



## Full-Time Study Coordinator/Lab Manager for Neuroscience Laboratory

**The Neural Dynamics of Control Laboratory** ([www.NDCLab.com](http://www.NDCLab.com)) with the Center for Children and Families seeks a **full-time study coordinator/lab manager** with administrative/executive assistant skills. Location for the position is flexible: either **on-site in Miami, FL or fully remote**.

The successful candidate will work primarily with Dr. George Buzzell, the NDCLab technician, and other members of the lab, including graduate students and undergraduate volunteers; the role will also collaborate closely with Dr. Jeremy Pettit and the Child Anxiety and Phobia Program. This individual will support and manage a multi-year NIMH R01 grant, including: participant recruitment and scheduling; managing IRB amendments; and drafting and revising study protocols. In addition, the role will be responsible for managing the lab's day-to-day operations. Lab management duties are primarily administrative and organizational: data management, preparation of forms/documents in accordance with appropriate policies/procedures, proofreading/editing, schedule management, recruitment and onboarding of new lab members, maintenance of the lab website and social media accounts, and resource coordination with relevant university departments.

Additional organizational/management duties include: training, supervising, and evaluating lab members and their research progress; drafting/maintaining standard operating procedures and training protocols; applying independent judgment/decision-making in the completion of tasks and assignments; creating meeting agendas and presentations; performing background research; and obtaining pricing, quotes, and pre-purchasing for lab equipment and supplies. The lab manager may assist in data collection from human subjects, as needed.

**Required Qualifications:** Bachelor's degree | Very organized and high attention to detail | Tech-savvy and a quick learner of new technologies | Excellent written/oral communication and interpersonal skills | Ability to lead/organize others, including creating/implementing organizational systems | Professional, positive, and flexible attitude | Ability to multitask and prioritize, as well as work independently under minimal supervision or as part of a team | Experience with Microsoft Office and Google Suite products

**Ideal Qualifications:** Prior experience/training as an administrative or executive assistant | Prior experience as a lab or office manager | Experience leading groups | Experience with version control (GitHub, GitLab) | Experience with data management and statistical software

Applications will be reviewed on a rolling basis. The NDCLab is committed to building an inclusive and diverse team of researchers that reflects the world in which we live; therefore, individuals from all backgrounds and identities are highly encouraged to apply.

**Initial applications should be submitted directly to Dr. Buzzell ([gbuzzell@fiu.edu](mailto:gbuzzell@fiu.edu)); however, university regulations require that all official applications be submitted through the Florida International University careers website. Applications not submitted through the FIU website cannot be considered.**

To submit a formal application:

1. Navigate to the FIU Careers site: <https://hr.fiu.edu/careers/>
2. Select "Prospective Employees"
3. Search for job ID "528365"

*Please note that not all browsers are compatible with the Careers site. If you cannot load the page, please try another browser.*