

Student Application for Research Credit Coordinator

Please attach a resume or vita that addresses past work experience(s), as well as any additional information relevant to your ability to fulfill the requirements of this position. All submitted materials must be complete and typed to be considered. You can find an electronic version of this application at: <http://www.gcsu.edu/psychology/forms.htm>

You will be notified by email if you are chosen for this position. A general email noting when the position has been filled will be sent to all other applicants.

Submit your completed electronic application to Myrna Olsson-Owen at myrna.olsson-owen@gcsu.edu or your paper application in person to Myrna Olsson-Owen in the Psychological Science main office in A&S, room 1-03. Only one submitted application type is needed.

Job Title:

Research Credit Coordinator

Job Purpose:

To work with the current system administrator of the Sona (Experiment Management System) website. Please understand that this position requires that the research coordinator attend and take attendance at monthly talks.

Job Duties:

- Tracking all earned research credit by regularly updating Sona systems with paper credit, NIH certification credit, and attendance credit.
- Grading research papers using an established rubric.
- Generating reports for all participating instructors with how many credit hours each student has earned for that class, as well as the corresponding percentage that ought to be added to/subtracted from the final grade.
- Handling e-mails from participants about missed study attendance, no-shows, issues with logging on, etc.
- Being available to talk to students in classes where research is required about the logon process for turnitin.com and Sona systems, the research hour requirement and deadline, as well as information about alternative ways to earn credit.
- Attending all research talks; creating and managing talk attendance sheets.
- Providing additional assistance and input to the system administrator as needed.
- Will be required to gain certification in working with human participants (online through NIH)

Skills/Qualifications:

Documentation Skills, Email Skills, Office Experience - General, PC Proficiency, Excellent Verbal and Written Communication Skills, Organizational Skills, Dependability, Professionalism, Meticulous, Conscientious, High Ethical Standards

Disqualifications:

- Not a psychology major or minor
- Earned a "U" (Unsatisfactory) in a research lab course, internship, or capstone course.
- Currently has a "D" or "F" in PSYC 2700 or 2800.
- Was asked to leave a research lab.
- Has a history of missing research appointments as a researcher or participant.
- Has a history of poor class attendance.

Salary:

This position pays \$250 per semester (at \$7.26/hour); the number of hours allowed per week is restricted. An existing coordinator may reapply for this position.

Department of Psychological Science

Campus Box 90
Milledgeville, Georgia 31061-0490
Phone (478) 445-4574
Fax (478) 445-0856

Student Application for Research Credit Coordinator

Applicant Information

Name: _____

Year (please circle): ☐ Fr ☐ So ☐ Jr ☐ Se ☐ Graduate Other: _____

Your current GPA: _____

Your current major: _____

Your current minor (if applicable): _____

Email: _____

Phone: _____

List the psychology classes in which you are currently enrolled:

List the psychology classes listed above that require research credit or offer research credit as an extra credit opportunity:

Please provide the name of a Georgia College faculty member who has knowledge of your work ethic, and can serve as a character reference.

Name: _____

Department: _____

E-mail: _____

How long have you known this individual? _____

By initialing, you certify that you have contacted the faculty member listed above, and that they are aware that you have asked them to be a character reference. _____ (initial)

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Applicant Questionnaire

Please explain why you feel that you are qualified for the position of Research Coordinator:

Scenario: A close friend approaches you shortly after a research talk and tells you that he attended it, and that he has several witnesses who can attest to his presence. However, you were at the talk and did not see him, and he did not sign the attendance sheet. What would you do? Briefly explain.

Serving as a Research Coordinator (RC) requires a great deal of responsibility. Below are terms and conditions you must agree to in order to be considered for the position of RC. Please read each statement and initial in the space provided to indicate agreement of each condition.

1. As an RC, I will be employed as a part-time employee of the University within the Department of Psychology. I recognize that I will have a limit to the number of hours I can work. ____ (initial)
2. I will be hired as an RC for a period of one semester. I must re-apply each semester I wish to be an RC. ____ (initial)
3. I have read and agree to the listed duties and responsibilities for this RC position. ____ (initial)
4. As an RC, I will conduct myself in a responsible and ethical fashion, handle any confidential material with respect and care, and serve as a model example for other students. ____ (initial)

Signature _____

Date _____