

WESTMONT COLLEGE

Laboratory Coordinator (40 hours/week, 10 months/year) **Psychology Department**

Position Summary: Provides instructional and technical support for faculty in all laboratory courses, maintaining laboratory facilities and equipment, and overseeing subject pool and research participation.

Qualifications: Bachelor's degree in Psychology required, Master's degree preferred, as well as laboratory course experience including experimental psychology, cognition, learning, sensation and perception, behavioral neuroscience, and neuropsychology. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement, and adherence to its behavioral expectations required. Required technical proficiency include PC and Macintosh, Office Suite including Excel and Word, familiarity with SPSS, and ability to learn to use psychological and neuroscience-related software (e.g., MATLAB, MED-PC IV, and PRISM). Also requires excellent written and verbal communication skills; ability to serve the needs of others and maintain cordial relationships with staff, faculty, and students; ability to multi-task with accuracy and reliability; ability to work independently and complete assignments; excellent problem-solving skills; dependability; flexibility and willingness to learn new procedures and programs; objectivity and the ability to make sound judgments; and a highly developed sense of discretion and confidentiality.

Responsibilities:

General responsibilities:

- Oversee the extensive use of the laboratory facilities and resources by faculty and students to conduct individual and group research projects.
- Direct the subject pool for General Psychology and student research projects. This task involves subject participation in research for students in General Psychology (PSY 001).
- Maintain laboratory and research-related equipment, computers and software, the vivarium and washing facility, and inventory for the department.
- Facilitate extracurricular professional activities for majors (e.g., training and advising events).

Teaching and supervision of laboratory work:

- Instruct, guide, and assess students in development of appropriate research procedures and designs such as:
 - 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 research 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
- Assist in the teaching of the theoretical foundations of and psychological principles involved in laboratory studies.
- Set up and run computer programs that present laboratory exercises (e.g. Inquisit, Qualtrics, BIOPAC, MED-PCV, MATLAB, PRISM). Grade laboratory reports and papers. Check and set up equipment and supplies in lab prior to laboratory exercises
- Answer students' questions accurately and effectively, and troubleshoot problems successfully in many domains (e.g., assignments, departmental/lab procedures, computer programs, hardware and other equipment).
- Prepare tasks, stimuli and procedures for new exercises using appropriate equipment, programs and programming skills (i.e., Inquisit, Qualtrics, MED-PCV, MATLAB, PRISM, BIOPAC).

- Document laboratory procedures and discussion of psychology and neuroscience principles involved in new exercises.

Laboratory management:

- Schedule and maintain of psychology department laboratory spaces. Supervise the purchase and daily care of animals.
- Maintain and troubleshoot electrical and other equipment, and complete minor repairs as needed.
- Inventory, purchase, and reorder laboratory supplies and equipment.
- Maintain and coordinate use of psychology's subject pool data base and website
 - Train General Psychology students and researchers to effectively and appropriately use the data base and website
 - Enter research studies for General Psychology students' participation and accurately and promptly record their participation
 - Communicate with student participants, faculty instructors, and researchers as needed
- Other duties as assigned, including supervision of student teaching assistants and participation in departmental activities.
- 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: Psychology Department Chair

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