Research Manager and Academic Assistant
Psychology Department, Swarthmore College

The Psychology Department at Swarthmore College seeks an administrator to begin in August or early September 2018. The responsibilities of this person will fall into two major categories: (1) Act as a Research Manager in matters concerning the oversight and facilitation of student and faculty research throughout the year with emphasis on off-campus populations. (2) Assist the Department Chair primarily in matters concerning facilitating and monitoring student progress in the department including students in special majors such as neuroscience and psychology and education.

For more information about this position, including application instructions, see:

For more information about the Psychology Department, including our research labs, see:
https://www.swarthmore.edu/psychology
https://www.swarthmore.edu/psychology/labs

This position starts as soon as possible, in August or early September 2018. The term of the position will be three years. Each year, the position will be full-time from mid-August through mid-June and half-time from mid-June until mid-August. The successful candidate will have at least a bachelor’s degree. Experience conducting and managing research is highly desirable, as is experience with database management and web-based programming. Experience working in research, clinical, or educational settings with children, parents, and other community members is highly desirable.

Swarthmore College actively seeks and welcomes applications from candidates with exceptional qualifications, particularly those with demonstrable commitments to a more inclusive society and world. Swarthmore College is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Questions about this position? Please contact Jane Gillham, Psychology Department Chair, at jgillha1@swarthmore.edu