and data analytic platforms and programs
- Updating and maintaining CVs
- Drafting materials for presentations
- Designing graphics and figures for presentations and reports
- Formatting manuscripts according to journals guidelines
- Updating websites and social media
- Providing administrative support to students and volunteers in the lab

RATE OF PAY

Position is part time; up to 25 hours/week for 6 months (ranging from \$18-30/hour, depending on qualifications)

START DATE

Ideally, the position will be filled by July 10. Applicants will be reviewed on a rolling basis until the position is filled.

WORKING ENVIRONMENT

Hybrid – combination of in-person and remote work activities

APPLICATION

To apply, please send your cover letter and resume/CV to Dr. Chloe Hamza at chloe.hamza@utoronto.ca. Please also provide the names and contact information of two references. The subject line should be: Last Name – Project Manager Position. Short-listed applicants will be contacted for an interview.

OTHER

The Department of Applied Psychology and Human Development offers graduate programs in Counselling Psychology, Counselling and Clinical Psychology, Developmental Psychology and Education, School and Clinical Child Psychology, and Child Study and Education (a teacher education



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program). For more information, please visit the APHD web page at:
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