

# Psychology Lab Assistant Job Description

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- Scheduling – Schedule research participant appointments using online systems and coordinate room reservations
- Recruiting – Assist with recruiting efforts by posting flyers, emails, social media, and presentations
- Prescreening – Conduct phone interviews with potential participants to assess eligibility for inclusion in studies
- Consent – Explain consent forms and procedures thoroughly and obtain signatures documenting informed consent
- Preparation – Prepare all required testing documents, stimuli, equipment, and materials needed to carry out studies and experimental protocols
- Execution – Accurately administer assessments, present stimuli, collect data and biological samples, and employ all protocols under supervision
- Organization – Keep testing rooms, waiting areas, storage spaces, supplies, files and research documents well-organized and neatly maintained
- Documentation- Record details of tests, trials, and measurement results through lab notebook record keeping, data worksheets, computerized data files, secure online databases, and encrypted data storage methods
- Analysis – Score and tabulate data, assist with statistical analyses and interpretation using analysis and visualization software under guidance
- Compliance – Adhere to all institutional, governmental, and ethical guidelines governing consent, privacy, handling of protected health information as directed to ensure study integrity
- Outreach – Occasionally assist with recruitment efforts, science demonstrations, community partnership building activities, and other forms of public engagement with research
- Manage lab budget logs and track purchase requisitions for supplies and equipment

- Perform quality checks on testing equipment and instrumentation to ensure proper functioning Assist with preparing materials for IRB reviews of new research proposals
- Coordinate lab tours and information sessions for prospective research participants and visitors
- Manage cloud-based data storage systems and ensure proper encryption protocols are followed
- Perform literature reviews using online scientific databases to compile background research
- Use social media platforms to showcase lab research activities and increase public engagement
- Design research posters, fliers, and visual aids to assist investigators with conference presentations
- Transcribe video recordings, audio recordings, and notes from qualitative research interviews
- Provide editing and proofreading assistance for research manuscripts during the publication process
- Photograph and film experiments to create multimedia visual documentation for publishing
- Inform investigators of upcoming grant application deadlines across various foundations and alerts
- Conduct phone screenings of participants for eligibility in external research studies as needed
- Arrange catering, transportation, and honoraria for participant incentive compensation
- Organize outreach activities with student clubs and local community partners to promote the lab's work.