

# Georgetown Career Opportunities

## Behavioral Research Manager - McDonough School of Business

📍 Main Campus

Posted 14 Days Ago

Apply

Full time

JR06051

Located in a historic neighborhood in the nation's capital, Georgetown offers rigorous academic programs, a global perspective, exciting ways to take advantage of Washington, D.C., and a commitment to social justice. Our community is a tight knit group of remarkable individuals interested in intellectual inquiry and making a difference in the world.

### Requirements

#### Behavioral Research Manager - McDonough School of Business (MSB)

Located at the intersection of business, government, and international relations, [Georgetown University's McDonough School of Business \(MSB\)](#) develops principled leaders committed to serving both business and society. Through our global perspective, we prepare students to compete in today's international business environment.

As Behavioral Research Manager, the employee facilitates primary data collection in MSB's behavioral lab, at other locations on and off campus (e.g., Leavey Center, Healey Center), and on-line. More than 15 faculty members in the McDonough School of Business rely on the collection of data from behavioral experiments in their research. This position is critically important to support these highly research-productive faculty members.

The Behavioral Research Manager performs administrative tasks to improve the lab's efficiency and visibility and has duties that are not limited to:

- Manages technology to support lab data collection, software for data collection, the lab website, and student lab on-line accounts.
- Recruits and manages team of undergraduate and graduate

### About Us



Georgetown University **is one of the world's leading academic and research institutions**, offering a unique educational experience that prepares the next generation of global citizens to lead and make a difference in the world. We are a vibrant community of exceptional students, faculty, alumni and professionals dedicated to real-world applications of our research, scholarship, faith and service.

Established in 1789, Georgetown **is the nation's oldest Catholic and Jesuit University**. Drawing upon the **450-year-old legacy of Jesuit education**, we provide students with a world-class learning experience focused on educating the whole person through exposure to dif-

research assistants that support data collection.

- Communicates with lab faculty to improve faculty research productivity however possible.
- Interfaces between lab-affiliated faculty and IRB, Tech Services, Georgetown Tax Office on lab-related issues.
- Facilitate primary data collection.
- Oversee and coordinate lab sessions, manage credit participant pool composed of students, manage online recruitment tools for paid participants (e.g. Mechanical Turk, Qualtrics panels), prepare and/or program experiments.
- Investigate new recruitment methods.
- Expand/manage current subject pool.
- Increase lab visibility by creating and updating a lab webpage, schedule research presentations, facilitate interdisciplinary research projects, plan and run lab meetings with faculty.
- Manage paid research recruitment accounts, reconciling funds paid for subject recruitment with faculty research budgets.
- Develop, maintain and monitor protocols and procedures for Institutional Review Board Requirements.

### Qualifications

- A Bachelor's degree (B.A. or B.S.) and one to two years of research experience in an academic setting
- Proficiency in Microsoft Office suite, with a mastery of Excel
- Knowledge of experimental methods and design
- Knowledge of basic social and cognitive psychological theory, and/or decision science
- Statistics coursework or experience
- Experience with Amazon Mechanical Turk
- Demonstrated ability to prioritize tasks received from an array of superiors
- Proficiency with online survey creation tools (including Qualtrics)
- Knowledge of with client-side web programming languages (HTML, R, Javascript, CSS)
- Knowledge of with Structured Query Languages (e.g. MySQL)
- Knowledge of with server-side programming languages (e.g. PHP)
- Knowledge of object-oriented programming languages (e.g. ActionScript, Java, etc.)
- Proficiency with statistical analysis package (e.g. SPSS, R, SAS, MiniTab)
- Knowledge of computer networking technology and software
- Experience with common behavioral research technology (e.g. eye tracking equipment)

ferent faiths, cultures and beliefs. Students are challenged to engage in the world and become men and women in the service of others, especially the most vulnerable and disadvantaged members of the community.

These values are at the core of Georgetown's identity, binding members of the community across diverse backgrounds.

**Current Georgetown Employees:**

If you currently work at Georgetown University, please exit this website and login to GMS ([gms.georgetown.edu](https://gms.georgetown.edu)) using your Net ID and password. Then select the Career worklet on your GMS Home dashboard to view Jobs at Georgetown.

**Submission Guidelines:**

Please note that in order to be considered an applicant for any position at Georgetown University you must submit a cover letter and resume for each position of interest for which you believe you are qualified. These documents are not kept on file for future positions.

**Need Assistance:**

If you are a qualified individual with a disability and need a reasonable accommodation for any part of the application and hiring process, please click [here](#) for more information, or contact the Office of Institutional Diversity, Equity, and Affirmative Action (IDEAA) at 202-687-4798 or [ideaa@georgetown.edu](mailto:ideaa@georgetown.edu).

Need some assistance with the application process? Please call 202-687-2500. For more information about the suite of benefits, professional development and community involvement opportunities that make up Georgetown's commitment to its employees, please visit the Georgetown Works [website](#).

**EEO Statement:**

Georgetown University is an [Equal Opportunity/Affirmative Action Employer](#) fully dedicated to achieving a diverse faculty and staff. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, national origin, age, sex (including pregnancy, gender identity and expression, and sexual orientation), disability status, protected veteran status, or any other characteristic [protected by law](#).

Apply

Follow Us