

Position Description

The Department of Psychology at Georgetown University is seeking a full-time lab manager for Dr. Casey Brown's laboratory, the CARES Lab. The lab's research investigates interpersonal emotional phenomena in connection with mental and physical health across the life course, with a particular focus on aging dyads. Our research bridges multiple domains of inquiry, drawing from clinical psychology, social and health psychology, affective neuroscience, and aging. This is a two-year position that starts as early as May 2025. If interested, please complete the Google form at the following link, <https://forms.gle/MmVieJnn9QV5zktN9>, which requires a current CV, a cover letter that briefly describes your prior research experience and future academic/research goals, and contact information for at least 2 references. Applications will be reviewed until the position is filled. For information about the lab, please visit <https://careslab.facultysite.georgetown.edu/>

Responsibilities

The successful candidate will assist with an ongoing R00 from the National Institute on Aging focused on Interpersonal Emotion Regulation in dyads where one individual has a neurodegenerative disorder.

- Building and maintaining lab infrastructure (e.g., purchasing, setting up computers and other hardware, developing internal data storage systems, developing lab manual)
- Conducting research (e.g., writing IRBs, recruiting participants, collecting data, analyzing data including behavior, eye-tracking, peripheral physiology, and neuroimaging data, and sharing results through papers, posters, and talks)
- Supporting lab research (e.g., assisting other lab members with literature searches, study design, stimuli preparation, data collection, analyses, manuscript and grant preparation)
- Building and supporting the lab community (e.g., facilitating lab communication and organizing lab events)
- Hiring and managing a team of undergraduate research assistants
- Overseeing lab budget and finances (e.g., allocating expenses, verifying accuracy of cost accounting, communicating with campus finance team)

Qualifications

- Essential Qualifications
 - A bachelor's degree
 - Excellent organizational, interpersonal, and problem-solving skills
 - Motivated, detail-oriented, efficient, and able to work independently
 - Ability to sometimes work nonstandard hours (e.g., evenings, weekends), depending on participant availability

- The final candidate must successfully pass a background check and approval by Georgetown University
- Preferred (but not required)
 - Proficiency with statistical and programming languages/software (e.g., SPSS, R, MATLAB, java, python)
 - Prior experience conducting empirical research on questions related to the lab's research focus

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Contact Dr. Casey Brown (casey.brown@georgetown.edu) with additional questions.