

## ➤ Hello from the Career Center

### **Handshake**

[Handshake](#) is the online gateway to Career Center services, with resources such as Workshop & Event listings, our job and internship database, and information about On Campus Recruiting (OCR) and Career Fairs.

\*All registered students can access Handshake by creating an account online. They can then search and apply for internships and jobs, register for career workshops and networking events, and access a variety of subscription-based career [resources](#) we offer.

\*You, as an advisor, are also very welcome to [Request a Courtesy Handshake Account](#) to explore it yourself!

### **EVENTS & CAREER FAIRS**

\*The Career Center hosts a broad array of [Career/Internship Fairs](#), [Employer Info Sessions](#), and [Workshops/Programs](#) every semester. For full details and to reserve a slot, login to [Handshake](#).

### **CAREERMAIL**

\*[CareerMail](#) consists of 13 separate email newsletters managed by Career Counselors covering a range of fields, including Arts & Communication, Business, Nonprofit, Government, Pre-Law, and Pre-Med/Health.

\*Sign-up via Handshake to receive these regular emails to keep you informed about upcoming events as well as unique job and internship opportunities. (Advisors can also do this).

### **CAREER COUNSELING APPOINTMENTS**

\*The Career Center offers 30-minute appointments to help students with their career exploration, job and internship search, and graduate school planning. We have 5 counselors specialized in serving L&S students and those students will automatically be referred to us via our [online appointment system](#). Besides our location at 2440 Bancroft, we also meet with L&S students at Evans Hall every Tuesday afternoon and students can sign up for those also online.

\*[Drop-in](#) appointments with Peer Advisors are available throughout the school year.

### **RESOURCES**

Our website is packed with information! Two of our most-used resources are:

1. [Job and Internship Guide](#). Here students can view resume and cover letter samples, sample interview questions, and receive other tips on career choice, internships, networking and job offers.
2. Our [Career Destinations](#) web pages, providing a summary of post-graduation careers, employers, salaries and grad school choices of recent graduates by major.

➤ **Announcement for Social Science Research**

The Experimental Social Science Laboratory (Xlab) invites you to participate in research! All experiments conducted at Xlab are computerized social science studies that typically last between an hour to two hours. Participants earn **\$15/hour** on *average* every time they participate. For more information, visit [xlab.berkeley.edu](http://xlab.berkeley.edu) or watch our short [video](#)! To sign up, visit [berkeley.sona-systems.com](http://berkeley.sona-systems.com)

We look forward to seeing you at the Xlab!  
Do science. Get paid.

➤ **Temporary Job Opening for Bilingual Students**

Good afternoon,

I am a Research Assistant at [Harder+Company Community Research](#), an evaluation and research consulting firm focused on helping public and social sector organizations maximize efficiency and effectiveness. One of our clients is [First 5 Fresno County](#), an organization that provides funding for programs and services designed to help all children ages 0-5 achieve optimal social, emotional, physical, and cognitive development. As part of our evaluation of F5FC, we conduct an annual Parent Interview to assess parent involvement in children's development, the progress children have made, and the ways that programs and services play a role in that development and progress.

To this end, we are seeking **4 bilingual** (Spanish and English) **temporary employees** to conduct interviews with our sample of parents from **late October through late January**. Interviews will be conducted over the phone from our office **in San Francisco**. We expect temps to work **25-30 hours a week**. They will be paid **\$20/hour**. Applicants should have an interest in research and social impact, as well as some experience engaging in data collection. We would very much appreciate it if you could distribute the attached job posting throughout your network. Interested applicants should send me their CV or resume directly at [alitwin@harderco.com](mailto:alitwin@harderco.com) no later than **October 13<sup>th</sup>**.

Please let me know if you have any questions. Thank you for your support.

Best,  
Ashley

➤ **UCSF Memory and Aging Center: Assistant Clinical Research Coordinator**

Summary

Under the supervision of the Principal Investigator (PI) Dr. Possin, the incumbent will perform entry-level duties related to the support and coordination of the Care Ecosystem

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Randomized Controlled Trial, and may receive training and development to prepare and advance for journey-level work at the next level within the series.

May be responsible for the coordination of one or more single or multi-site, active or follow-up clinical trials on the Care Ecosystem; help carry out study protocols; help design flow sheets, data forms and source documents; gather and interpret medical data regarding clinical trial subjects; may apply understanding of inclusion/exclusion eligibility criteria for protocols; help recruit, enroll, register, schedule and retain study subjects; record protocol specific treatments; assist research personnel to keep patients on study schedules; complete study forms to submit to sponsors and/or appropriate agencies; collect, enter and clean data into study databases, maintaining data quality; assist with data analysis; assist with preparation of reports and tables; attend team meetings; and perform other duties as assigned.

### Key Responsibilities

Patient management, patient registration, data management

### Required Qualifications

- HS graduation and sufficient experience and demonstrated skills to successfully perform the assigned duties and responsibilities.
- Excellent verbal and written communications and presentation skills; excellent organizational skills; and excellent interpersonal skills to work effectively in a diverse team.
- Proficiency with Microsoft Word, PowerPoint, and Windows.
- Excellent analytical and problem-solving skills.
- Ability to work effectively in a fast-paced, team-based environment; project management and coordination skills; ability to prioritize tasks and meet multiple deadlines on concurrent projects.
- Ability to establish cooperative working relationships with patients, co-workers, & physicians.
- Familiarity with, or strong interest in, statistical or data programs such as R, SAS, Stata, SPSS, Salesforce

### Preferred Qualifications

- Demonstrated proficiency with medical terminology.
- Experience working with patients or study subjects, including patients with dementia or caregivers.
- Experience with electronic medical records, Medicare claims data, or other datasets.
- Experience with a Committee of Human Research (CHR)
- Fluency in Spanish

If interested, please contact [Sabrina.erlhoff@ucsf.edu](mailto:Sabrina.erlhoff@ucsf.edu) with a resume and cover letter.

➤ **Work Study Position: Peer Nutrition Educator for University Health Services, Social Services**

\$15/hour x 64 hours/semester

Position: #1917491295.

(Approximately 4 hours per week x 16 weeks. Days and times TBD, occasional evenings.)

One-year commitment strongly preferred, academic year 2017-2018

The UHS Peer Nutrition Educators broaden the reach of UHS nutrition services and enhance student wellness through three main services: **body image training, nutrition education, and food and cooking skills development**. Under the supervision of a UHS Wellness Dietitian, Peer Nutrition Educators will be trained in the three major topics as well as presenting and teaching skills, and participate in several outreach activities on campus. Outreach activities will take place at various campus locations and will be planned in advance or by request. Possible outreach activities may include: providing nutrition education for the student food pantry, giving a presentation for a student group or club, creating a short educational video, or leading a body image workshop at a residence hall or co-op.

Qualifications:

- Interest in learning more about nutrition, food, cooking, and body image. (Expertise in these topics *not* required, though some previous education will be helpful.)
- Willingness to follow through on commitments.
- Flexibility and willingness to work occasional evening events.
- Must enjoy interacting with people or be willing to develop interpersonal skills.
- This position is **not** appropriate for students currently or recently struggling with eating disorders or disordered eating.

➤ **The Sutardja Center for Entrepreneurship and Technology (SCET)**

The Sutardja Center for Entrepreneurship and Technology (SCET) at UC Berkeley is looking to hire a current UCB student to work as the Global Engagement Coordinator whose primary responsibilities are to assist with communicating, developing, and managing relationships with the global partners/ affiliates of the center. Applicants must be available to start at the beginning of August, and ideally remain in the position until the end of the Academic year. Students with strong organization and communication skills, and the ability to work with people of diverse backgrounds are strongly encouraged to apply. The pay rate is \$15 p/h and work-study is preferred, but not required. Interested applicants should send a brief statement of interest (one paragraph) and a copy of their resume as one document to: Susan Giesecke ([sgiesecke@berkeley.edu](mailto:sgiesecke@berkeley.edu))

➤ **Job Opening - Assistant Clinical Research Coordinator – UCSF**

UCSF is looking for an Assistant Clinical Research Coordinator at the UCSF Memory and Aging Center in the labs of Dr. Joel Kramer and Dr. Adam Boxer. They're looking for someone to take over the position ASAP, preferably to psychology graduates that might be interested! This is a full-time position, bachelor's degree required. All interested applicants should please email [paige.mumford@ucsf.edu](mailto:paige.mumford@ucsf.edu) with their CV and cover letter, and "ACRC application" as the email subject.

**Position description:**

Incumbent will be responsible for the collection, editing, and analysis of imaging data obtained through multiple projects on aging and neurodegenerative diseases being conducted at the Memory and Aging Center. Responsibilities would include acquiring MRI data, which will involve interacting with patients with cognitive impairment and their families. A large proportion of time will be spent processing neuroimaging data for analysis using programs such as SPM, FreeSurfer, FSL and other similar software. This includes extensive quality control work including inspection of program output and manual editing of processed images and reprocessing as necessary, and tracking the progress of processing for assigned images. Incumbent will also be responsible for summarizing data obtained from analyses and presenting them to responsible investigators, and for assisting with preparation of manuscripts including writing up methodology and results and creating figures. Prior experience with brain image processing programs in particular SPM and FreeSurfer are strongly preferred. Ideal candidate would have facility with computer programming and computer languages, in particular Linux scripting, or willingness to learn these skills. Knowledge of macroscopic brain anatomy and biology is also strongly stressed. Experience with statistical software such as STATA and R is also desirable.

➤ **Position: Staff Research Associate I**

**Reports to:** PI: Dr. Sabra Inslicht

**Department:** Research, Mental Health Services

**Position Definition:**

Researchers from the San Francisco VA Medical Center; Northern California Institute for Research and Education (NCIRE); and University of California, San Francisco are conducting several research studies in trauma survivors with posttraumatic stress disorder (PTSD) involving psychophysiological measurement. The incumbent will assist in carrying out study coordination for these multiple research projects related to PTSD. The lab is seeking at least a 2-year commitment for this position. This is a full-time position. Salary will be commensurate with education and relevant experience.

**Essential Functions:**

- Coordinate all aspects of the research protocol & manage the daily study operations
- Manage subject enrollment, subject tracking, scheduling, correspondence, appointment reminders as well as coordinate subject payments
- Conduct telephone screening interviews on psychiatric and medical symptomatology with participants to pre-assess for study eligibility
- Act as liaison with the multidisciplinary study team (e.g., clinical interviewer, physician, laboratory) in determining study eligibility, coordinating study procedures, and ensuring adherence to study protocol
- Coordinate all aspects of data management, including entry, verification and analysis
- Program and maintain psychology/psychophysiology experiments and related hardware and software
- Prepare and manage Institutional Review Board Documentation and other Regulatory Documents
- Assist with grant submissions, conference presentations, and manuscript preparation
- Plan and track budget; purchase equipment and supplies, and track study expenditures
- Manage shipment of biological samples to offsite laboratory, sample tracking, correspondence with laboratories
- Collaborate with study team and PI to continuously improve procedures
- Perform other duties as assigned

**Job Requirements:**

- BA or BS in psychology or related field
- 1-2 years previous experience in human subjects research
- Ability and experience in conducting and coordinating psychological research studies, including tracking of participants, data entry and management using database software (e.g., Excel, Access), analyzing and interpreting patient medical and psychiatric records.
- Ability to communicate with individuals of varying educational and social backgrounds about potentially sensitive issues. Prior experience in a mental health setting is preferred.
- Prior experience in psychophysiology measurement experience using Biopac or similar equipment
- Computer literacy with emphasis on Windows operating systems and psychology software applications (e.g., AcqKnowledge, Inquisit, SuperLab, Qualtrics)
- Experience preparing and managing Institutional Review Board (IRB) submissions and other regulatory documentation
- Prior experience collecting, organizing, and shipping biological samples is preferred. Familiarity with Freezerworks or other biological sample software is not necessary but would confer an advantage

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- Knowledge of and experience with advertising and marketing
- Experience with grant and budget preparation is highly desired
- Excellent interpersonal, written and oral communication skills
- Must be highly organized and detail oriented
- Ability to work under minimal supervision

Individuals majoring in psychology, neuroscience, cell biology, computer science and engineering, as well as post-baccalaureate students are encouraged to apply.

**If interested, please email [callan.lujan@va.gov](mailto:callan.lujan@va.gov) with a cover letter and CV or resume.**

### ➤ **Program Mentor/Counselor position (full or part time)**

New Directions for Young Adults - California [www.ndfya-ca.com](http://www.ndfya-ca.com) is a transitional living program located in Pleasant Hill, CA that helps young adults with Autism Spectrum Disorder, learning disabilities and other psychiatric disabilities learn the skills needed to live independently. Our “high functioning” clients live in their own private apartments and receive support with life management skills (cooking, cleaning, etc.), financial management, academic tutoring, social skills training, social activities and more. We are a rapidly growing program and need reliable, organized and compassionate employees to join our close knit, collegial and fun treatment team. You will be provided with training and instruction and then asked to work with program clients teaching life skills, providing transportation, offering supervision during social outings, providing tutoring in college classes and providing other support. (The work does NOT involve helping clients with basic hygiene or self-care.) The ideal candidate would be available part time over the next few months and then could move to full time employment in the summer.

This initial position requires someone with a diverse skill set:

- a clean criminal background check and driving record
- experience or willingness to learn to drive a large passenger van when needed
- morning availability
- high personal reliability, organization and time management
- strong computer skills and written communication
- strengths in the life management skills we teach (cooking, cleaning, exercise, etc.)
- enthusiasm and the ability to actively engage and motivate clients
- the flexibility to take on new, diverse tasks as the situation demands
- empathy, patience, and an interest in mentoring young adults with disabilities

Ideal applicants might also possess:

- ability to help clients with basic financial management skills
- ability to tutor basic college courses (e.g. freshman English, basic math, etc.)
- an interest in helping students pursue their employment goals
- previous experience with persons with autism or Asperger’s syndrome

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- previous mentoring experience (camp counselor, teacher's aide, etc.)
- a background in psychology or special education
- a residence near our Pleasant Hill offices

This position offers excellent practical experience for those interested in working with this population. In addition, there is real potential for growth with the company, as many of our initial hires have moved on to management positions in the company. This is an ideal job for a graduating senior in psychology who wants to get practical experience with a clinical population before applying to graduate school. (We currently employ two Cal grads who are expecting to enroll in graduate school this fall.) We offer dental, medical and vision benefits to FT employees. If you are interested in this position, please send a resume and cover letter in .pdf format to [matt@ndfyaca.com](mailto:matt@ndfyaca.com) Include your last name and the words "Program Mentor" in the subject line.

### ➤ **Very attractive Financial Analyst positions for Cal grads**

To: Cal seniors, master's degree candidates, and recent graduates

Subject: Very attractive Financial Analyst positions for Cal students and grads from any major

Brownson, Rehmus & Foxworth, one of the largest independent wealth management organizations in the U.S., welcomes seniors, non-MBA master's degree candidates, or recent Cal graduates from any major to apply for very attractive Financial Analyst positions based in Menlo Park. Some positions are available immediately, and some begin in July 2018. Please feel free to share this information with Cal friends who might be interested.

Students may learn more by visiting us online at [www.brfadvisors.com](http://www.brfadvisors.com). We will conduct on-campus interviews on **October 23<sup>rd</sup> and 24<sup>th</sup>**. We invite students to submit resumes and interview materials via Handshake prior to October 13<sup>th</sup>.

Brownson, Rehmus & Foxworth advises clients with over \$10 billion of combined assets under management and has offices in Menlo Park, Chicago, New York and Atlanta. We provide sophisticated investment advice and integrated comprehensive planning to high net worth families and related foundations. We endeavor always to do the right thing by our clients. Careful to minimize conflicts of interest with our clients, we neither sell products nor receive commissions. We believe the quality of our people meaningfully distinguishes us from many advisory firms.



## Work Opportunities – Week of October 9, 2017

We welcome candidates who wish to join a close-knit West Coast team with a high degree of camaraderie, collaboration, mentorship, and professional standards. We give substantial early responsibility and client contact to Financial Analysts. We provide many opportunities for learning, enrichment, and career development. We are committed to a healthy work-life balance, and our Financial Analysts work significantly fewer hours than analysts in comparable positions. Nevertheless, compensation is highly competitive with top-tier banks and consulting firms. Past Financial Analysts have a compelling track record of gaining admission to top-tier business schools.

We hope to hire truly great team players who have the potential to become partners in our organization in the future. We seek colleagues who are highly ethical, empathetic, team-oriented, analytical, motivated, and intellectually curious. Ideal candidates will possess great interpersonal skills, excellent judgment, broad problem-solving skills, and a professional, service-oriented demeanor.

Thank you very much for your interest.  
Steve Rehmus

Steve Rehmus  
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[650-289-1114](#) Phone, [650-618-4864](#) Fax, [srehmus@brfinc.com](mailto:srehmus@brfinc.com), [steve@rehmus.com](mailto:steve@rehmus.com), [www.brfadvisors.com](http://www.brfadvisors.com)

### ➤ **San Francisco Research Assistant Full-Time Job Position**

#### **Job Description:**

This position will work with a top-notch research team to collect data on a promising treatment program for people with mental illness who are involved in the criminal justice system. The study will rigorously test whether and how Interventions, a cognitive-behavioral group treatment (CBT), reduces recidivism for this population. The Research Interviewer will recruit participants, assist with randomization, and perform assessments (pre-treatment and post-treatment). Major responsibilities also include staying in good contact with the study team, and tracking down participants in the community to obtain follow up data. This position will be based in San Francisco, but may periodically perform similar functions at our Sonoma site (travel costs are covered).

Professor Skeem is a psychologist who writes and teaches about the intersection between behavioral science and the justice system. Her research is designed to inform legal decision-making about people with emotional and behavioral problems. Specific topics include

## Work Opportunities – Week of October 9, 2017

improving outcomes for justice-involved people with mental illness, understanding psychopathic personality disorder and promoting prosocial behavior among juveniles at high risk for violence.

### **Responsibilities include:**

- Participant recruitment, tracking, and retention.
- Participant interviewing—that is, direct collection of data at the San Francisco “home” sites (courts, clinics, and the community) and as needed at the Sonoma site (day reporting center and the community)
- Administer payment/incentives to treatment group participants
- Administrative duties, including providing weekly progress reports, attending team meetings, corresponding with the study team, and data entry/cleaning as needed

### **Required Qualifications:**

#### Knowledge/Skills:

- Consistent availability during business hours, with flexibility to occasionally work evenings or weekends (depending on study needs).
- Access to reliable transportation (including a car) and willingness to conduct assessments in the community.
- Friendly demeanor and excellent interpersonal skills (including comfort in approaching prospective participants)
- Strong organizational skills, attention to detail, and documentation abilities.
- Ability to be in constant contact with the research team via phone, text, and email.
- Basic computer skills for data collection tasks (e.g., administering computerized games in the assessment; completing data entry and reports).

#### Education/Training:

- Graduation from high school or General Education Diploma and two years of experience in collection of survey data or equivalent combination of education and experience.

### **Preferred Qualifications**

- Experience or background in related research in mental health and/or criminal justice.
- Outgoing demeanor and talent in networking with participants, case managers, and other study stakeholders.

### **Salary & Benefits**

\$17.88 - \$21.09 hourly, commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

### **How to Apply:**

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Please submit your cover letter and resume as a single attachment.

Submit your application here:

[https://jobsprod.is.berkeley.edu/psp/jobsprod/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=23977&SiteId=1&PostingSeq=1](https://jobsprod.is.berkeley.edu/psp/jobsprod/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=23977&SiteId=1&PostingSeq=1)

### ➤ **Masters & PhD Career Fair, October 12**

#### **Masters & PhD Career Fair**

Thursday, October 12, 2017

12pm-4pm

Pauley Ballroom, MLK Jr. Student Union

We are pleased to welcome UC Berkeley graduate students to the Career Center's career fair especially for Master and PhD students and Postdocs. Companies attending are specifically targeting graduate students at this fair so this is your opportunity to talk to representatives from over 60 top organizations in business, industry, research laboratories, non-profits and public service agencies.

Don't miss the opportunity to speak with employers such as: HP, KLA Tencor, Net App, Bosch, Lawrence Livermore Laboratory, Seneca Family Centers, Lam Research, Acumen,..and [many more!](#)

Be sure to bring your UC Berkeley Student ID or UC Berkeley Postdoc ID and many copies of your updated resume or CV to the fair.

#### **Prepare in advance to make a great first impression:**

1. Update your Handshake profile to the latest information! Your name-tag at the event can show your anticipated graduation date, but only if you fill it out in your profile. You can add it to your profile within "Primary Education" > "Time Period".
2. Don't miss your favorite employer - Log into **Handshake** at <http://handshake.berkeley.edu> to review this year's Career Fair Directory. Take advantage of the other search functions to find employers that fit your needs. Directory information is updated up to the day of the fair, so be sure to check back frequently!
3. Use the Career Center's resources to update and [polish your resume](#).
4. Watch Career Center [Quick Clips](#) on Career Fair Do's and Don'ts
5. [Business casual attire](#) is recommended

Registration not necessary. We hope to see you there!

➤ Career Opportunities with Seneca for Students



**SENECA**  
FAMILY OF AGENCIES | UNCONDITIONAL CARE

TOP RATED NONPROFIT  
REGISTER  
TOP RATED NONPROFIT  
TOP WORK PLACES 2016  
TOP WORK PLACES 2017

## Clinical Opportunities



Seneca Family of Agencies is dedicated to providing unconditional care for over 18,000 vulnerable youth and families each year through community based, education, and permanency programs. Our Unconditional Care model is strengths-driven, family centered, and rooted in the communities we serve.

All of our clinician positions include ongoing individual and group supervision, advanced clinical workshops, a clinical training stipend, and pathways towards clinical supervision and program management.

*"I work with **creative**, clinically-minded individuals with **fresh** and **exciting** approaches to **social work**. I'm encouraged to think outside the box and provided the **professional development** to do so."*

-Seneca Employee

**Impact Youth in Your Community With a Career at Seneca!**

**In the last year:**

- Seneca supported **871** children and youth through intensive home-based mental health services
- Seneca served **900** children through clinic-based services
- Seneca diverted from hospitalization **1027** youth experiencing acute crisis, through crisis intervention and stabilization programs



**Benefits Include:**

Competitive salary | Comprehensive benefits package | 403b Retirement Plan  
5 weeks of flexible PTO | Employer-paid Employee Assistance Plan  
Scholarship opportunities | Ongoing training and professional development  
Individual and Group Supervision | Salary increase upon licensure  
Salary differentials for bilingual Spanish abilities

**Apply now!**  
[www.careers-senecafoa.icims.com](http://www.careers-senecafoa.icims.com)

Human Resources Department: (510) 317-1437 | [hr@senecacenter.org](mailto:hr@senecacenter.org)

Follow us to stay posted on Seneca's updates, news, and current job openings!

