# Open Position: Full-Time Lab Manager in the Cognitive Tools Lab

The [Cognitive Tools Lab](#) at Stanford University is seeking a full-time lab manager for a 1-year appointment beginning in Summer/Fall 2023. This position is a full-time commitment (40 hours/week), including a mix of in-person and virtual commitments.

Recruitment for this position is now open and will continue until it is filled. Applications will be reviewed on a rolling basis. Please submit your application by May 17, 2023 to receive full consideration.

<u>Overview of the position:</u>
Under the supervision of Dr. Fan, the Lab Manager will be closely involved in many different research activities, including: designing & conducting online behavioral experiments, analyzing the resulting data, presenting findings at international conferences & writing manuscripts for publication. This position will also include administrative duties, such as onboarding new lab members, managing lab cyberinfrastructure, assisting with grants administration, maintaining the lab website, as well as organizing lab social events.

The ideal candidate will have a strong interest in human cognition and completed a bachelor's degree in a related field (e.g., Psychology, Cognitive Science, Computer Science). This individual will also have had prior research experience in cognitive psychology, cognitive science, computational neuroscience, computer science, or a related field. For more information about the set of values and skills that would help an individual thrive in the lab, please read the *"What We Are Looking For"* section on this page: https://cogtoolslab.github.io/prospective.html. This position is especially well suited to individuals who have recently graduated from college and have a strong interest in pursuing a PhD in cognitive science or related field.

This is a full-time appointment, and may be renewed for a second year based upon strong job performance. The successful candidate will join the vibrant, collaborative research community in psychology at Stanford (https://psychology.stanford.edu/).

<u>Responsibilities will include:</u>
**General/lab coordination:**
- Assist with scheduling lab meetings, external events, and workshops
- Reconciling expenses
- Onboarding new lab members
- Co-mentoring lab undergrads
- Technical support for lab meetings

**Research Support:**
- Leading research projects
- Providing technical assistance with other research projects
- Scheduling meetings with collaborators to help (e.g., with implementing online behavioral experiments)

**Lab Maintenance:**
- Updating lab website
- Maintaining lab cybersecurity / cyberinfrastructure
- Maintaining physical lab space
- Maintaining/creating lab documentation

**Miscellaneous:**
- Helping PI with other tasks that don't fit in to the other categories (e.g., departmental service, education/outreach efforts, responding to queries regarding data/materials from existing publications)

If you are interested in applying for this position, please complete the required elements in the following application form: https://forms.gle/tNrSNWFXToreKoVPA

If you have any questions, please reach out to Dr. Judith Fan at jefan@stanford.edu. We look forward to reviewing your application.