

2022 Full-Time Summer Research Coordinator Position
Laboratory for the Adolescent Brain
Supervisor: Kara Kerr, PhD

- Primary duties
 - Recruit parents and adolescents for participation in fMRI studies
 - Posting flyers, attending community outreach events, etc.
 - Maintain participant contacts
 - Phone screens
 - Scheduling and reminders
 - Sending survey links and checking for completion
 - Make payments to participants via ClinCard
 - Communicate with imaging center personnel and lab staff to ensure coverage for all aspects of data collection sessions
 - Run data collection sessions with adolescents and parents, including some evenings and weekends
 - May include collection of biological samples (blood, saliva)
 - Data management and organization
- Secondary duties (some may be optional and/or shared with other lab staff)
 - Download and preprocess imaging data
 - Quality checks on imaging data
 - Transcribe and code audio files from parent-adolescent interactions
 - Programming of experimental stimuli
- Position details
 - 40 hours/week
 - Location: Hardesty Center for Clinical Research and Neuroscience (66th & Riverside Drive, Tulsa, OK)
 - Some work may be completed remotely if possible/desired
 - Start: June 2022 (possibly earlier, based on employee availability)
 - End: mid-August 2022
 - Pay: \$15/hour
 - Employee will be provided with access to a lab cell phone, computing resources, and a workspace at the Hardesty Center

To apply: Email a CV or resume including contact information for at least one reference to kara.kerr@okstate.edu by **April 15, 2022**.