

Project Coordinator/Management

- Specific Responsibilities Include:
 - Coordinating all aspects of ABASI management including organizing and assigning research interns and consultants to sites, and ensuring efficiency with appointments and scheduling between staff and clients.
 - Ensuring BACB standards are met for supervision hours of and types of supervision
 - Coordinating between ABASI and approved practicum programs
 - Organizing and filing paperwork for all research projects and consulting contracts
- The project coordinator/manager position is paid.

Position Requirements:

- Experience implementing ABASI procedures by participation in a prior research study using an ABASI technology
- Excellent people skills and problem solving ability
- Excellent communication skills and ability to take on multiple tasks at once
- In depth knowledge of practicum requirements and BACB guidelines of supervision.
- Ability to manage others, and accept and apply feedback for his/her own performance.