

## Student Job Description

Department: Psychology and Neuroscience Location: Bailey Hall

Supervisor's Name: Christine Mennillo

Please indicate hours/shifts available: Mondays - Fridays, day time - office work  
Mondays - Fridays, evenings - computer lab work  
Sunday evenings - computer lab work

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Office Assistant

Duties and Responsibilities:

- Photocopying
- Run errands as needed
- Mail distribution
- Assist with set up for speakers and labs
- Additional office tasks as assigned by the supervisor

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Purpose/Role of the Position(s) within the Department: Computer Lab Assistant

Duties and Responsibilities:

- Supervise the Psychology and Neuroscience computer labs
  - Help students who may have questions with SPSS software
  - Shifts vary: Sundays - Thursdays, late afternoon and early evening
- Ensure labs are locked and computers are logged off at the end of the day

Qualifications for the Position:

Prefer declared Psychology or Neuroscience majors who have completed PSY 200 (Stats) and PSY 300 (Research Methods)

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Purpose/Role of the Position(s) within the Department: Research Assistant

Duties and Responsibilities:

Assist Psychology and Neuroscience professors with research projects. Tasks will most likely be similar to those of the Office Assistant