



JOB DESCRIPTION

Job Title:	Laboratory Assistant
Department / Unit:	Department of Psychology
Job type	Full-Time, Fixed-Term
Grade:	For current or recently qualified PhD students, up to Grade 2. For current completing or recently qualified graduates, or Grade 2.
Accountable to:	Prof. Narender Ramnani
Purpose of the Post	
<p>Depending on experience and the level of appointment of the successful candidate(s), laboratory assistants will contribute to some or all activities involving participant recruitment for our studies, data acquisition and data analysis. These will include advertising, the management of participant data, the construction of a participant database, liaising with and assisting participants during their participation visits, management of participant remuneration, and assistance with acquisition and analysis of behavioural and fMRI data where required.</p> <p>The post will help to rapidly complete a set of functional MRI studies that focus on the cortico-cerebellar basis of skill acquisition.</p>	
Key Tasks	
<ul style="list-style-type: none"> • Understanding the aims of the research projects • Understanding the behavioural and fMRI methods used in the research projects • Understanding the Health and Safety requirements, especially in relation to participants • Understand data protection requirements, and complete RHUL data protection training • Assisting in the organisation and management of experimental data • Creating and updating participant records in database, as required. • Storing vouchers for participant payments securely • Ensuring that funds/vouchers for participation payments are accounted for • Identifying opportunities to advertise in online and print. • Identifying, contacting and liaising with external organisations through whom prospective participants can be reached • Drafting advertising that targets younger and older populations, taking into account opportunities and organisations identified. 	

- Making use of the in-house, Departmental research participation database to recruit younger participants, and other forms of internal messaging for recruiting members of RHUL staff.
- Seek approval for advertising from research team, and submit adverts for publication.
- Receiving expressions of interest and log details and maintain records relating to participant
- Liaising with research team to select and recruit participants for detailed screening, and into particular studies
- Liaising with participants as first point of contact
- Making transport arrangements for participants for their visit, as required
- Making arrangements for passing on participant payment
- Receiving participants and look after them while on campus
- Ensuring that participants receive appropriate remuneration (e.g. funds / vouchers)
- Making arrangements for participant transport home as required
- Ensuring that in due course participants receive complimentary image of MRI scan, as required.
- Working with team members to learn how to assist in data acquisition in a behavioural laboratory
- Working with team members to learn how to assist in data acquisition in an MRI environment.
- Working with team members to learn how to assist in data analysis