

Lab manager position in Developmental Psychobiology lab (temporary)

Hours per week: 21

Period: 15 September 2024 till 15 April 2025 (maternity replacement)



Prof.dr. Carolina de Weerth is looking for a highly capable, efficient, and enthusiastic Lab Manager to join her Developmental Psychobiology Lab (DPBLab; web page:

<https://dpblab.org/>) at the Donders Institute for Brain, Cognition and Behaviour in Nijmegen (the Netherlands). This position is a temporary replacement of our current lab manager, who will be on maternity leave. You will be responsible for assisting in the management of the DPBLab, and for working with the Baby Research Centre (BRC) at Radboud University for the recruitment of participants.

We offer:

- a challenging position in the very dynamic and highly collaborative DPBLab, a multidisciplinary group of senior and junior researchers. The DPBLab is characterized by creativity, collegiality, teamwork and a commitment to science and society.
- a function for 21 hours (spread over 3 days) for 7 months starting in September.

Duties of the lab manager may include:

- Assisting in coordinating lab and field research planning
- Agenda management C. de Weerth
- Support in grant proposals (e.g. contacting collaborators, organizing meetings, literature lists) and systematic reviews (e.g. screening papers)
- Creating SOPs, manuals, assisting senior people from the lab
- Maintaining websites, writing blogs and press releases about our activities and research findings
- Keeping track of the track-record of the lab (e.g. publications, presentations at conferences, valorisation and press activities)
- Managing lab's data organization and security, assisting and guiding in data entry
- Administering research collaborations (e.g. data transfer agreements, sending requested data)
- Data management BIBO-study
- Administering finances pertaining to participant fees, lab supplies, lab analyses, reimbursements.
- Overseeing purchasing equipment and supplies
- Arranging contract applications for new employees
- Onboarding of new colleagues
- Recruitment, hiring and managing of student-assistants
- Organizing writing weeks and social activities for our lab
- Administering and strengthening our BRC network of midwives/echocentra
- Participating in BRC management meetings

We expect:

- HBO work and thinking level (psychology or related discipline)
- Excellent social and communication skills
- Organizational and time management skills; attention to detail
- Flexibility and ability to manage a diverse and demanding workload; ability to multi-task
- Good verbal and written Dutch and English is essential
- Comfortable with relevant computer packages (e.g. SPSS, Excel, Limesurvey, etc.)
- A collaborative nature, pleasure in teamwork, and capability of working independently
- An energetic, proactive, and productive attitude
- Interest in scientific research and DPB-lab research activities
- Previous experience of working with parents and/or children, of working in a child research lab, or of running (longitudinal) studies with children, is an advantage

Candidates who only partially meet this profile are nonetheless strongly encouraged to apply.

Salary will be in accordance with the relevant national labor agreement (CAO UMC, scale 7) and based on research experience and qualifications. The location of this position is in Nijmegen, Donders Institute (Trigon building).

For additional information or questions please contact Prof.dr. Carolina de Weerth (Carolina.deWeerth@radboudumc.nl).

To apply: please send a motivation letter and CV to Carolina.deWeerth@radboudumc.nl.

The deadline for applications is 7 July 23:59 CET. Selected applicants will be invited to an interview that will take place on 16 July. A second selection round is possible.