Beloit College
Student Employment Job Description

**Position Title**: Psychology Research Assistant

**Hourly Rate**: $7.50

**Department**: Psychology

**Supervisor**: Psychology Faculty

**Work Location**: varies, primarily Science Center

**Account Number**: 01-11136-00000-00000-xxxxx

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Do multiple individuals hold this position at one time?  

Yes  ☒  No  

**Number of positions available**: 3

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**Work Schedule**

A student in this position can expect to work   hours per day, **up to 5** hours per week.

The student will work  ☐ Monday thru Friday  ☐ Saturday  ☐ Sunday  ☒ any day of the week.

Hours are available during the following times of the day: **flexible**.

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**Department/Position Overview**

Research assistants are hired by individual faculty members to support specific projects. RAs are responsible for assisting the faculty member with all aspects of a research project -- literature review, design, data collection, data entry and analysis, and manuscript/poster creation. Selection of research assistants is based on prior course work, schedule compatibility, and potential as a researcher. Appointments are typically for one semester, but can be renewed. Students may instead earn academic credit (1/2 unit) for this position.

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**Description of Duties and Tasks**

☐ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☐ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☐ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

☒ Maintain the confidentiality of research information
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **PSYC 150, 200, relevant cluster course or permission of faculty member.**