**Cohen Lab**

**Lab Manager (Work Study) Application Form**

Thank you for your interest in working in our lab!

**Please make sure that you meet the requirements before applying:**

* Commitment: minimum of 10 hours per week for a minimum of 2 semesters (see scheduling section below for more on this)
* Must be highly motivated, intellectually curious, self-directed, responsible; must have strong work ethic

**Please answer the following questions:**

1. Name:
2. Email:

1. Telephone:
2. Year in school:
3. Major(s):
4. Cumulative GPA:

Primary major GPA:

1. Do you have any experience with the following computer programs?

Microsoft Excel Yes \_\_\_\_\_ No \_\_\_\_\_

SPSS Yes \_\_\_\_\_ No \_\_\_\_\_

Matlab Yes \_\_\_\_\_ No \_\_\_\_\_

1. Do you have any computer programming experience? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what in?

1. Have you taken calculus? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what was your grade? Grade \_\_\_\_\_\_\_\_\_\_\_

1. Do you have any previous administrative or research experience? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who did you work for and what were your duties?

For Questions 11 and 12, please answer in no more than 5 sentences.

1. What interests you about our lab? Please include relevant background experience if possible.
2. What are your career goals? How do you think the administrative/research experience in this lab will benefit you?
3. Are you fluent in any other languages? If so, which ones and what level of proficiency?
4. What position are you applying for?

work study \_\_\_\_\_ other \_\_\_\_\_

1. Can you commit to working for at least two semesters in the lab? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Can you commit 10 hours per week in the lab? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Any other relevant information that you would like to provide?

**Your Tentative Schedule**

To help us with our planning, please indicate the days and times when you will be available to work in the lab. You may not know your final schedule at this time, but please give us your best estimate of when you think you’ll be available for the first semester when you would be working in the lab.

**IMPORTANT**: For scheduling purposes, students must submit at least 21 hours of availability (more is preferred) from Monday to Friday, between 8 AM and 6 PM. Time blocks of 3 continuous hours are preferred (e.g., Monday 9AM - 12PM, Thursday 2PM – 5PM, etc.). From the 21 hours of availability, 10 hours will be assigned to the final research schedule. Once the schedule has been set, you only have to **remain** **available** for the 10 assigned hours throughout the semester. This temporary “over-commitment” is necessary because of scheduling constraints and conflicts.

**SEMESTER (Please indicate): \_\_\_\_ SUMMER** \_\_\_\_ **FALL \_\_\_\_ WINTER**

Please indicate the times that you think you will be available for research-related activities:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Availability** |  |  |  |  |  |

A request for an updated schedule of availability will be sent prior to the start of the semester.