

➤ **SAN FRANCISCO PRETRIAL DIVERSION PROJECT, INC.**

JOB DESCRIPTION

Position Pretrial Services Technician **Location:** San Francisco
Title: (Student Intern)

SUMMARY

The Pretrial Services Technician (Student Intern) provides clerical and operational support to the Pretrial Services Officers and general assistance with the administrative functions of the office, such as inputting data, generating and reviewing reports, scanning, typing, filing, answering phones, and greeting visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in completing reports and correspondence for the courts
- Assist staff with administrative duties such as scanning, shredding, copying, filing, and conducting database searches, chronological entries, etc.
- Perform data entry functions. Enter supervision and investigative case file and statistical data into automated databases
- Maintain electronic case files by marking entries to chronological records based on information provided by staff
- Assist in conducting criminal record checks through local/national law enforcement databases
- Maintain Chain of Custody Logs
- Perform receptionist duties by greeting visitors/defendants in person and/or on the telephone directing them to the appropriate staff member
- Process outgoing mail/receiving mail and routing to the appropriate staff member
- Assist in providing court reminder emails and calls
- Perform other duties as assigned
- Punctuality and regular and reliable attendance.

QUALIFICATION REQUIREMENTS

Education and/or Experience: High School Degree or Equivalent. Must currently be enrolled as a part-time or full-time student pursuing an undergraduate degree in either social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study, and must maintain at least a 3.3 GPA each semester/quarter to remain employed (and also provide regular updates each semester/quarter on that GPA). Must meet all SFSD jail clearance criteria.

Language Skills: Read, write, and verbally communicate effectively and professionally with other business departments, clients, and outside agencies. Strong grammar and editing skills. Ability to diplomatically deal with difficult situations and people, while exhibiting a consistent level of professionalism.

Technical Skills: Strong computers skills required.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, report or schedule form.

Other Skills & Abilities: Ability to follow detailed instruction. Operate equipment such as, but not limited to, personal computer, scanner, calculator, fax machine, copier, phone, security system, door locks. Proficient typing and data entry skills. Ability to multi task. Excellent organizational skills.

➤ **Paid Part-Time Student Intern Position with U.S. Pretrial Services Agency**

The Northern District of California Pretrial Services Agency was established in 1987 with a mission to assist the Court in administering pretrial justice, protect the community, and to bring about positive change for individuals under supervision.

The U.S. Pretrial Services Agency assists the court with reducing unnecessary pretrial detention by providing timely, objective bail investigations which offer alternatives to detention. The agency is responsible for supervising defendants released on bail through the use of various monitoring strategies, and provides for connecting defendants with treatment services. Pretrial Officers often are the first court representatives that defendants encounter after their arrest. It is this agency's mission to investigate defendants charged with federal crimes, recommend in a report to the court whether to release or detain these individuals, and supervise individuals who are released to the community while they await their day in court. The officer must balance the presumption "an individual is presumed innocent until proven guilty" with the court's concern that the defendant will not endanger the public. Working with judges, attorneys, state and local law enforcement agencies, and treatment providers the officer delivers services that benefit the court, community, and the defendant.

One is for our San Francisco office and the other is for our Oakland office. Please feel free to forward this to any students you feel may be interested in this position. The San Francisco announcement closes November 3, 2017 and the Oakland announcement November 10, 2017.

Internship and Volunteering Opportunities: Week of November 6, 2017

DUTY STATION: Oakland, California

CLOSING DATE: **November 10, 2017** (Friday)

SALARY: \$15.17 - 15.95 per hour / bi-weekly (CL Level 22/Steps 1-6)

HOURS: 16 hours per week

TO APPLY:

Interested candidates should submit a letter of interest, current resume, two letters of recommendation (from instructors, advisors, or recent employers) and a copy of unofficial* college transcripts to psajobs@canpt.uscourts.gov OR by mail to: U.S. Pretrial Services Agency, Attention: D.W. Wright, PSA 10-2017-INTOAK, 450 Golden Gate Avenue, P.O. Box 36108, San Francisco, CA 94102. Due to the volume of applications received, the U.S. Pretrial Services Agency will only communicate with selected, qualified individuals who will be interviewed. Application and documents must be received by the close of business, Friday, November 10, 2017. *Note: A copy of your official transcripts will be required if selected for an interview.

➤ **Local Internship Opportunity**

Who we are:

CIP is a comprehensive program that supports young adults with high-functioning autism, and other learning differences, so that they can attend college, develop careers, and learn to live as independently as possible. Specific components of the CIP program include social skills development, academic coaching, internship & career support, advising, life skills instruction, health and wellness. For more information please visit <https://cipworldwide.org/>.

Where we are located:

We are located right in the heart of downtown Berkeley, half of a block from Berkeley City College in the Chase building on the corner of Center Street and Shattuck Avenue.

Who we are looking for:

- Students interested in mentoring, psychology, neuroscience, education, social work and/or disabilities studies and would like to gain experience in the field.
- Students who have had experience, or would like experience working with young adults with autism, ADHD, and other learning differences.
- Students who want to help young adults develop essential skills needed to function independently.

What you will be doing:

You will be assisting our staff based on our needs, and your personal and academic interests. Our coordinators will guide you through mentoring our students. You can also work with our therapists to gain clinical hours towards your certification. Depending on your specific needs and interests, we can tailor this internship to develop the skill sets you desire.

Your future with CIP:

Given that you work well with our team and our students, you could potentially become a candidate for a paid part-time or full-time position with our organization.

To Apply:

Send an email introducing yourself to Pilar Page ppage@cipberkeley.org attached with your resume.

➤ **2018 CASE Advancement Internship Program Online Application is Live!**

Dear DMT/AMT Colleagues:

The 2018 CASE Advancement Internship Program is now accepting applications for students. UC Berkeley has hosted interns in each of last 2 years. Below I've pasted the program overview from the CASE [website](#). If you have a summer project for a CASE intern, please contact Tammy Spath (copied). Tammy will coordinate responses and connect you to CASE. The institutional cost is approximately \$7,500 per intern. It's a great way to develop - and recruit - young talent in our sector. Our very own Paola Alonso (Class Campaigns) is a former CASE intern (at Boston University)!

Program Overview

The program is an eight-week summer internship in which the advancement interns work, 32-hours-per-week, within areas of a university's advancement office. Interns receive on-the-job training and gain valuable skills in the five professional areas of advancement — alumni relations, advancement services, communications and marketing, fundraising and development

A mentor is provided for each intern along with networking opportunities, weekly eLearning, online resources, complimentary registration to the 2018 CASE Conference for Student Advancement and a paid trip to the CASE Internship three day training in Washington, DC.

CASE has adopted the following diversity mission statement.

CASE aspires to help institutions connect with their diverse constituencies and create pathways for current and future employees of diverse backgrounds.

Benefits of participating

Interns gain a hands-on learning experience and develop skills in alumni relations, account management, annual and regular giving, stewardship, fundraising campaigns, major gifts, events, marketing, communications and partnerships.

The breadth of the experience provides interns with a fully rounded view of advancement in higher education and the role it plays in supporting the university, current students and potential students.

CASE Advancement Interns receive numerous benefits to explore an advancement career including:

- Hands-on educational advancement experience at a premier institution
- Compensation for the duration of the internship

Internship and Volunteering Opportunities: Week of November 6, 2017

- All-expense paid three day training in Washington, DC
- Complimentary CASE Conference for Student Advancement registration
- Participation in introductory CASE advancement webinars
- Book allowance for the CASE Bookstore
- Mentor from your host institution
- Participation in CASE's e-Mentoring program to network with an advancement professional outside your host institution
- CASE student membership for one year after the internship, accessing CASE webinars, the CASE library and Career Central
- Regular communication post-internship on entry-level job postings and career development opportunities

The 2018 CASE Advancement Internship program [online](#) application is now live. **Deadline to apply is February 9, 2018.** For information, contact Robyn Neeley, Sr. Manager, Career Programs, at neeley@case.org.

2017 Hosts

➤ **Recruiting Computer Science, Cognitive Science, or Psychology Research Assistant**

The Hinshaw Lab is currently seeking a part-time (~5 hrs/week), volunteer research assistant to assist in the conduct of an EEG study investigating attention and recovery from distraction in adults with ADHD and healthy controls - starting immediately. Ideally, candidates will have experience with Matlab and Psychtoolbox, and an interest in developmental psychopathology. The position entails assisting in coding EEG experiments, as well as helping with EEG data collection and analysis. Additional responsibilities may include data and IRB management, as well as subject recruitment and screening.

If interested, please email emarcelle@berkeley.edu with a resume and brief statement of interest.

Thank you!

➤ **Transfer Student Center Internship**

The Transfer Student Center is offering leadership opportunities for transfer students. We have positions in **Social Media, Outreach, Education 198 Course, Events/Programming,** and **Operations**. Students can earn up to 1-3 academic units for this exciting opportunity.

APPLY TODAY: www.transfers.berkeley.edu/internship

Application due on Friday, November 17, 2017 at 11:59pm (See attached flyers below)



TRANSFER
STUDENT **CENTER**

Spring 2018
Transfer Center
Internship Application

Earn 1 - 3 academic units
Flexible Hours
Leadership Opportunities
Professional Development
Great Work Environment

Deadline to Apply: Friday, November 17, 2017
Apply Today At:
www.transfers.berkeley.edu/internship

For more information: please contact Steven Nguyen, stnguyen@berkeley.edu