**Job Title:** Lab Coordinator  
**Job Category:** Admin  
**Location:** Homewood, Ames 150  
**Type:** Part-Time  
**Compensation:** $18.00 per hour  
**Hours:** Up to 19.99 hours per week  

**Applications Reviewed By:** Josh Langfus – Lab Manager  
**DUE ASAP:** Candidates interviewed until position filled  

**EMAIL:**  
Josh Langfus – langfus@jhu.edu  
Subject Line: Lab Coordinator Position

**IN PERSON:**  
Josh Langfus  
The Vision & Cognition Lab  
Ames 150

---

### ABOUT THE LAB

The Vision & Cognition Lab is a cognitive psychology research lab located in Ames Hall on the JHU Homewood campus. The Principle Investigator, Dr. Justin Halberda, is interested in the limits of visual attention and visual working memory, the psychophysics of numerical estimation, and the interfaces between vision and language. Some projects involve collaborations with researchers across divisions of the university as well as outside of Hopkins. Current personnel include one post-doc, two graduate students, and ten undergraduate research assistants.

### ABOUT THE POSITION

The role of the lab coordinator is to work closely with researchers in the lab to support ongoing projects. On an administrative level, this means completing all necessary tasks to keep the lab up and running – e.g., paying bills, scheduling meetings, and interfacing with the department’s professional administrative staff. On a research level, the lab coordinator may contribute to projects according to their skills and interests – e.g., managing teams of student programmers, helping to design studies, and data analysis. A critical component of the position is working closely with the lab’s PI to flexibly assess the lab’s needs and implement creative solutions. A high initial degree of familiarity with computers and computer programming is ideal, with the expectation of intense on-the-job learning. Success in the position will lead to a positive letter of recommendation for graduate school or future employment and skill development.

### ROLE AND RESPONSIBILITIES

- **Administrative**
  - Managing lab finances: e.g., paying bills, submitting reimbursements, purchasing supplies
  - Maintaining the lab website and wiki pages
  - Recruit/hire/mentor undergraduate research assistants and paid programmers
  - Update and maintain lab computers
  - Coordinate intra- and inter-lab meetings
  - Manage study data and consent forms
- **Research**
  - Data analysis and project design to the extent that interests and time allow

### QUALIFICATIONS

- High degree of personal organization and communication skills
- Able to learn new skills quickly and independently
- Ready to lead a team to complete a project
- Proficiency in at least one of: R, Python, Java, or MATLAB
- Basic familiarity with website creation and maintenance
- Eligible to work legally in the US

### PREFERRED SKILLS

- Proficiency in additional programming languages

### REPORTING

- Direct supervisor: Dr. Justin Halberda (PI)