

## Research Assistant at the Laureate Institute for Brain Research

Located in Tulsa, Oklahoma

### Position Overview

The [Khalsa lab](#) at the Laureate Institute for Brain Research (LIBR) is seeking a motivated clinical research assistant to join our multidisciplinary team. The Khalsa lab investigates the role of interoception in mental and physical health. Our current study, supported by NIMH funding, is a clinical trial focused on understanding the role of gastrointestinal interoception in predicting treatment outcomes in inpatient individuals with anorexia nervosa. We are seeking a Research Assistant who will work closely with the lab's director, Sahib Khalsa MD, PhD, and a team of physicians, psychotherapists, dieticians, and nurses from the Laureate Eating Disorders Program, which is co-located in the same building as LIBR. Job duties include overseeing participant recruitment and enrollment, conducting structured clinical interview questionnaires, collecting and analyzing psychophysiological and electroencephalographic (EEG) data, data management using the REDCap electronic data capture software, and more. The Research Assistant will support the lab director in maintaining high ethical standards, ensuring regulatory compliance, safeguarding confidential information, and practicing open-science reporting.

The Research Assistant will gain valuable experience and knowledge by participating in every aspect of the research process, from designing and piloting new studies to analyzing and interpreting results. They will collaborate with other Investigators and Research Assistants at LIBR through team research meetings, training sessions, and attending presentations led by LIBR staff. They will have the opportunity to submit abstracts to and present at national or local conferences. This position is ideal for someone interested in attending graduate or medical school.

In summary, we are seeking a Research Assistant with excellent communication, interpersonal, teamwork, and organizational skills. Our ideal candidate will have previous experience in collecting human participant data in undergraduate research and/or clinical environments. We encourage applicants from a range of backgrounds to apply. A Bachelor's or Master's degree and the ability to work in-person are prerequisites for this position.

For details on the lab and the institute, see: <https://www.laureateinstitute.org/sahib-khalsa.html>.

### Job Duties

- Oversee recruitment and enrollment flow through REDCap
- Present weekly reports to update the lab director regarding enrollment numbers and recruitment progress
- Uphold IRB protocols, submit amendments as needed, and provide reports when applicable
- Perform informed consents and address participants' questions as they arise

- Communicate with Laureate Eating Disorder Program team members (physicians, psychotherapists, dieticians, nurses) to coordinate participant enrollment, scheduling, and relay study updates.
- Perform interviews to support assessments of medical and psychiatric history
- Screen participants for exclusion/inclusion criteria and administer self-report measures in REDCap
- Maintain detailed records of participant interactions in preparation for audits
- Schedule meetings with PI and team members, take detailed notes, complete tasks as necessary
- Perform electroencephalogram (EEG) measurements using Brainvision hardware/software, as well as psychophysiological measurements (electrocardiogram (ECG), electrodermal (EDA), electrogastrogram (EGG)) data using Biopac hardware/software
- Verify data are saved and securely stored
- Prepare physiological and survey data for public database uploads (NIMH Data Archive)
- Assist/perform data pre-processing and analyses using available tools (R, MATLAB, Excel), generate visualization of data, and conduct literature searches as needed

#### **Position Requirements**

- This position is a full-time, on-site position at the Laureate Institute for Brain Research and will require relocation to Tulsa, Oklahoma.
- A two-year commitment
- This position may require occasional work during evenings and weekends.

#### **Required Qualifications**

- Bachelor's degree in psychology, neuroscience, biology, social work or related discipline by the start date
- Previous experience as a research assistant, technician, and/or intern in a research laboratory

#### **Preferred Qualifications**

- Previous experience working with medical and/or mental health populations
- Previous experience as a research assistant or in lab management/administration
- Proficiency in recruiting, screening, and testing participants for research studies
- Previous knowledge of statistical software such as R, MATLAB, and SPSS
- Experience collecting survey data in REDCap

#### **Applicant Instructions**

Your application should consist of:

1. Resume or CV
2. Cover Letter expressing interest in and suitability for the role
3. 3 references from academic/professional mentors

**Review of applications will begin immediately and will continue until a qualified pool of applicants are identified. Please email your application materials to:**

Dr. Sahib Khalsa

[skhalsa@laureateinstitute.org](mailto:skhalsa@laureateinstitute.org)