WORKSTUDY POSITIONS AVAILABLE
(Fall/Winter & Summer)

LOOKING FOR PART-TIME WORK?

PSYCHOLOGY RESOURCE CENTRE / HEBB COMPUTER LAB (BSB160)

Behavioural Sciences Building (BSB 160) - Contact Mary Maleki: mmaleki@yorku.ca

• PRC Assistant / Computer Lab Advisors
• Ugrad Stats Advisors / PRC Assistant
• Web Assistant/PRC Assistant

Great Experience & addition to your Resume with Flexible Hours / Good $$$$ 

• Would you enjoy working with students, faculty and staff?
• Do you have excellent interpersonal and communication skills?
• Do you have great attention to detail?
• Are you able to work with little supervision?

GENERAL JOB DESCRIPTION

• Help clients with research and sourcing material
• Update our website (training is given but experience is an asset)
• Monitor and track resources/loans of psychological tests, books, theses, journals, etc.
• Answer lab questions and resolve problems

See below for more details:
Thank you for your interest in my Workstudy position(s) here in the PRC / Hebb Computer Labs.

Workstudy positions are available in the Fall/Winter Terms and again in the Summer term in the PRC / Hebb Computer Labs:

- Please e-mail (mmaleki@yorku.ca) your cover letter & resume, include:
  - your student number,
  - year of study,
  - and whether you have had a previous Workstudy position here at York & if so, include your York employee number in your application.
  - your current timetable [or if for a summer position, indicate that you will be returning in the Fall term]
  - Confirm that you have submitted and completed your “Student Financial Profile” [see 2] below

- **Approximate processing and timelines:**
  - **Fall/Winter** – late July/Early August Workstudy program will open
    
    http://sfs.yorku.ca/employment/workstudy/index.htm
    
    http://sfs.yorku.ca/employment/apply/
    
    1) You should complete your Student Financial Profile (SFP) and confirm this in your application
      
      http://sfs.yorku.ca/services/sfp/index.htm
    
    2) Early to Mid August, I will review applications and contact individuals for interviews.
    
    3) Fall/Winter Workstudy positions typically start the first week of September
    
    4) If hired, you will complete a PAID 1 or 2 day training session mid-late August
  
  - **Summer** – process begins late-March to early-April.

- **PRC/ Hebb Computer Lab Workstudy Positions Details:**
  
  - PRC Assistants / Computer Lab Advisors
  - Ugrad Statistical Advisors / PRC Assistants
  - Web Assistant / PRC Assistant

Are you …

- able to maintain a 60 per cent of a full course load (nine credits) in each FALL / WINTER term
- available in the SCHOOL YEAR as well as in the SUMMER?
- looking for a great addition to your resume or to add to your Graduate School application?
- returning to school in the Fall?
- maybe taking summer courses?
- 2nd, 3rd, or 4th Year Psychology Major?
• looking for valuable experience and training with research, reference work, psychological tests, etc. related to your Major?
• good with computers and websites?
• great with Stats?

POSTING:

Department: Psychology Resource Centre – Department of Psychology, Faculty of Health
Contact Person: Mary Ellen Maleki
E-mail Address: mmaleki@yorku.ca
# of hours per week: negotiable- 200-300 over Summer term / 200 – 300 over Fall/Winter terms
Hourly rate of pay: $11.00 - $14.00

JOB DESCRIPTIONs:

PRC Assistant / Lab Advisor

• Great learning experience for undergraduate Psychology students wishing to go on to Graduate school.
• Help clients with research and sourcing material.
• Update website (training given, but experience with websites an asset).
• Monitor & track resources/loans of psychological tests, books, theses, journals, etc.
• Update/create catalogues.
• Inventory resources.
• Processing, ordering, filing, etc.
• Daily maintenance of the Centre
• Other projects/tasks as assigned.

Hebb Computer Labs

• Answer Lab users questions & resolve problems re application software and hardware
• Lab security
• Sound knowledge of computer hardware and software.
• WEB/HTML experience;
• Familiarity with statistics an asset.
• Update web pages, create databases, etc.;
• Draft/update Lab documentation.
• Daily maintenance of the Lab - supplies, tidy up, helpsheets, etc.
• Other projects as assigned.

Ugrad Statistical Advisors

Statistical Advisor:
• Introductory Level Statistics & SPSS Help for 4000, 4170 Undergraduates
• Administer, organize & provide Statistical Advising service - 1/2 hour bookable appointments

Web Assistant / PRC Assistant
• Experienced with HTML
• Web design
• DRUPAL and plug-ins
• Javascript
• Some knowledge of CSS, PHP/MySQL is preferred
• Working with databases

**Required qualifications for all positions:**

• Must be full-time York University student (for summer positions must be returning in the Fall/Winter term) to be eligible.
• Canadian citizen/Permanent Resident (landed immigrant).
• Have SIN number.
• Eligible to participate in the Workstudy programme.
• Enjoy working with students, faculty and staff at all levels in a clear and organized manner
• Good interpersonal and communication skills to elicit accurate information from client users and to answer queries in an informed and tactful manner
• Excellent interpersonal and organizational skills required.
• Working knowledge of MS Office software.
• WEB/HTML experience.
• Initiative, accuracy, ability to work with little supervision.
• Majoring in or a strong background in Psychology
• Previous library/office/business experience as asset.