

ESMT European School of Management and Technology

Job Announcement: Lab Manager

The ESMT Faculty is in the process of setting up a behavioral lab, where for the time being they will only be running online surveys with the use of [Qualtrics](#). The Lab Manager will work closely with researchers by coordinating and overseeing research studies.

Duties:

Coordinate the day-to-day lab activities; Schedule the use of the lab and research activities; Manage the subject pool by recruiting, screening and keeping records of research participants; Compensate subjects for research participation and maintain bookkeeping records; Ensure compliance and conformity to lab policies. Possibly assist with creating and designing surveys.

Qualifications:

Currently a student with a least a bachelor's degree in Business, Psychology, Computer Science, Cognitive Science, Statistics, Economics, or a related field. Familiarity with experimental research in the social sciences is preferred but not necessary.

Skills:

Good English (reading and writing); MS Office (Excel, Word, Outlook); excellent organizational skills and attention to detail; the ability to work alone; efficient time-management skills; a flexible, responsible and proactive person with strong service orientation; a team player with a creative mind and a friendly disposition. Knowledge of Qualtrics is not expected but helpful.

Employment Conditions:

- **Contract:** 20 hrs. per week for one year starting as soon as possible.
- **Payment:** 10-12€/hour gross (brutto), student conditions, based on qualifications.

Apply:

Please submit by email a cover letter, a short CV, a copy of your university level transcripts (they will not be returned), and a couple names of references to:

RnD@esmt.org