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 note the statement below as per York HR re Workstudy positions:

“The Work Study Student program provides on-campus job opportunities for eligible York University undergraduate students. Work Study Student employees are provided opportunities to contribute to support roles while developing valuable, relevant skills and work experience for the workplace. These roles offer a learning and development opportunity for Work Study Student employees to receive experiential on-the-job training, guidance and mentorship. Under the guidance of permanent staff members, Work Study Student employees will provide support to their relevant department/faculty in clerical, administrative and technical capacities.”

- 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](http://sfs.yorku.ca/employment/workstudy)
    - [http://sfs.yorku.ca/employment/apply/](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/aid/sfp](http://sfs.yorku.ca/aid/sfp)

    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?
• 2\textsuperscript{nd}, 3\textsuperscript{rd}, or 4\textsuperscript{th} 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.