

**Developmental Sciences Manager**  
Developmental Mechanisms Program, Department of Medical Social Sciences,  
Feinberg School of Medicine, Northwestern University

The Developmental Mechanisms (DevMech) Program is looking to hire a **Developmental Sciences Manager** to work across multiple studies directed by developmental/clinical psychologist, Laurie Wakschlag, PhD and developmental cognitive neuroscientist, Elizabeth Norton, PhD. The DevMech program conducts research at the intersection of developmental and clinical science, spanning the prenatal period through early childhood. DevMech's research aims to characterize early developmental patterns marking emergent mental health and other neurodevelopmental risks, as well as prenatal influences on these pathways, and application to prevention. Multiple developmentally sensitive methods are used (including EEG/ERP, MRI, and eye tracking), as well as behavioral and family assessments and assessments of the social ecology, with emphasis on risk and resilience.

**Developmental Sciences Manager**

The Developmental Sciences Manager will provide leadership on the planning, design, and implementation of research procedures across multiple studies. Responsibilities will include oversight of developmental assessments of infants, young children, and families; recruitment and retention efforts; developing systems for training staff in assessments and engaging with families; and monitoring assessment fidelity and reliability of video-coded observational data. The manager will support the program as a whole, with strong focus on managing scientific aspects of the new national HEALthy Brain & Child Development Study (HBCD). The manager will create and implement clear, comprehensive study procedures for assessments and other study activities. Assessment coordinators, research assistants, and participant navigators will report to this position. The manager will also engage in ongoing relationships with community partners, including government offices, social service agencies, and other study stakeholders. The manager will support recruitment and retention efforts by developing recruitment materials and instituting creative ways to support family engagement and retention, including referrals to services in the community. This individual will also assist with the creation of child development reports and other information for study families. The manager will work with the Data Scientist to ensure that data systems and day-to-day study operations and assessments are closely aligned. The manager will collaborate with the scientific team in writing progress reports, grant submissions, manuscripts, and other scientific products.

The ideal candidate will have training and expertise in prenatal/early childhood research with diverse and/or marginalized populations. We are looking for a team player who is proactive, shows a high level of initiative, has excellent attention to detail, and has the ability to work flexibly. The individual will be a member of a multi-disciplinary team and should be comfortable communicating with people from a variety of backgrounds, including investigators, research staff, and diverse child and parent participants. The position requires a bachelor's degree (preferred master's degree in human development, psychology, social work, or related field), experience with developmental assessments of infants and young children, and at least 2 years of project coordination or management experience.

**Setting & Programmatic Focus**

This position is an outstanding opportunity for individuals interested in supporting and engaging in research with young children and families and getting an in-depth understanding of state-of-the-art methods for developmental and family assessment. This individual will also participate in career development forums and opportunities of the DevMech Program and interact closely with a diverse group of scientists including scholars in clinical psychology, social work, neuroscience, developmental science, biostatistics and physician-scientists.

**To formally apply for this position, please fill out an application through the Northwestern University Career website through the following link.**

- Developmental Sciences Manager – [Job ID 43065](#)

**Applicants are also requested to send the following documents to Dr. Renee Edwards (renee.edwards@northwestern.edu):**

- a cover letter describing qualifications, interest in the position, and career goals
- a resume
- contact information for three references (to be contacted for finalists)

**Commitment to diversity, equity, inclusion, and belonging**

MSS is strongly committed to diversity and equity is critical to the mission of advancing excellence in academic programs, world-class research, and health programs. As our healthcare and academic institutions serve increasingly diverse constituencies, it is vital to understand the ways in which differences in gender, class, race, ethnicity, religious affiliation, and other identities can both divide us and offer us better ways of thinking and working. Applications are encouraged from diverse applicants and the Department is committed to supporting staff to work in an increasingly diverse society by promoting equity and justice for all individuals, actively working to eliminate barriers and obstacles created by institutional discrimination. Engagement in discrimination or harassment against any person because of race, color, sex, religion, national origin, ancestry, age, marital status, military service, disability, sexual orientation, and gender identity or expression will not be tolerated. MSS has a central objective to advance the health and wellbeing of diverse populations. The importance of respecting and valuing this aspect of diversity permeates interactions and activities with faculty, trainees, and staff. Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.