

Social Neuroscience and Psychopathology Lab: Lab Administration

The Social Neuroscience and Psychopathology Lab at Harvard University (<http://www.wjh.harvard.edu/~chooker/index.html>) is seeking 1 work study student for lab administration and overall research assistance in the area of Clinical Science. The lab is located in William James Hall (33 Kirkland Street). We are looking for someone who can help with administrative tasks. These include bookkeeping, data management, literature searches/finding articles, subject payment and reconciliation, interfacing with the business office, ordering supplies, and software management. This lab administrator will collaborate with Dr. Christine Hooker (PI) and the graduate students (Sarah Hope Lincoln, David Dodell-Feder, Steven Felix, Cora Mukerji, and Erik Nook) running behavioral and fMRI studies. Successful candidates will be expected to take initiative and work well both independently and on a team. Many of our projects are time-sensitive, so the ability to prioritize tasks is a critical skill. We do not require that an individual have a background in psychology or neuroscience for this position. A one-year commitment is required (i.e. through the academic year 2014-2015) and a longer duration would be ideal. Hourly commitment is 5-15 hours per week depending on availability.

Study populations that the assistant may be interfacing with include: schizophrenia, clinical and genetic high risk for schizophrenia spectrum disorders, autism spectrum disorder, adults, adolescents, and children. This position offers valuable experience in lab management and exposure to clinical research.

Interested students should send a letter of interest and a resume/CV to Cora Mukerji at coramukerji@fas.harvard.edu

Qualifications:

Attention to detail

Ability to work with diverse groups of individuals

Strong organizational skills