

Frequently Asked Questions Regarding the Application Process

What are the different kinds of positions you have in the lab?

There are 4 different kinds of positions in the lab: Kid, Daycare, Adult, and Coder RA.

What are the typical things that research assistants do in your lab?

- Contacting potential participants for our research (parents, daycares, schools) via calling and emailing
- Explaining our studies and consent forms to participants as well as answering their questions
- Running studies (either with children or adults)
- Uploading data to the server
- Updating subject logs to keep a record of all our participants
- Reporting any issues that come up during testing (running studies)
- *For the full list of typical responsibilities unique to each RA position, please see our website.*

What are the typical expectations you have of research assistants in your lab?

- Communicating with the Lab Coordinator and/or Graduate Student if you feel that you have not been sufficiently trained on a task that you are being asked to perform
- Attending all training sessions and meetings conducted by Lab Coordinator, Grad Student, and the EDRG (lab meetings are optional).
- Notifying the Lab Coordinator and Graduate Student *via email* about wanting to change your shifts and flexing in/out at least two weeks in advance.
- Notifying the Lab Coordinator and graduate student *via email and Slack* about missing a shift the next day due to sickness at least 24 hours in advance (if possible).
- Notifying the Lab Members (with whom you have a meeting scheduled) via Slack about being late *before your shift is due to begin*.
- Actively monitoring Slack during in-person shifts and responding to messages and emails from Lab Members within the next 48 hours at the latest. Unless you have weekend shifts, we do not expect that you will monitor Slack during weekends and holidays.
- Reading each weekly reminder email (about in-lab protocols etc.) and applying new knowledge into practice.
- Always maintaining professional and respectful correspondences with participants, fellow RAs, and staff.
- Helping the Research Coordinator and grad students with their efforts to train new team members (e.g. having new Kid RAs to shadow you while running studies, making phone calls).

- Should we observe any issues in the tasks that have been assigned to an RA, we will schedule a feedback meeting with them to clearly communicate this, and the steps we would like to implement for improvement.
- *For the full list of expectations unique to each RA position, please see our website.*

Is research experience required for acceptance?

No, prior research experience is not required for any of our positions, though - all other things being equal - students with some research experience are slightly more likely to get a position than those without.

What are some of the experiences and skills that might be useful?

- Strong communication skills (verbal and written)
- Self-motivation
- Prior experience working with children is a great asset for those applying to the Kid and Daycare RA positions, but is not required.
- Prior experience in customer service (e.g. server, telemarketing) is also very useful for the Kid, Adult, and Daycare RA positions, but is not required.

I will apply for a position in the Fall but I would like to build up my resume during the summer. What can I do?

We would highly recommend spending time reading our papers and looking into our research during the summer. Please feel free to reach out to us at ccd.joinus@ubc.ca with questions about the application process.

What are some of the questions that are asked in the interview?

You can find the list of questions that are used on our website.

What is the application process like? What does it entail?

- 1) The Research Coordinator will reach out to those who expressed interest in volunteering at the CCD via email and share a Google Form (either towards the end of Winter or Summer Session, most often in July/August and March/April). The form includes short and long answer questions such as personal information (major, availability etc.) and prior experiences in customer service, research, working with children etc.
- 2) If your application stands out amongst the other candidates, the Research Coordinator will contact you to schedule a thirty-minute interview.

- 3) There will be 2-3 members of the CCD team present in the interview and they will mainly be asking follow up questions with regards to your answers in the Google Form. You will also get a chance to ask any question that you have about the centre, the position etc. All of the questions are provided in advance so you can prepare.
- 4) Approximately a week after your interview, you will hear from the Research Coordinator with a decision.

Can I receive credit for performing RA duties?

Yes! You can enroll in PSYC 240 and get a maximum of 3 credits for being an RA at our centre.

For more information, go to <https://psych.ubc.ca/research/psyc240/>

You can also enroll in Directed Studies and get a maximum of 6 credits for performing RA duties.

For more information, go to

<https://psych.ubc.ca/undergraduate/opportunities/student-research/>

What makes a candidate stand out in an interview?

- Being respectful
- Being curious (*e.g. asking questions about our current projects and how many people are usually in the centre*)
- Having a good grasp of our research program (reading a published paper or two always helps)
- Strong communication skills (*e.g. how one describes their prior experiences and/or research interests*)

Does one's availability matter for acceptance? If so, how?

It usually depends on the position that you're applying for, however, all candidates are required to submit their weekly availability (Tuesday-Sunday) when filling out their applications. That being said, our team considers all aspects of a candidate's application to decide who is going to join our team.

- **Kid RAs:** Availability during after school hours (evenings and weekends) is very advantageous for recruiting and running studies with children. Therefore, when hiring Kid RAs, one's availability matters to a certain extent.
- **Daycare RAs:** Daycare RAs are expected to be available from 9AM-1PM on at least 2 days of the week. This is very helpful when scheduling visits to daycares, child care centres, and schools during the school year.
- **Adult RAs:** Adult RAs are required to have 8 hours/week of availability for in-person testing with HSP participants. There isn't a necessarily advantageous timetable for testing adult participants. That being said, in their weekly availability, it is expected

that there will be 3-4-hour blocks of availability *e.g. Tuesdays 12-4pm, Wednesdays 9-12pm.*

- **Coder RAs:** Coder RAs are expected to have 8 hours/week of availability; however, they will not need to adhere to a fixed shift schedule since they will be completing their tasks remotely.