

Research Staff Assistant
Center for Decision Sciences, Columbia Business School

The Center for Decision Sciences (CDS), is seeking a full-time research staff assistant to begin in May 2021. CDS is an interdisciplinary center that facilitates research and understanding on consumer behavior, the implications of decision making on public policy, and the decision neuroscience foundation of judgment and decision making.

THIS IS A FULL-TIME RESEARCH ASSISTANT POSITION (35H A WEEK). Please see below for a description of the job and required application materials. Please send all application materials to Nathaniel Posner at nathaniel@decisionsciences.columbia.edu.

Reporting to the Principal Investigator Professor Eric Johnson, the Research Staff Assistant will have the following responsibilities:

- (1) Design web-based surveys including programming, developing, testing and implementing of online studies
- (2) Collecting, cleaning, coding, and analyzing data, as well as writing up results
- (3) Perform literature reviews and compile citations
- (4) Maintain online participant database
- (5) Maintain communication with the IRB, submit modifications, renewals, etc.
- (6) Assist with Grant proposals and proofreading
- (7) Other administrative tasks as assigned (i.e. participant payments and reimbursements)
- (8) Update and maintain CDS website
- (9) Recruiting and scheduling participants

Requirements:

APPLICANTS MUST ATTACH A RESUME LISTING EDUCATIONAL ACCOMPLISHMENTS, COURSEWORK, AND WORK EXPERIENCE AS WELL AS CONTACT INFORMATION FOR 3 ACADEMIC AND/OR WORK REFERENCES

Degree (B.A. or B.S.) in Psychology or other related field (i.e. Economics, Neuroscience, etc.) and experience in experimental behavioral research.

Strong computer skills preferred, including R or other statistical package, and MS Office (Word, Excel, Power Point). Knowledge of online databases: JSTOR, PsycInfo, PsycArticles, EBSCO, Web of Science, and presentation skills are helpful.