



## Call for Applications: Lab Coordinator

The [Computer-Enabled Abilities Laboratory](#) (CEAL) at Columbia University is recruiting a lab coordinator for this current spring semester. CEAL develops computers that help people perceive and interact with the world around them. CEAL achieves this through interdisciplinary human-computer interaction research using methods from computing, social science, and design.

This is an unpaid role. Instead, the lab coordinator will register for three units of project credit with Professor Brian Smith (e.g., COMS 3998 Undergrad Projects in Computer Science). Depending on your academic program, these units might fulfill degree requirements.

The application is available [here](#). (Note that the application is hosted on Google Forms, and users will be required to sign into their Columbia Gmail account to access the application.) Applications are accepted on a rolling basis. Questions can be directed to Lisa-Maria DiSalvo Garcia ([ld3126@columbia.edu](mailto:ld3126@columbia.edu)) and Professor Brian Smith ([brian@cs.columbia.edu](mailto:brian@cs.columbia.edu)).

### **Responsibilities**

Students are expected to dedicate 10 hours per week. You will work under the supervision of Professor Brian Smith. A list of representative responsibilities for the lab coordinator are listed below. (To be clear, this is not a research assistant role. The lab coordinator will not be assigned research tasks.)

- Attend lab meetings
- Set up audiovisual equipment for lab meetings
- Coordinate lab purchases
- Pickup lab packages from the computer science department office
- Maintain lab equipment and supplies
- Coordinate scheduling between lab members and/or external parties
- Organize lab events (e.g., speaker talks, workshops, social events, outreach events)
- Contribute to administrative tasks for the lab's research projects (e.g., data entry, audio transcription, QA testing, study participant recruitment, participant compensation)
- Copyedit and proofread the lab's written materials
- Run the lab's social media accounts
- Set up and maintain Notion workspaces
- Other relevant duties as assigned

Web development experience is not required for this position. However, if the lab coordinator does have web development experience, then they will also be responsible for maintaining and updating the lab website. Whereas those without web dev experience will not be assigned website responsibilities.

**Qualifications**

We do not expect applicants to have experience in all the responsibilities listed above. The qualifications include:

- Can self-learn how to conduct unfamiliar tasks with minimal supervision
- Can perform tasks independently with minimal supervision
- Takes initiative
- Strong organizational skills
- Strong verbal and written communication skills
- (Optional) Web development experience