USW CASUAL POSITION
CASUAL EMPLOYMENT OPPORTUNITY
Laboratory Manager
Department of Psychology, University of Toronto Scarborough

The Department of Psychology has one position available for a Laboratory Manager in Professor Anthony C. Ruocco’s Clinical Neurosciences Laboratory at the University of Toronto Scarborough. This position is governed by the Collective Agreement for the “Casual” Bargaining Unit between the Governing Council of the University of Toronto and The United Steelworkers (USW).

Posting Date: July 27, 2021
Department: Department of Psychology
Salary: $17.50 per hour (plus 4% vacation pay)
Hours of Work: Monday to Friday, up to 35 hours per week
Dates of Casual Contract: September 7, 2021 – March 5, 2022

Duties and Responsibilities:
- Writing research ethics protocols
- Preparing study pre-registrations
- Drafting standard operating procedures for research protocols
- Managing research personnel, including scheduling of staff
- Recruiting and screening research participants
- The incumbent is expected to carry out work onsite at the Toronto Neuroimaging Facility, which is located at the St. George campus, and at Prof. Ruocco’s laboratory at UTSC
- Preparing expense reimbursements
- Data entry and management

Education: Bachelor’s degree in Psychology, Mental Health Studies, Neuroscience, or a related field.

Experience: Must have at least 1 year of experience in a research capacity in a psychology laboratory or a laboratory in a related field. Experience working with adults experiencing mental health concerns, whether in a research or other professional capacity, is a strong asset.

Skills: Must be familiar with using Microsoft Office (Word, Excel, PowerPoint, Teams) and statistical computing software (e.g., SPSS, R). Experience with magnetic resonance imaging and software for designing psychology experiments (e.g., Qualtrics, E-Prime, PsychoPy) are strong assets.

Other: Must have excellent verbal and written communication, organizational, and leadership skills. Must have the ability to exercise sound judgment and handle regular competing and/or simultaneous deadlines. Successful candidate must be able to work flexible hours (possible early mornings) as required by the position.

**Please note that the University of Toronto Scarborough Campus is currently following protocols to ensure the safety of all staff, faculty and students during the COVID-19 pandemic who work on campus. Successful applicants must abide by all implemented practices and protocols that relate to working on campus which includes working with other staff, faculty and students. An outline of the protocols and information that pertain to UTSC staff working on campus can be found at: [https://ehs.utoronto.ca/covid-19-information/](https://ehs.utoronto.ca/covid-19-information/).

Please submit a cover letter and CV/resume, no later than August 20, 2021, by 5:00 p.m. to:

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