

Family: Clinical and Health Services

Level: PR5

Position Profile Title: Psychological Science Trainee

Salary Grade	Minimum	Midpoint	Maximum
1	\$29,256	\$39,456	\$49,656

PROFILE SUMMARY:

Positions in this job profile are typically responsible for research study coordination for randomized trials and other related special research projects. The trainee will provide technical and research support to the lab, graduate students and undergraduate research assistants.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristics of the Psychological Science Trainee profile are the responsibilities to provide support for randomized trials over a one to two- year duration.

PRIMARY POSITION RESPONSIBILITIES:

1. Coordinates studies including tracking/managing enrollment; maintaining the study visit calendars and all aspects of study recruitment efforts.
2. Assists with IRB protocol development and ongoing regulatory compliance.
3. Maintains study database, study folders/files, and materials.
4. Manages study financials.
5. Performs routine data quality assurance and prepares enrollment and other reports as requested.
6. Implements sensitive research protocols for participant data collection sessions with PI and other lab members.
7. Conducts laboratory sessions in which human participant clinical, behavioral and psychological measures are collected.
8. Recruits, screens and schedules research participants.
9. Provides training to and assists with the coordination of undergraduate research assistants.

PROBLEM-SOLVING AND DECISION-MAKING:

Scope of decisions will include assessing participant comfort during sensitive protocols, and complex time management. PI may provide consultation on decisions.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:

- Direct team
- Research Subjects



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ACCOUNTABILITY:

Results are defined by department leadership, division and university strategy, mission and vision; existing practices are used as guidelines to determine specific work methods. Carries out work activities with involvement of PI.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

BA/BS in Psychology or a closely related field.

One year of experience in a psychology research lab conducting human subjects research.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.