



Job Description: SMART Center Assistant

Publication: Parent Volunteer Handbook 2025

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VOLUNTEER POSITION: SMART Center Assistant

TIME COMMITMENT:

Based on the needs of the Director. Approximately 5-10 hours/week.

DESCRIPTION:

The SMART Center Assistant shall assist the SMART Center Director in carrying out the mission and vision of the SMART Center. This includes laboratory research and teaching, and administrative tasks as required to implement the goals stated above.

GUIDELINES:

- Handle administrative paperwork
- Assist Director in procuring grants/sponsors
- Scheduling lab use
- Keep the SMART Center organized
- Inventory maintenance
- Detail-oriented, comfortable managing multiple tasks, and proficient with tools like Microsoft Office
- Stay on top of deadlines
- Familiarity with magnetic resonance or scientific environments is a plus