Lab Coordinator- Language and Cognition Research
Communication Sciences & Disorders
College of Health Sciences
Newark/ STAR Campus

CONTEXT OF THE JOB:

The Language and Cognition Laboratories is seeking a part-time Lab Coordinator to support research activities focused on behavioral measurement and rehabilitation of adult neurogenic communication and cognitive disorders (e.g., due to stroke, brain injury, or neurodegenerative illness). This part-time position will require 20-30 hours per week, scheduled flexibly, with the possibility of transitioning to a full-time position (please contact Matt Cohen or Rebecca Hunting Pompon for details; contact info below). Primary responsibilities include recruiting participants for research, forming lasting relationships with people with cognitive and language disorders, assessing language and cognition both in person and by telephone, entering and managing data, assisting with preparation of data for analysis, assisting with dissemination of research findings via academic journals and public presentation, assisting with compliance and grant reporting duties, interacting with entities within and across the University and community, and performing general laboratory administration. The successful candidate will be responsible for coordinating multiple human research studies and must be able to make appropriate decisions under limited direction.

The successful candidate will have exceptional interpersonal and communicative skills and enjoy working with adults who have cognitive and/or communicative limitations. A clinical background and experience with clinical decision-making is preferred, but not required. The successful candidate will be self-motivated, professional, reliable, conscientious, and attentive to detail. The candidate must have adequate computer skills, and a proficiency working with spreadsheets and databases (especially Research Electronic Data Capture; REDCap) is preferred. Funding is available for a 2-year commitment and potentially longer dependent upon the future availability of funding.

MAJOR RESPONSIBILITIES:

- Oversee recruitment and screening of research participants through participant registries, senior centers, support groups, print advertisement, as well as interacting with clinical staff at local clinics assisted living facilities, etc.
- Behaviorally assess language, cognition, and psychosocial factors of individuals and groups of research participants, in person and by telephone
- Become a proficient user of REDCap, a data capture and storage software (like Qualtrics).
- Schedule research participants for research activities
• Prepare materials for research participants and studies
• Represent the lab and its mission, build relationships with community partners, and disseminate research findings to the community.
• Maintain records and assists with compliance and reporting duties (IRB, grantors, etc.),
• Assist with data acquisition, entry, processing, maintenance, and analysis
• Oversee lab research assistants and student volunteers
• Perform other job-related duties as assigned

QUALIFICATIONS:

• Bachelor’s degree in Communication Sciences and Disorders or related field, plus 2 years’ experience working with people with communication or cognitive impairments.
• Master’s degree in Communication Sciences and Disorders (CCC-SLP) or field related to cognitive/communicative disorders preferred
• Experience with human subject research preferred
• Comfortable working with vulnerable research populations including individuals with communication and/or memory impairment, dementia and other cognitive disorders.
• Ability to develop operating practices, assume responsibility, and take initiative to perform tasks independently.
• Exceptional interpersonal skills and the ability to interact and communicate effectively – both orally and in writing – with people of all ages, abilities, and backgrounds
• Professional attributes should include self-motivated, reliable, conscientious, and attentive to detail.
• Intermediate computer skills, particularly in Microsoft Word and Excel.
• Experience using database software (like REDCap) or ability to rapidly learn.

SPECIAL REQUIREMENTS:

• Requires a valid motor vehicle operator’s license and access to private and reliable means of motor vehicle transportation for travel to and from participant homes, hospitals/clinics, etc.
• Requires responsible handling personal health information, in compliance with the HIPAA-related requirements of the UD Institutional Review Board.

TO APPLY:

Please send a cover letter and CV/resume with 3 references to mlcohen@udel.edu and rhp@udel.edu.