

Research Assistant Manual

Hello! This manual will serve as a guide for incoming research assistants in the psychology lab.

ENROLL IN COURSE:

- If this is for course credit make sure you are enrolled in **Research Practicum 4900/5900**.
- Get written approval from the professor with whom you are doing research.

APPLY FOR THE JOB:

- If this position is for compensation, login to **UCO Talent acquisition job portal** ([UCO: Talent Acquisition and Compensation](#)) and find the job description for psychology research lab assistant (the position may be listed under a different name; reach out to the chair of psychology for any questions regarding the correct job title).

DAILY LAB DUTIES:

- Check SONA for the research lab schedule and print off any incoming appointments for that week.
- Print off the daily work schedule (first day of the week) and post it outside on the bulletin board.
- Power on monitors so that they can be ready for use.

JOB DUTIES:

- Obtain administrator access for SONA.
- Verify that general psychology courses are listed in SONA with the correct CRN number for each course.
- Obtain the login for word press: <https://psyencefriday.com/wp-login.php>
- Monitor and keep up with the experimentrak email, and answer any questions to the best of your knowledge.
- Take inventory of the lab equipment, and document the available equipment for check out in wordpress.
- Complete CITI training prior to working on your own or any professor's research projects: [Research, Ethics, and Compliance Training | CITI Program](#)

Below are some links you may find useful:

- Researcher SONA master document: [Research Participation System \(sona-systems.com\)](https://sona-systems.com)
- IRB website link: [Login \(irbmanager.com\)](https://irbmanager.com)