WESTMONT COLLEGE

Lab Coordinator – Full-time, Salaried, 10 months
Psychology Department

Position Summary: Responsible for teaching and providing instructional and technical support for faculty members in the Psychology Department's laboratory courses.

Qualifications:
- Understands the mission of Westmont as a liberal arts college in the evangelical Christian tradition.
- Masters in psychology required and at least 2 years of laboratory course experience in such courses as cognition, learning, sensation and perception, behavioral neuroscience, and neuropsychology.
- Proficient with PC and Macintosh OSs.
- Familiar with SPSS; ability to learn to use psychology-related software (e.g., MATLAB, MED-PC IV).
- Excellent proficiency with MS Office.
- Excellent written and verbal communication skills.
- Desire and ability to serve the needs of others while maintaining focus on details and deadlines.
- Must have ability to multi-task with accuracy and reliability, plan, organize, and complete assignments without the need for close supervision.
- Must be able to establish and maintain cordial relationships with staff, faculty, students, and the community.
- Required: dependability; flexibility and willingness to learn new procedures and programs; ability to work independently and be proactive; tact; objectivity and the ability to make sound judgments; and a highly developed sense of discretion and confidentiality.

Responsibilities:
- Teach laboratories and supervise students’ laboratory work including:
  - Teach and guide, and assess students in:
    ▪ the development of appropriate research procedures and designs including evaluation of the ethical considerations and appropriate resolution of ethical dilemmas
    ▪ formatting conventions for APA style reports and papers using MSWord
    ▪ data entry, transformation and calculations, and graphing using Excel
    ▪ carrying out laboratory procedures rigorously and precisely so reliable data are collected
    ▪ developing efficient searching techniques for use with on-line data bases (e.g., PsycINFO)
    ▪ choosing the correct statistical analysis
    ▪ running an SPSS statistical analysis, and reading and interpreting the results
  - Teach the theoretical foundations of and psychological principles involved in laboratory studies
- Set up and run computer programs that present laboratory exercises (e.g., ADI Chart/Scope, MED-PCIV, MATLAB)
- Set up equipment and supplies for laboratory exercises before class
- Answer students' questions accurately and effectively
- Troubleshoot and solve problems efficiently and successfully in many domains (e.g., assignments, computer programs, hardware and other equipment)
- Prepare tasks, stimuli and procedures for new laboratory exercises using appropriate equipment, computer programs and programming skills (i.e., MED-PCIV, MATLAB)
- Document laboratory procedures and discussion of psychology principles involved in new exercises

- Laboratory management including:
  - Scheduling, and maintenance of all psychology laboratory spaces
  - Supervision of purchase and daily care of animals
  - Maintenance, troubleshooting, and minor repair of electrical and other equipment,
  - Inventory, purchase, and reorder laboratory supplies and equipment

- Maintain and coordinate use of psychology's subject pool data base and web site
  - Train researchers to use the data base and web site effectively and appropriately
  - Enter research studies for General Psychology students' participation and record their participation accurately and promptly
  - Communicate with student participants, faculty instructors, and researchers as needed

- Other duties as needed, including supervision of student graders and participating in the department's programming.

- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with colleagues, faculty, students, and visitors by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

**Reports to:** Department Chair