

CRC Technical Assistant

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Graduate or undergraduate student (10 hrs/week, on-site)

Specialized Responsibilities:

- Support the CRC Lab & Research Manager in maintaining the CRC's infrastructure and ensuring smooth daily operations.
- Conduct routine inventory and maintain supply levels.
- Organize, label, and categorize all CRC hardware, research tools, and shared equipment.
- Assist with future-proofing efforts by documenting workflows and standard operating procedures in conjunction with the CRC Lab Manager.
- Perform routine equipment checks and ensure devices are charged, updated, and in good condition.
- Manage CRC shared documentation, such as Google Drive, for internal team use.
- Collaborate with other CRC Assistants to align documentation and processes across research, multimedia, and outreach efforts.

General CRC Staff Duties:

- Manage access to CRC tech/services
- Assist faculty/students with CRC tools
- Respond to QReserve bookings and emails
- Greet and assist guests, give CRC tours
- Participate in CRC staff meetings and planning discussions

Preferred Skills & Qualifications:

- Strong organizational and logistical skills
- Comfortable with labeling systems, inventory tools, and spreadsheets
- Technical writing experience (or willingness to learn)
- Interest in research technology and lab maintenance
- Must commit to 10 on-site hours/week

To Apply:

[NOTE: Please indicate which semester you are applying for and which position.]

Please complete the application form here: <https://forms.gle/YeFT1sSDBmAiwiih7>

For more information about CRC assistantship opportunities, visit:

<https://www.bu.edu/com/research-at-com/crc/student-assistants>

Questions? Reach out to Amanda King at  ajk90@bu.edu.