

PVL Template #2: Research Specialist (Data Collector)

Degree and area of specialization:

A Bachelor's degree is required. A degree in Biological Sciences, Psychology, or Neuroscience is preferred.

Minimum number of years and type of relevant work experience:

Well-qualified applicants will have the following required knowledge and experiences:

- A minimum of two years working in a psychology or neuroscience research setting.
- Excellent problem solving, organization, and computer skills.
- Exceptional judgment and independent decision-making skills.
- Experience using Windows, Mac and Linux in a secure environment.

Well-qualified applicants will have the following preferred experiences:

- Proficiency with Python, MATLAB, Ruby and/or similar computer languages.
- Proficiency with R, SPSS or similar statistical packages.
- Experience collecting psychophysiological measures.
- Knowledge of human subjects research principles.
- Interest in learning and succeeding in human neuroscience research.
- Prior experience working in a large research laboratory.
- Comfortable working with research subjects of all ages.
- Experience with complex research projects.
- Experience with staff and/or student supervision.

Position Summary:

The Waisman Center is dedicated to the advancement of knowledge about human development, developmental disabilities, and neurodegenerative diseases throughout the lifespan. One of only 15 centers of its kind in the United States, the Waisman Center encompasses laboratories for biomedical and behavioral research, a brain imaging center, and a clinical bio-manufacturing facility for the production of pharmaceuticals for early stage human clinical trials. In addition to its research efforts, the Center provides an array of services to people with developmental disabilities, offers numerous educational and outreach programs to young children and their families, and trains scientists and clinicians who will serve our nation in the future.

Example Description of Work Unit: [The Center for Investigating Healthy Minds \(CIHM\)](#) is a rapidly growing Center funded exclusively by extramural sources that include a mix of federal, foundation and individual donors. The mission of the Center is to conduct rigorous interdisciplinary research on healthy qualities of mind such as kindness, compassion, forgiveness and mindfulness. Scientists at CIHM represent an integrated team with a broad array of research methodologies from behavioral to neuro-scientific.

Example Description of Position: The primary role for this position will be to perform data collection and processing for a national study of effects on the brain and body of two well-being interventions (funded by NIH's National Center for Complementary and Alternative Medicine).

Commented [CY1]: Most research specialist positions will require at a minimum of a bachelors' degree. Please note whether the position would require that the degree must be focused in a particular field or if it would be desirable to be in a certain field.

Commented [CY2]: Consider what qualifications or experience would be required for the position. Evaluate whether a listed qualification is necessary for an individual to perform the tasks.

Commented [CY3]: Consider what qualifications or experience would be preferred qualifications that would make an candidate a better fit for the position

Commented [CY4]: Please note that we are required to provide information related to the work unit and position.

A brief description (3 – 5 sentences) regarding your lab and an overview of the position would be sufficient.

Principal duties:

1. 60% Data collection:
 - A. Conduct data collection:
 - Collect data using behavioral, psychophysiological (Electromyography, Electrocardiography, respiration, electrodermal response).
 - Collect research data using neuroimaging-based methods (Magnetic Resonance Imaging).
 - Ensure compliance with the Institutional Review Board (IRB) by following established research protocols.
 - B. Complete data collection logs accurately.
 - C. Proactively ensure the quality and integrity of data collection by performing periodic assurance checks.
2. 20% Data management and processing:
 - A. Clean and process psychophysiological, neuroimaging, behavioral, and/or self-report data.
 - B. Assist with other psychophysiology, neuroimaging, behavioral, and/or self-report data processing.
3. 20% Study database management:
 - A. Assist in the management of the research database.
 - B. Design questionnaires and case report forms in database using html and complex conditional logic.
 - C. Assist in discussions with contractors about new developments to the database.

Commented [CY5]: Consider how the position is expected to perform research related tasks or how does the position supports the research being done in the lab.

Does this position have responsibility in defining the research related tasks or is the primary responsibility to carry out the research related tasks/activities?

Considerations for noting job duties:

- What resources, equipment, specialized software is utilized to accomplish tasks?

- Does this position supervise any staff? If so, identify who and how they are to provide supervision?

- What research tasks are performed?

- What other tasks are performed?

Commented [CY6]: Please note that if the primary duties only consist of data management; the title of the position would not be as a Research Specialist.