

WORKSTUDY POSITIONS AVAILABLE

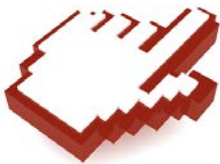
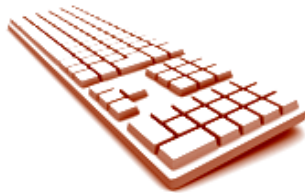
(Fall/Winter & Summer)

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.