



## **Postdoctoral Research Coordinator**

**Children and Screens: Institute of Digital Media and Child Development**

**Location: Long Island, New York**

Children and Screens: Institute of Digital Media and Child Development advances interdisciplinary research, supports human capital in the field, informs and educates the public, and advocates for sound public policy for child health and wellness.

Children and Screens seeks an experienced, self-motivated and highly organized individual to join our staff as a Postdoctoral Research Coordinator. Reporting directly to the President, this position is a dynamic opportunity for a motivated professional to support Children and Screens' mission to promote an evidence-based national dialogue and rigorous, objective research on the impact of digital media on children and adolescents.

The Postdoctoral Research Coordinator is accountable for the execution of Institute projects of varying size and complexity involving interdisciplinary dialogue, research, and public information within the field of media's impact on child development. The scope bridges the medical, neuroscientific, social science, education and academic communities. In addition to carrying out important project tasks, the Postdoctoral Research Coordinator works with team members (Institute staff and interns) to ensure that every aspect of a project is being addressed and managed efficiently in accordance with the project objectives set and communicated by the President of Children and Screens.

### **RESPONSIBILITIES INCLUDE:**

- Coordinating projects of different sizes (small/medium/large) through all project phases, including coordinating scientific research workgroups
- Collaborating with team members to ensure all pieces of the project adhere to the defined project objectives
- Interfacing with various project stakeholders (clinicians, researchers, public health experts, etc.) and project sponsors on work progress
- Researching scientific, medical, and educational literature relevant to Institute project materials and resources
- Developing public information materials communicating project objectives
- Ensuring that project meetings are scheduled, timely, and goal-oriented, with outputs documented, and keeping the projects moving on a day-to-day basis
- Maintaining and monitoring project schedules, materials, information, and resources
- Mentoring Research and/or Communications interns and guiding intern activities and responsibilities



### **CANDIDATE REQUIREMENTS:**

The ideal candidate will possess the following qualifications:

- B.S. / B.A. in Neuroscience, Biology, Psychology, or other related scientific fields required
- Doctoral degree in any of the fields listed above or related field
- Must be able to prioritize and multitask
- Possesses a strong attention to detail and is highly organized
- Must be able to work with a team and independently
- Excellent verbal and written communication skills
- Ability to adapt and desire to continuously learn new skills
- Proficiency with Microsoft Word, Excel, and Powerpoint; Google Suite; Mac OS
- Experience with WordPress is preferred

### **APPLICATION PROCEDURE:**

Applications will be considered on a rolling basis until the position is filled. To be considered, applicants must be authorized to work in the United States. To apply, applicants must email the following to [jobs@childrenandscreens.com](mailto:jobs@childrenandscreens.com):

- A cover letter highlighting your educational experience and skills, along with an explanation of how this position will contribute to your professional goals;
- A resume, transcript and contact information for two academic or professional references. Unofficial transcripts and letters of recommendation rather than references are acceptable.

Children and Screens: Institute of Digital Media and Child Development is an equal opportunity employer and welcomes candidates from diverse backgrounds.