**Position Title:** Lab Coordinator

**Position Type:** Part-time (29.5 hours per week)

**College/Admin Office:** Agriculture and Natural Resources

**Location:** Newark, DE

**Title of Supervisor:** Associate Director, Center for Experimental & Applied Economics

**Context of the Job:**

The University of Delaware Center for Experimental & Applied Economics (CEAE) was established as a Center at UD in 2014. Since then, it has grown and continues to grow rapidly to become the largest social science research group on campus. CEAE’s research team involves 15-30 members (depending on the semester) who are faculty members, postdoctoral researchers, graduate students, undergraduate students, volunteers, and other collaborators. CEAE has an annual operating budget of approximately $1 million, and that number is anticipated to grow with a number of new grants and continued growth of CEAE.

CEAE’s mission is to: “Nurture a community engaged in innovative, evidence-based research and dissemination of results to inform policy and promote sustainability at the nexus of agriculture and the environment.”

Under the general direction of the Associate Director of CEAE, the Lab Coordinator supports research on experimental & applied economics focusing on agri-environmental issues, perception of risk, & other related topics. The Lab Coordinator will work closely with other Center personnel and will be required to manage multiple projects. In particular, the Lab Coordinator will coordinate the day-to-day operations of the CEAE and ensure research projects receive the appropriate support in order to be successful.

**Major Responsibilities:**

- Manage the day-to-day operations of CEAE, including: scheduling and setup for meetings, events, and experiments; ensuring maintenance issues are resolved; coordinating the onboarding for new miscellaneous wage employees; ordering supplies.
- Oversee the recruitment and onboarding of CEAE Talent Pool members (CEAE’s volunteer program).
- Provide hands-on guidance and assistance for researchers and students with their ongoing experiments. Assist with implementation of economic experiments in laboratory and field settings.
- Assist with the testing in advance of computer programs and experiments prior to deployment with subjects in the lab or field.
- Assist with outreach of CEAE research activities, including the maintenance of the CEAE website.
- Develop and maintain subject recruitment material, maintain subject recruitment website, assist researchers with recruitment.
- Oversee the maintenance of the CEAE research vehicle.
- Oversee the maintenance and inventory tracking of CEAE computer fleets, along with their regularly scheduled updates.
- Assist with financial reconciliation for CEAE activities, particularly as it relates to experiment spending.
- Perform other job-related duties as assigned.

QUALIFICATIONS:
- Ability to handle multiple priorities and deal with changing priorities.
- Effective interpersonal and communication skills.
- Strong interpersonal written and verbal communication skills.
- Ability to work independently.
- Ability to communicate and interact well with people of all ages and diverse backgrounds.
- Ability to maintain a positive and collaborative work environment.
- Ability to work select evenings/weekends, as needed.
- Experience with Microsoft Office, Google Docs/Drive, WordPress, and social media programs.
- Experience with project management.
- Familiarity with computer programming is a plus.
- Experience of implementing economic experiments is a plus.
- Bachelor's degree required.

Application instructions:
To apply, submit a cover letter, your current resume or CV, and contact information for three references to Leah Palm-Forster (leahhp@udel.edu). For full consideration, applications should be submitted via email by October 15, 2018.

Equal Employment Opportunity
Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer, which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html.