

Position: Paid Research Assistant (LHT)

The Sidanius Intergroup Relations Lab at Harvard University is looking for a Part time Research Assistant/Lab Manager to work 14 hours per week. The position would start in summer 2019. This position has a flexible schedule and work can be done somewhat remotely. However, the candidate must be available on Tuesdays from 1:30-3:30 pm for the weekly lab meeting and individuals must be able to commit to working both the fall 2019 and spring 2020 semester. The Research Assistant would also be expected to check their email twice daily during the week for any emails on lab updates and be expected to respond to these emails in a timely manner.

Responsibilities:

- Completing and submitting expense reports on lab spending.
- Scheduling and other organizational tasks.
- Answering emails from members of the lab.
- Assisting with the Research Assistant lab meeting (separate from the general lab meeting) and performing tasks surrounding Dr. Sidanius' seminar for Research Assistants who are part of the lab for course credit. This could include sending out weekly reminder emails, updating the syllabus and rubrics for each semester, leading twice monthly journal article discussions, and keeping track of and grading homework.
- Updating the lab website.
- Overseeing online studies on Amazon's Mechanical Turk.
- Editing manuscripts.
- Other tasks as assigned such as completing paperwork as needed.

Qualifications:

- Currently enrolled in a university or holds a Bachelor's degree in psychology or a related field.
- At least two years of experience in a research setting.
- Must be organized, able to work independently, and conscientious about responsibilities given.
- Must be available to attend a few training sessions with current Lab Manager during the spring 2019 semester. These sessions would be scheduled based on candidate's availability.

Open until filled

To apply: Please submit your CV (including a one page Cover Letter) and one letter of recommendation to Angelina Iannazzi at angelina_iannazzi@g.harvard.edu ("lowercase-L"-annazzi) by March 1, 2019 in order to be considered for the position.