The Social Cognitive and Affective Neuroscience (SCAN) Lab at Columbia University (Lab Director: Kevin Ochsner) invites applications for a full-time lab manager/research assistant. Starting date is flexible but ideally would be June/July 2018.

This position will provide experience in all aspects of the research process, which can serve as a foundation for future graduate studies. Primary responsibilities may include: (1) data acquisition using behavioral and brain imaging techniques for projects with both typically developing and clinical populations; (2) management and analysis of behavioral and MRI datasets; (3) subject recruitment and screening; (4) assistance with manuscript and data preparation; (5) attending and presenting research at national conferences; (6) managing the lab and performing administrative functions (e.g. purchasing, IRB protocols, etc.).

Candidates should have a Bachelor's degree in psychology, neuroscience, computer science, cognitive science, engineering, or a related field. The ability to self-organize, manage one’s time, and exhibit proficiency with Word, Excel, Google docs/calendar is necessary, and familiarity with programs such as Eprime, SPSS, R, Matlab, Python, SPM, FSL, and Unix is especially valued but not required and can be learned on the job. In general, strong technical skills are desired, including competence in programming environments, and in particular, experience with behavioral and/or fMRI data acquisition and analysis; coursework or practical application of statistics; experience with IRB documentation; and prior managerial experience, is desired but not required.

The SCAN lab is housed in the Department of Psychology at Columbia University on Manhattan’s Upper West Side, where behavioral studies take place. fMRI data collection will take place in a state of the art imaging facility housed within the newly constructed Zuckerman Mind-Brain-Behavior Institute (Z-MBBI). Z-MBBI is the cornerstone building of a new Columbia Campus being built approximately 7 blocks north of the main Undergraduate/Graduate campus where the Psychology Department is located.
Thank you for your interest in this position. Please send a copy of the application, saved as a pdf titled “Yourlastname_Application” to oehnserscanlab@gmail.com. Please also send your CV, saved as a pdf and titled “Yourlastname_CV”.

1) Please provide the following information:
   a) Telephone:
   b) Email:
   c) Current city of residence:
   d) Undergraduate Institution:
   e) Undergraduate Major:
   f) Cumulative GPA:
   g) Year of graduation or expected graduation:

2) What are your long-term plans / why do you want to work as a lab manager?

3) For how long would you like to hold this job?

4) What experience do you have with empirical research in psychology and/or neuroscience? On what kind of studies did you work? In what ways were you involved in this work (e.g., did you design the experiment, schedule and run participants, analyze data, program the experiment, etc.)?

5) Please comment on your statistical expertise. For example, could you take a data set and conduct analysis of-variance procedures on it? Correlations? Regression?

6) Comment on your programming and software expertise. Do you know any high-level languages, such as Matlab or C++? Could you program a computerized experiment in DirectRT, Presentation, Matlab’s PsychToolbox, or another software package designed for psychology experiments?

7) Do you have experience with neuroimaging analysis software (e.g., SPM, FSL, AFNI, Brain Voyager)? If so, which imaging techniques are you familiar with (e.g., univariate contrasts, MVPA, functional connectivity)?

8) As a lab manager, you would be involved in many different kinds of tasks that vary in the skills that they demand. No one is likely to have all these skills on the first day of the job, which is fine! That’s what learning is for and part of why you may be seeking this kind of position. Here are some descriptions of different tasks, demands, and skills that the job will sometimes require. Rank-order these from those that you are most to least comfortable with.

   • Attention to detail
   • Writing
   • Programming
   • Tolerance for sometimes repetitive work
   • Interacting with other people
   • Managing other people
SCAN Lab Manager Application

• Organizing large quantities of information
• Independence (e.g., the ability to figure something hard out on your own)
• Working against a deadline
• Working on evenings or weekends when needed (e.g. prepping for conferences or if slots for scanning are only available then)

9) Which of the following research topics are you most interested in exploring and why? (pick one or two)
   a) Emotion (e.g., how are our emotions generated? How does past experience influence them?)
   b) Emotion regulation (e.g. how do we regulate your own emotions or help others regulate theirs?)
   c) Person perception (e.g., how do we understand others feelings, thoughts and personalities?)
   d) Working with clinical populations (e.g. to study any of the above in the context of individuals with depression, anxiety, etc.)

10) The lab manager often plays an important role in shaping the “culture” of a lab. What is an example of a lab social event you would enjoy planning?

11) Name an article or book – either in psychology/neuroscience (e.g. an empirical or theoretical paper) – or from popular culture that is about psychology/neuroscience – that you have enjoyed recently. What made it interesting, compelling, inspiring?

12) Please provide at least two references.