

The Behavioral Lab (BeLab) at the Harvard Business School is hiring a team of laboratory assistants to assist in lab operations, data collection, and subject pool recruitment.

Responsibilities include:

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

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.

Qualifications

- 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 player who work well with HBS staff and research teams

- Good written and verbal communicators who are at ease using Windows, Microsoft Office (especially Excel), and online applications.
- \*All lab assistants must complete an online training and certification in research ethics and compliance

## Contact Information

Christopher Nave  
Director, Behavioral Research Services  
Harvard Business School  
[cnave@hbs.edu](mailto:cnave@hbs.edu)

Number of Hours: 5-10

Hourly Rate: 16

Job Start Date: January, 2024

Location: BeLab, 2 Arrow St, Cambridge, Massachusetts