

Job Title: **Research Specialist**

Location: Center for Healthy Minds  
625 W. Washington Ave.  
Madison, WI 53703

Appointment percent: Full-time, 100%

The Research Specialist will be responsible for scientific integrity of data collection, data processing, and participant recruitment, screening, and scheduling for research at the University of Wisconsin-Madison's Center for Healthy Minds. This individual may work on several research projects examining the import of individual differences in the time course of emotional responses for varied domains including cognition, health, and well-being, while elucidating the critical functional and structural brain substrates underlying these relationships.

**Principal duties:**

80% Data Collection, Data Management, and Data Processing:

- Conduct data collection involving self-report, behavioral, neuropsychological, psychophysiological, and neuroimaging-based methods.
- Assist with data processing of self-report, behavioral, neuropsychological, psychophysiological, and neuroimaging data.
- Ensure the quality and integrity of data collection by performing periodic quality assurance checks, problem solving, and managing research supplies.
- Track all study participants and complete data collection logs.
- Train personnel in data collection procedures.
- Study team coordination and management of undergraduate student workers.

20% Research Participant Recruitment & Screening:

- Screen participants and coordinate their participation schedules.
- Provide additional information to potential participants as needed.
- Work with participants to facilitate travel arrangements and provide support to ensure study retention.
- Follow up with participants as necessary.

**Requirements:**

- A Bachelor's degree is required. A degree in Psychology, Neuroscience or a related field is preferred.
- A minimum of 1 year of experience in a large human subjects' research laboratory. Relevant undergraduate experience may be considered.

**Preferred:**

- Experience with community samples, minority, and/or aged populations.
- Research experience in behavioral, psychophysiological and/or neuroimaging data collection, processing and analysis.



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- Computer programming skills in Bash, Python, and/or MATLAB.
- Familiarity with FSL and/or Freesurfer.
- Familiarity with R or similar statistical programs.
- Experience using Windows, Mac, and Unix/Linux in a secure environment

**How to Apply:**

Click [HERE](#) and go to the bottom of the page and click on the “Apply Now” button to start the application process.

- Upload a cover letter, resume and contact information for at least three professional references, including your current supervisor. References will not be contacted without advanced notice.
- Your cover letter should address your qualifications as they pertain to the minimum number of years and type of relevant work experience.

**Application deadline: Monday, July 22, 2019**

For questions contact: Lisa Wesley at [lawesley@wisc.edu](mailto:lawesley@wisc.edu) or 608-262-0196