

Research Associate II – Social-Emotional Teaching & Learning Lab, University of Illinois at Chicago (UIC)

The individual hired into this full-time position within the UIC department of Psychology will assist with and perform tasks related to managing a large and diverse portfolio of research projects in the Social-Emotional Teaching & Learning Lab (www.setllab.com). Current projects include an evaluation of an early childhood workforce development initiative, a study of the implementation of early education policy in the state of Illinois, and a qualitative interview study with parents of children who have been expelled from child care. New projects will be similarly applied community-based studies. The Research Associate II will report to Dr. Katherine Zinsser and will supervise a varying number of undergraduate, and graduate research assistants, liaison with department and university staff and faculty, policymakers, teachers and families.

Job Duties:

Research

- Recruit, train, and manage research assistants and assist with completing human resources and compliance related duties.
- Support the planning of and writing of grant applications
- Coordinate recruitment, data collection, and data management activities across multiple projects
- Manage research protocols, including drafting and monitoring IRB applications and timelines and completing required documentation for external agencies, funders, and regulators
- Coordinate the ordering, inventory and maintenance of equipment, instruments and data collection and analysis tools.
- Devise and implement systems to maintain and securely store all data, records, and equipment

Communication

- Act as a liaison between Principal Investigators and various members of the other research teams, including interfacing with other project managers in other departments and programs
- Act as a liaison between Researchers and educators and community stakeholders.
- Plan agendas for project team meetings, keep running notes, manage assignments and tasks and identify systemic inefficiencies
- Contribute to the planning and writing of annual reports and performance updates for funders and regulators
- Maintain project and lab websites, update content, archive publications, format dissemination products, and ensure consistency in lab's visual identity.

Technical Support

- Provide technical support to the UIC Alternative Licensure Program staff around the collection of evaluation data and classroom video recordings.
- Serve as a resource for new teacher candidates learning to record classroom video for coaching and reflection

Perform other related duties and participate in special projects as assigned.

Qualifications:

REQUIRED

Earned bachelor's degree in psychology, social science, or related field.

A minimum of one year related research experience.

PREFERRED

A minimum of three years of research experience in the social sciences.

A minimum of two years of experience in project management or coordination.

Prior project management experience in education or social science research settings

Familiarity with early childhood education systems, policy, and practice

Knowledge of classroom quality measures and assessments

Experience using and maintaining video recording equipment including mobile devices

Familiarity with the Swivl and Swivl Cloud

Confidence and competence in solving technical problems

Extensive experience managing data using Excel, SPSS and Cloud Storage Platforms

To apply: Submit a resume and cover letter to the UIC Job Board (<https://jobs.uic.edu/job-board/job-details?jobID=143269&job=research-associate-ii-setl-psychology>) by **April 16, 2021**.

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

Offers of employment by the University of Illinois may be subject to approval by the University's Board of Trustees and are made contingent upon the candidate's successful completion of any criminal background checks and other pre-employment assessments that may be required for the position being offered. Additional information regarding such pre-employment checks and assessments may be provided as applicable during the hiring process.

The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=1411899>