2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: PSYC3 – Lab Coordinator

DEPARTMENT NAME: PSYC

CONTACT NAME: Dr. Colette Smart

JOB DESCRIPTION:

A Lab Coordinator is sought for SMARTLab, a busy and thriving research lab with a large number of undergraduate and graduate students. The Lab Coordinator will be responsible for general administrative duties, such as scheduling lab meetings, taking minutes, and ordering supplies. We will also have new research studies launching this year, and the coordinator will be responsible for conducting literature reviews, preparing ethics proposals, recruiting and scheduling participants, and supervising junior research assistants working on these studies.

QUALIFICATIONS:

Prior experience working in a lab as a research assistant and familiarity with the workings of a lab. Some prior supervisory experience preferred. Excellent attention to detail. Proficiency with MS Office (i.e., Word, Excel, PowerPoint) as well as Google Calendar. Excellent interpersonal and communication skills essential. An interest in the research conducted within our lab (see http://web.uvic.ca/~smartlab for more info).

JOB LOCATION ON-CAMPUS: Virtual during physical distancing restrictions; if/when restrictions lift, Cornett Building Room A137

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: N/A

HOURS AVAILABLE: 100

HOW TO APPLY: Send cover letter and resume to Dr. Smart by email at smartlab@uvic.ca

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php