

The Psychology Coalition at the United Nations (PCUN) is seeking a psychology graduate student for a part-time position as an Administrative Assistant. The position will begin in January 2023 and run through June 2023.

The Administrative Assistant will work with the Co-Chairs of the Psychology Day event, and the PCUN Program Committee on issues related to the Virtual Psychology Day at the UN 2023 Program.

Responsibilities and Requirements

Providing Administrative support for the Co-Chairs and the Program Committee throughout the planning and the implementation of the program event; participate in communication with Zoom Webinar, the platform for the event; provide logistical support throughout, particularly close to the April date of the event; assist in locating and requesting participation by potential speakers; communicate with Zoom Webinar regarding registration, evaluation forms, data about registrants; assist in the rehearsal by the speakers and the Co-Chairs and assist with other relevant issues.

Applicant Skills

Technological skills including in operating software and social media; time management skills; event management skills.

The applicant should be a psychology graduate student in the US, and must be available on Thursdays. The Administrative Assistant will work an average of 10 hours a week, for \$15/hour. The position will begin immediately.

Please send applications, including your CV, and your relevant skills to:

Dr. David Livert
President, PCUN
Email: del11@psu.edu

David Livert, PhD
Main Representative to the United Nations, SPSSI
Professor of Psychology, Penn State University, Lehigh Valley
(610) 285-5127
<https://www.linkedin.com/in/david-livert-aab37a6/>