RESEARCH COORDINATOR POSITION
Cognitive and Language Development Laboratory

The Cognitive and Language Development Lab at Concordia University seeks a full-time Research Coordinator. The anticipated start date of this position is **June 14th, 2021** (start date is flexible). The appointment is funded for one year, with the possibility of reappointment on an annual basis. Priority will be given to applicants who can make a two-year commitment. A two-week training period will be provided.

The lab is directed by Dr. Diane Poulin-Dubois and its members consisting of both graduate as well as undergraduate students. More about the lab can be found here: [www.cldlab.com](http://www.cldlab.com)

The Research Coordinator will aid in carrying out funded research projects on the development of early cognitive and language skills. Managing the lab includes diverse responsibilities, including scheduling and supervising other researchers and research assistants; recruiting participants; data collection, coding, and preparation for analyses; maintaining computers and data collection equipment. Hourly wage falls within the Concordia Association of Research Employees (CARE) agreement scale; exact amount to be discussed with Principal Investigator based on qualifications and experience.

We are seeking applicants with the following qualifications:

- A Bachelor’s degree in Psychology or a related field;
- One or more years of significant experience in a research laboratory;
- English-French Bilingual (essential);
- Good computer skills (e.g., proficiency with Word and Excel are essential; proficiency with one or more other packages (e.g., SPSS, E-Prime, R, etc.) is desirable);
- Experience and comfort working with digital audio files, pictures and movies, as well as interfaces between software and hardware for creating and displaying such stimuli;
- Experience working with infants and/or children and their parents.

The following qualities are also essential to the position:

- Excellent leadership, communication, and interpersonal skills;
- Attention to detail;
- Ability to meet deadlines and balance multiple tasks and projects;
- Willingness to learn new skills and acquire new responsibilities;
- Self-motivation;
- The ability to work independently as well as collaboratively.

To apply, please send the following documents to Seleste Beaulieu at cldlab@concordia.ca:
(1) CV or resume, (2) cover letter detailing interests, relevant experience, and future educational or career goals.

*Concordia University’ Employee Equity statement:*
*The University is committed to employment equity and to act upon the problem of underrepresentation of women, Aboriginal peoples, racialized people and persons with disabilities. The University is also committed to a working environment which is free of systemic discrimination and in which the values of equity, non-discrimination and diversity are fostered and promoted. The parties agree to support the principle of employment equity and the University’s Employment Equity Programs, as per Employee Equity policy HR-8.*