
MIT Job Description

Job Title: Program/Project Coordinator	Position Title: Behavioral Research Lab Coordinator
Reports to: Director, Behavioral Research Lab; Senior Associate Director, Behavioral and Policy Sciences	% Effort or Wkly Hrs: 100%
Department: MIT Sloan School of Management	

Position Overview:

Manage resources and coordinate the running of research studies at the Behavioral Research Lab (BRL) of MIT Sloan School of Management. Serve as a key resource to researchers in the fields of psychology, sociology, cognitive science, organizational behavior, management, and economics. Provide support and guidance in areas such as research participant recruitment, lab policies and procedures, MIT Institutional Review Board regulations, and external research platforms and services. Contribute insight and expertise on the continuous improvement of the lab and of research services at MIT Sloan.

Principal Duties and Responsibilities:

Research Coordination (35%)

- Provide guidance and advice to researchers on general policies and procedures related to the scope and use of the Behavioral Research Lab
- Order, configure, maintain, and provide training on lab equipment, computers, and software; coordinate with Sloan Technology Services as needed
- Advise researchers on online data collection tools, methods, and best practices, such as the use of online panels, crowdsourcing platforms, and web-based research software
- Manage the lab's crowd-sourcing accounts (e.g., Amazon Mechanical Turk) and assist researchers with posting HITS
- Serve as a liaison between researchers and external research firms
- Ensure that all research practices comply with MIT Institutional Review Board regulations
- Oversee the maintenance, usage, and security of the lab space
- Assist with research studies as necessary

Participant Recruitment, Onboarding, and Retention (35%)

- Develop and implement strategies to recruit research participants through various channels, including social media, online and print advertisements, and on-campus electronic displays
- Design and disseminate marketing materials as needed
- Phone screen prospective participants to confirm interest
- Send email blasts to the participant pool regarding currently available studies
- Maintain the lab's participant management platform and troubleshoot technical issues (e.g., resetting passwords, cancelling sign-ups) for participants

Special Projects and Initiatives (20%)

- Maintain the BRL website and devise strategies to improve the lab's online presence

-
- Plan seminars and meetings to facilitate the sharing of research findings, best practices, and helpful resources among behavioral researchers at MIT
 - Cultivate relationships with researchers to understand and evaluate opportunities and needs in the use of technology for behavioral research
 - Manage major and minor upgrades of BRL facilities
 - Compile lab usage statistics, marketing metrics, and benchmark data to support strategic planning
 - Create manuals, tutorials, infographics, and other digital assets to document internal processes and improve external communication
 - Curate content and design of new MIT Sloan website building awareness of behavioral research community

Finance (10%)

- Manage lab expenses and reconcile the BRL account every month
- Prepare annual budget requests for the lab in collaboration with Sloan Finance
- Resolve any financial issues related to the BRL account

Supervision Received:

Reports the Senior Associate Director of Behavioral and Policy Sciences at MIT Sloan and supports the Director of the Behavioral Research Lab

Supervision Exercised:

May supervise student or temporary workers as necessary

Qualifications and Skills:

REQUIRED:

- Bachelor's degree
- Minimum 2 years of administrative and/or project program management

PREFERRED:

- Master's Degree in a relevant field.
- Demonstrated proficiency with computer systems (e.g., Macintosh, Windows) required; familiarity with online survey tools (e.g., Qualtrics) and crowdsourcing platforms (e.g., Amazon Mechanical Turk) desired.
- Experience in digital marketing and web content management desired.
- Excellent communicator who is comfortable interacting in-person, by phone, and in writing with a variety of constituents, including graduate students, faculty and staff members, research participants, and external vendors.
- Self-motivated, detail-oriented, and able to work independently and with teams.

Competencies: Collaborate; Engage; Manage

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.