

POSITION TITLE: Psychology Assistant- Spring only

SUPERVISOR: Office Manager

FUNCTIONS: Assistants for two sections of PY 205 Developmental Psychology as well as PY101 General Psychology, PY226 The Professional Psychologist, PY220 Abnormal Psychology, PY370 Biological Psychology, and PY375 Learning as needed

RESPONSIBILITIES:

Clerical work (e.g., photocopying and handout preparation)

Conducting weekly study/lab sessions and test review sessions as needed

Assisting with grading of tests and study guide assignments/course exercises as well as recordkeeping

Miscellaneous course-related tasks

POSITION REQUIREMENTS:

5-6 hours/week during school year

QUALIFICATIONS:

completion of each course to be served with a grade of A/B, JR/SR status

Career Services

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