

foundry10

Research Coordinator

Foundry10 is looking for an enthusiastic research coordinator with a variety of interests and skills, to support multiple ongoing research projects with logistics and data management. The ideal candidate will have meticulous data management skills and strong judgment when working with research participants.

Foundry10 is an educational research organization located in the Wallingford neighborhood in Seattle. We are a dynamic organization with a variety of programs and partnerships designed to serve students in pursuing their passions and expand the concept of learning. We conduct research across a broad range of areas, including artistic design, automotive, drama, dance, virtual reality, professional development, and more. Foundry10 offers competitive salaries, benefits, and vacation time.

Responsibilities

- Data entry, cleaning and management (from paper files to digital format, help with categorizing messy data, combining columns, etc., in spreadsheets and systems, manipulating columns with formulas in Excel or statistical software)
- Provide support to research teams on a variety of tasks as needed
- Recruit, schedule, and run participants, explain and obtain informed consent
- Set up computers and equipment for research projects, maintain and problem-solve equipment for research projects

Qualifications/Skills

- At least 2 semesters or 1 year experience with data management and running participants.
- Organizational skills to manage and track several components of multiple research projects
- Experience collecting data from participants, familiarity with confidentiality and data security practices
- Experience with ethical research practices, IRB proposals and informed consent protocols
- Data management skills using Excel or other software
- Experience with Microsoft Suite and Google Suite
- Strong attention to detail
- Ability to work self-sufficiently and identify areas where processes could be improved
- Excellent communication skills, both written and verbal
- Experience with observational coding, either live or from videos, is a plus

If you would like to be a part of a growing, innovative company, submit your cover letter and resume to jobs@foundry10.org.

www.foundry10.org
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