

The Behavioral Lab (BeLab) at Harvard Business School is hiring a team of laboratory assistants to assist in lab operations, data collection, and subject pool recruitment. This position is open to undergraduates at a pay rate of \$15/hour for approximately 5-10 hours per week. If interested in the lab assistant position, please send your resume to [BeLab@hbs.edu](mailto:BeLab@hbs.edu)

**Responsibilities include:**

Completing an online training and certification in research ethics and compliance; Piloting, preparing, and running laboratory and virtual/online sessions with the HBS subject pool and in the HBS behavioral research laboratory (the BeLab), as well as other campus or local locations, including:

- Preparing materials in advance, including participant lists and blank receipts;
- Setting up and ensuring participant work stations are prepared;
- Checking participants in as they arrive, seating them at work stations;
- Delivering scripted instructions to participants;
- Monitoring participants during sessions and answering questions;
- Checking participants out at conclusion of session, paying them, gathering signed receipts;
- Entering participant attendance in online system.

Balancing session receipts and payments and preparing financial paperwork.

Recruiting activities for HBS subject pool:

- Placing posters on area campuses and locations, including Harvard Square, Harvard University, MIT, BU;
- Monitoring online advertisements (e.g., Craigslist, Facebook, campus job boards);
- Other recruiting activities as needed.

Tracking participants using an online laboratory management system, and communicating with participants by email:

- Auditing new account creation;
- Sending online invitations for upcoming laboratory sessions;
- Monitoring departmental inbox and responding to participant emails.

As needed, working on behavioral research projects such as building Qualtrics surveys and coding qualitative or video data.

**The ideal candidates will be:**

- Reliable with cash and punctual, as laboratory sessions are scheduled in advance, and participants are paid even if a session cannot be administered;
- Comfortable interacting with research participants in a professional manner that is consistent with best laboratory practices;
- Detail-oriented;
- Good team players who work well with HBS staff and research teams;

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- Good written and verbal communicators who are at ease using Windows, Microsoft Office (especially Excel), and online applications.

Questions? Ready to submit your resume? Please contact us at [BeLab@hbs.edu](mailto:BeLab@hbs.edu) !