Work Opportunities – Week of November 13, 2017

➢ Hiring Literacy or Math Mentors - Earn Work-Study or Units

The Public Service Center is hiring mentors to support local youth in literacy or math. BUILD & Bridging Berkeley are great opportunities for students to gain experience teaching and working in schools while earning money. Please share widely!

**Deadline:** Thursday, November 30  
**Pay:** $13.75/hour with Work-Study or volunteer (Ed field study units also available)  
**Location:** Berkeley and Oakland Schools  
**Literacy Jobs:** [http://publicservice.berkeley.edu/programs/build/](http://publicservice.berkeley.edu/programs/build/)  
**Math Jobs:** [http://publicservice.berkeley.edu/programs/bridging-berkeley](http://publicservice.berkeley.edu/programs/bridging-berkeley)

➢ 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](http://publicservice.berkeley.edu/programs/bridging-berkeley) 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.](http://publicservice.berkeley.edu/programs/bridging-berkeley) 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.

➢ **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 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.
Work Opportunities – Week of November 13, 2017

- 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 with a resume and cover letter.

➢ 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)

➢ 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
Work Opportunities – Week of November 13, 2017

should please email 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.

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

New Directions for Young Adults - California 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
Work Opportunities – Week of November 13, 2017

- 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
- 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 Include your last name and the words “Program Mentor” in the subject line.

➢ Career Opportunity for Recent Graduates/ Soon to be Graduates

We are large non-profit organization that seeks to end family homelessness in the SF Bay Area. To do this, we are hiring passionate, smart, and dedicated individuals to help support our mission. This is part of a large public-private partnership campaign called Heading Home, which commits to serving 800 homeless families by 2020.

We would love to connect with students at your university who will soon be graduating or are looking to work full time while they study.

Specifically, we’d be delighted to come present at classes in relevant disciplines, present and answer questions for on-campus recruiting opportunities, and/or share collateral and postings with your career office.
Postdoc & full time RA positions at the Wisdom & Culture Lab in Waterloo

Postdoctoral Research Fellowship in Psychology
University of Waterloo, Ontario, CANADA

The Wisdom and Culture Lab in the Department of Psychology at the University of Waterloo (uwaterloo.ca/wisdom-and-culture-lab), directed by Professor Igor Grossmann, is seeking applications for a 2-year Post-Doctoral Research Associate, beginning Spring/Summer 2018. The postdoc is broken into two one year segments, with opportunity for renewal at one year mark assuming excellent performance.

POSITION DESCRIPTION: The successful candidate will work closely with Dr. Grossmann on projects funded by the Ontario Early Researcher Award and the Pathways to Character Initiative, examining the topics at the intersection of cognitive science, reasoning and meta-cognition, stress and emotion regulation, social ecology, and computer science (with a special focus on machine learning and mobile physiology assessment). Our interdisciplinary team is at the forefront of experimental wisdom research and the post-doctoral associate will have an opportunity to learn about the lab’s methodological advances and contribute to their further development. The postdoc will enjoy unique opportunities to collaborate on ongoing research, develop new studies, co-author publications, forge new scholarly connections within the Department, and advance his/her independent program of research.

QUALIFICATIONS. Competitive candidates will have: a PhD in psychology or a related discipline by the time of appointment; a strong track record of research and interest in topics
such as stress/emotion regulation, meta-cognition, reasoning, social ecology, machine learning, excellent quantitative statistical skills, and excellent manuscript writing skills. Extensive programming and/or big data analytic experiences are greatly desired.

Salary will be benchmarked above the SSHRC postdoctoral fellowship pay scale at approximately $45K per annum plus benefits. Postdoctoral candidates who have their own funding may also apply.

APPLICATION INSTRUCTIONS. Please submit the following materials to Ms. Sonia Vintan by email (mailto: svintan@uwaterloo.ca): a cover letter; CV; a 2-3 page personal/research statement containing biographic information, relevant research experience, and career goals; up to three sample publications; and the contact details of three referees. Review of applications will continue until the position is filled.

Please direct inquiries to Dr. Grossmann by email (mailto: igrossma@uwaterloo.ca).

Seeking Postdoctoral Associate and Full-Time Research Assistant
University of Waterloo Department of Psychology
Waterloo, CANADA

Overview: We are now hiring to fill 2 new research positions in Psychology at the University of Waterloo, located about 1 hr from Toronto. Applications are sought for (1) a Postdoctoral Associate and (2) a full-time Research Assistant (RA). Successful candidates will work closely with Dr. Igor Grossmann to coordinate and initiate new research on a wide range of topics represented in the Wisdom and Culture Lab (uwwaterloo.ca/wisdom-and-culture-lab).

Postdoc Position: Applicants for the postdoc position must have a PhD in Psychology or related field and strong interpersonal, writing, quantitative, and programming skills. Though not essential, candidates should preferably have a specialization in Cognitive or Social Psychology, an interest/background in research on cognitive science, stress/emotion regulation, and/or big data analytics. The position has a flexible timeline, with preference for a 2-year commitment. A competitive salary, including benefits, will be provided. Postdoctoral candidates who have their own funding may also apply. Participation in department-wide activities and collaborations will be encouraged, as applicable.

Full-time RA Position: Applicants for the full-time RA position should have an undergraduate degree in Psychology or related field, with a desire to gain valuable research experience before applying to graduate school. The position has a flexible timeline, with preference for a 2-year commitment. A competitive salary, including benefits, will be provided. The position will involve coordination of grant-funded research studies, including
participant recruitment and data collection and management. The successful applicant will benefit from unique opportunities to participate and train in experimental, survey, and big data research methods within an academic setting and to gain exposure to a community population from the greater Waterloo area. Preferred qualifications include an excellent academic record, strong interpersonal, leadership, writing, and organizational skills, programming skills (R, Python), background in psychophysiology, and experience with data management and analyses.  

**How to apply:** All interested applicants for either position should contact Igor Grossmann directly at igrossma@uwaterloo.ca to signal their desire to apply or seek additional information. Review of applications will begin immediately and continue until the positions are filled.

➢ **Career Opportunities with Seneca for Students**

![Career Opportunities with Seneca for Students](image)
Employment Opportunities for your students (Administrative Assistant & Psychological Technician)

COREY S. BERCUN, Ph.D.

TRAUMA & STRESS RECOVERY CENTER
500 12TH STREET, SUITE 110, OAKLAND, CA 94607
200 BELL MARIN KEYS BLVD., STE. 301, NOVATO, CA 94945
75 BROADWAY, SUITE 213, SAN FRANCISCO, CA 94111
TEL (415) 346-8840

The Trauma and Stress Recovery Center (TSRC) located at Oakland City Center has a full time position available for an Administrative Assistant.

TSRC is seeking an individual with previous administrative experience, ideally within a medical or health related environment.

The TSRC staff consists of psychiatrists, psychologists, and nurse specialists providing evaluation and treatment, including psychotherapy, medication management, stress management, and biofeedback. TSRC creates a safe environment for individuals who wish to better their lives, recover from trauma, and manage pain.

We are especially interested in applicants with proactive problem-solving skills capable of multitasking demands from clinicians, patients, and insurance companies. The position includes the following responsibilities:

1. Administrative work, including Microsoft Office, development of Excel worksheets, Google Drive, Google calendar, and management of patient data.
2. Authorization for Workers' Compensation: Contacting insurance companies, communicating with clinicians, and processing proper paperwork to obtain approvals for patient treatment.
3. Working directly with Administrative Coordinator in billing and collections.
4. Answering and managing various types of phone calls that are both administrative and clinician related.

We seek individuals who demonstrate the following:

- Attention to detail
- Willingness to learn
- Strong written and verbal communication skills
- Excellence in attendance and punctuality
- Team player
- Ability to speak multiple languages is desired (Spanish, preferably)

Please fax a cover letter explaining how you specifically meet the above qualifications with a copy of your resume or CV.

Please do not reply to this ad by email or telephone.

Trauma & Stress Recovery Center
Fax: (415) 563-2273
Hours of operation: Monday – Friday, 8:00 am to 5 pm

Christian Asuelo
Practice Administrator
Gap Year Opportunities for UC Berkeley Psychology Students (Full-time)

Job Title: Gap Year Associate (Full-Time)
Location: Burlingame, CA
Cardinal Education is seeking a Gap Year Associate to join our team in Burlingame, CA! We are an extremely dynamic and collaborative company focused on providing top-tier expertise on admissions and tutoring to families. As part of a rapidly-growing enterprise, we have deep expertise in education and are constantly improving. After training, we continue to learn from each other to build the best network of coaches possible. Associates taking a gap year will be uniquely positioned to gain valuable exposure to client relations and business development that will greatly assist them as they navigate their admissions process. We provide them with flexibility, support, incredible leadership opportunities, and more.

Responsibilities:

Academic Coaching and Mentoring

- Become one-on-one academic mentors for students by providing the support they need in various subject and/or test prep areas
- Complete our comprehensive training programs that equip you to successfully:
  - Identify students’ unique strengths and weaknesses
  - Build students’ curiosity and confidence in their own abilities
  - Change students’ lives by reducing stress and guiding them through academic struggles

Business Development

Gain exposure to core business functions through our rotational system, working in-office on tasks including but not limited to the following:

- Develop new curriculum for our current programs
- Build partnerships with educational professionals, businesses, schools, local organizations, and more
- Support our nonprofit program and gain community service experience
- Conduct client relationship management functions
- Develop, implement, and coordinate recruitment initiatives and company policies

Requirements:

Eligibility

- Have a car or personal vehicle (excluding bicycles) and a willingness to travel to students’ homes
- Have a current driver’s license, insurance, and active car registration
- Have a willingness to work evenings and weekends to meet objectives

Experience
Work Opportunities – Week of November 13, 2017

- No previous full-time work experience or tutoring experience is required - we will train you. However, tutoring and/or test prep experience is a plus.
- Experience in developing and/or completing complex projects
- Experience in working successfully in a group

Education

- Bachelor’s Degree

Knowledge and Skills

- A high level of energy and sociability
- Exceptional writing ability
- Ability to communicate effectively with a broad spectrum of people including executives, students, and other tutors
- A highly process-oriented and detail-oriented approach to work
- Familiarity using social networking platforms
- Ability to work independently across multiple disciplines and functions
- Experience with Microsoft Word and/or Google Docs
- Experience with Adobe Photoshop, Microsoft Publisher, and marketing material is a plus

➢ Gap Year Opportunities for UC Berkeley Psychology Students (Part-time)

Job Title: Gap Year Coach/Mentor (Part-Time)
Location: San Francisco Bay Area, CA

Cardinal Education is seeking a Gap Year Coach/Mentor to join our team in Burlingame, CA! We are an extremely dynamic and collaborative company focused on providing top-tier expertise on admissions and tutoring to families. As part of a rapidly-growing enterprise, Coaches have the opportunity to make a significant impact by working one-on-one with students in a variety of subjects. Through a rigorous training program and regular guidance, we heavily invest in our Coaches to develop exceptional professional and coaching skills. Coaches taking a gap year will be uniquely positioned to gain valuable exposure to client relations that will greatly assist them as they navigate their admissions process. Here at Cardinal Education, we constantly provide gap year students with incredible flexibility and support as they take time off to apply to graduate programs.

**Important Note:** Cardinal Education does **NOT** require an exclusivity contract for Part-Time Coaches.

**Responsibilities:**

**Academic Coaching**
Work Opportunities – Week of November 13, 2017

- Become one-on-one academic mentors for students by providing the support they need in various subject and/or test prep areas
- Execute individualized study plans to improve students’ conceptual understanding, study skills, and organization
- Guide students toward success on standardized tests
- Prepare lesson plans, find supplemental material, and communicate with families to ensure progress
- Complete our comprehensive training programs that equip you to successfully:
  - Identify students’ unique strengths and weaknesses
  - Build students’ curiosity and confidence in their own abilities
  - Change students’ lives by reducing stress and guiding them through academic struggles

Requirements:

Eligibility

- Have a car or personal vehicle (excluding bicycles) and a willingness to travel to students’ homes
- Have a current driver’s license, insurance, and active car registration
- Ability to commit to working with students through the current academic year
- Ability to work at least 4 hours per week

Experience

- Experience in tutoring and/or test prep

Education

- Bachelor’s Degree in-progress

Knowledge and Skills

- Ability to work independently yet dutifully within company pedagogy and processes
- Apply relentless dedication to delivering results
- Drive to help cultivate student thinking so that students become well-rounded and no longer need coaching
- The ability to communicate effectively with a broad spectrum of people including executives, students, and other tutors.

➤ NIH Fellowship Opportunity
RESEARCH ASSISTANT POSITION

Mood, Brain & Development Unit, National Institute of Mental Health

Are you interested in neuroscience research and working with children/adolescents?

The Mood, Brain and Development Unit (MBDU) is seeking qualified applicants for a two-year, paid Intramural Research Training Award (IRTA) Fellowship, with employment starting in June 2018. IRTAs are part of a multidisciplinary research team of physicians, psychologists, clinical social workers, and psychiatric nurses at the nation’s largest medical research center, the National Institutes of Health in Bethesda, Maryland.

Within the Emotion and Development Branch of the NIMH, the Mood, Brain and Development Unit is led by principal investigator Argyris Stringaris, MD PhD, and conducts research using fMRI data to study the pathophysiology, treatment, and prevention of childhood-onset mental illness. Our studies are on the cutting edge of longitudinal research studying children and adolescents with major depression.

As a research assistant with MBDU you will gain experience working with patients in inpatient and outpatient settings. You will be involved in all aspects of the research process including observing diagnostic interviews with patients, administering standard psychometric measures, training subjects to participate in neuroimaging, and analyzing neuroimaging data. Duties and responsibilities include: patient and healthy volunteer screening and recruitment; protocol implementation; data collection, entry, and analysis; and manuscript preparation. This work involves using statistical and graphics programs and researching scientific literature.

Successful applicants will be awarded post-baccalaureate IRTA Fellowships which provide opportunities for recent college graduates to engage in biomedical investigation. The full-time, two-year positions require a bachelor’s degree and a U.S. citizenship or permanent resident status (resident alien). Post-baccalaureate fellows are also expected to initiate the application process for graduate or medical school. DHHS and NIH are Equal Opportunity Employers.

Please complete the MBDU application found at the following website no later than December 15, 2017:

https://goo.gl/forms/kTMM4Qwc3XxtHlw2

Resume and unofficial transcript may be sent by email to Aria Vitale, arian.vitale@nih.gov, (301) 496-2179

Please complete the universal NIH IRTA application no later than January 15, 2017:

https://www.training.nih.gov/programs/postbacc_irta

➢ SERC/TGIF Are Hiring!
The Student Environmental Resource Center and The Green Initiative Fund are both hiring for the Spring 2018 semester. Work hours are flexible, the work environment is supportive and fun, and it’s a great way to get meaningful job experience in the sustainability field!

Open positions are:
- TGIF Program Associate: https://berkeley.joinhandshake.com/jobs/1093970
- Community Engagement Associate: https://berkeley.joinhandshake.com/jobs/1098459
- Social Marketing Associate: https://berkeley.joinhandshake.com/jobs/1098406

Further information and application material can be found via the Handshake links above. Applications are due Friday, November 10th.

- Impact Fall Job Application Deadline: Nov. 10

Impact is hiring our next class of organizers.

Our fall application deadline is next Friday, Nov. 10.

Impact organizers are on the ground to mobilize businesses, faith leaders and citizens to demonstrate the commitment to keeping our promises on climate change, and transitioning a sustainable, renewable energy economy.

Many of our organizers are working with elected leaders in states across the country to meet goals of getting to at least 10 percent solar by 2030. Grassroots efforts like these have helped triple solar nationwide in just the last two years.

Our campaign organizer position is a great way to help them start building the skills they need for a career in advocacy or organizing

- Part-Time Graduate Level Position in Alameda

**Title:** Bilingual (English/Spanish) Field Interviewer (Contract Position)

**Location:** Alameda County, CA

**Compensation:** This is a contract position that is part-time and paid on a per-interview basis. Interviewers will receive $130 per completed interview. Field interviewers will receive additional stipends for local travel/phone usage, participation in required training and weekly supervision.

**Start Date:** November 2017
Description: Chapin Hall at the University of Chicago is seeking motivated and detail-oriented bilingual (English/Spanish) individuals to work as field interviewers under contract on an exciting new three-year study aimed at examining innovations in healthcare to prevent and reduce the impact of stress for young children and their families. Field interviewers will conduct research study activities including: family recruitment, ongoing engagement of families in the study, and data collection activities with parents or caregivers of young children receiving primary health care services. This position requires working in Alameda County, CA and surrounding communities. The time commitment is approximately 15-20 hours per week. It is anticipated that field interviewers will complete 3-5 interviews per week, with the possibility this number would increase over time. This is a grant-funded contract position.

Field Interviewers will be compensated on a per interview basis and will earn an additional incentive based on work quality. Time associated with administrative tasks (e.g., scheduling with families, ongoing outreach, travel time to and from interview location, data entry, conducting the interview) is included in the per-interview rate. A monthly stipend for transportation and cell phone usage will be provided. Field interviewers will also receive a monthly stipend to participate in required weekly 1-hour supervision meetings.

Duties Include:

- Creating a weekly family recruitment schedule with pediatric primary health care clinic staff to identify eligible families.
- Engaging/recruiting families in the study by partnering with clinic leads and using the process identified by the clinic and Chapin Hall to inform and consent participants.
- Conducting baseline, 6, and 12-month interviews, maintaining high study retention rates.
- Completing CITI Institutional Review Board (IRB) and Health Insurance Portability and Accountability Act (HIPAA) training.
- Completing and videotaping two family engagement “rehearsals” prior to data collection.
- Maintaining and updating documentation of family engagement (e.g., family contact log, incentive log, family interviews) on a per contact basis.
- Coordinating with other field interviewers at the clinic site about clinic recruitment schedules.
- Maintaining an open and transparent relationship with Chapin Hall and clinic research team by:
  - Providing weekly updates to clinic and Chapin Hall teams regarding recruitment and data collection progress and challenges.
  - Participating in weekly group supervision calls with Chapin Hall that include technical assistance and training (1 hour) and monthly peer supervision (1 hour) to review interview audio files and reflect on best practice.
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- Participating in individual supervision calls with Chapin Hall as needed.
- Contacting Chapin Hall team for support as needed to address time sensitive issues.
- Notifying Chapin Hall and clinic staff and follow clinic established protocol should any families need support following participation in the interview.
- Participating in annual training.

Required Qualifications:

- Minimum of Associate’s Degree.
- 2-5 years of experience in community-based health or social service related setting.
- Bilingual (English/Spanish) oral and written fluency required. May be asked to complete a Spanish language proficiency assessment.
- Excellent verbal communication and organizational skills.
- Strong computer skills for use of tablets in conducting online surveys and data entry.
- Access to regular and reliable cell phone to engage and maintain communication with families throughout study.
- Ability to work as part of a team.
- Travel required:
  - Required local travel using own transportation.
  - Annual travel to Chicago, Illinois to participate in training (Chapin Hall will cover travel costs).
  - Occasional evening hours required.

Field Interviewer Description:

Preferred Qualifications:

- Bachelor’s Degree in social work, human development, developmental psychology, or related field.
- Bicultural Spanish speakers preferred.
- Research experience (i.e. interviewing, collecting surveys, etc.).

Review of Applications will Begin: November 2017

Final Contract contingent on the results of a background check.

Submit: Cover letter and resume or curriculum vitae.

Apply to: Angela Sander: ch-toxicstressstudy@chapinhall.org

➢ Job Opportunities for Students
Emotion, Decision Making & Health

Paid research assistantship available

Professor Jennifer S. Lerner, Harvard University, seeks a part-time research assistant. Drawing on psychology, economics, and neuroscience, our lab uses interdisciplinary methods to examine how people make judgments and decisions. We especially seek to understand and illuminate social and emotional underpinnings of decision processes.

Across all areas, our work aims to expand the evidentiary base for designing public policies that maximize human wellbeing. Applicants can find out more about our research here and here.

The research assistant will coordinate a study on emotion and smoking behavior at the Harvard School of Public Health, Longwood Campus. The research assistant will manage multiple aspects of the study, including (1) recruiting and testing human subjects; (2) collecting data in laboratory sessions; (3) conducting data cleaning; (4) assisting with administrative tasks (e.g., IRB submissions and revisions).

The position will begin as soon as December 1, 2017 and will continue until June 1, 2018, 20 hours/week. Review of applications will take place on a rolling basis.

Key Requirements

- Availability Monday – Friday from 8 AM to noon
- Excellent organizational, interpersonal, and communication skills
- Fluent speaker and reader of English
- Excellent attention to detail
- Ability to organize data in excel
- Prior experience running studies with human subjects a plus

Application Guidelines

Prepare one PDF document containing all of these: (a) a resume; (b) an unofficial college transcript; and (c) a cover letter addressed to Dr. Jennifer Lerner. Send the PDF document to Mr. Ke Wang at the following address: Ke_Wang@hks.harvard.edu.

Information about the research:
https://scholar.google.com/citations?user=ZDfRizQAAAAJ&hl=en&oi=ao
http://jenniferlerner.com/

➢ Teach for America Job Opportunity

Today in America, kids growing up in low-income communities have a 1 in 10 chance of graduating from college by the time they’re 25. Be among the most diverse, remarkable leaders of your generation working to change that statistic.
Check out some of the inspiring ways our alumni are leading across education, business, policy, law, medicine, and more to fight for equity in America.

Change starts with you. If you’d like to learn more, fill out this survey to meet with Cal’s TFA Campus Rep, Jessica Rossoni (UC Berkeley c/o 2013).

NEXT Application Deadline: December 1, 2018

To learn more, visit www.teachforamerica.org.

All majors accepted. Full salary and benefits. 50,000+ alumni network.

➢ Job Opportunities for Student
Emotion, Decision Making & Health

Paid research assistantship available

Professor Jennifer S. Lerner, Harvard University, seeks a part-time research assistant. Drawing on psychology, economics, and neuroscience, our lab uses interdisciplinary methods to examine how people make judgments and decisions. We especially seek to understand and illuminate social and emotional underpinnings of decision processes.

Across all areas, our work aims to expand the evidence base for designing public policies that maximize human wellbeing. Applicants can find out more about our research here and here.

The research assistant will coordinate a study on emotion and smoking behavior at the Harvard School of Public Health, Longwood Campus. The research assistant will manage multiple aspects of the study, including (1) recruiting and testing human subjects; (2) collecting data in laboratory sessions; (3) conducting data cleaning; (4) assisting with administrative tasks (e.g., IRB submissions and revisions).

The position will begin as soon as December 1, 2017 and will continue until June 1, 2018, 20 hours/week. Review of applications will take place on a rolling basis.

Key Requirements

- Availability Monday – Friday from 8 AM to noon
- Excellent organizational, interpersonal, and communication skills
- Fluent speaker and reader of English
- Excellent attention to detail
- Ability to organize data in excel
- Prior experience running studies with human subjects a plus

Application Guidelines

Prepare one PDF document containing all of these: (a) a resume; (b) an unofficial college transcript; and (c) a cover letter addressed to Dr. Jennifer Lerner. Send the PDF document to Mr. Ke Wang at the following address: Ke_Wang@hks.harvard.edu.

➢ Pre-doctoral fellowships at Yale

Hiring Opportunity for Research Fellowships, Yale Child Study Center,

Yale University School of Medicine

The Yale Early Social Cognition Lab at the Yale Child Study Center is interested in recruiting highly qualified students for exciting pre-doctoral fellowships for current graduates or graduating seniors. The positions will commence July 2018.

1. Yale Fellowship in Developmental Psychopathology and Social Neuroscience

Successful applicants will be involved in a 2-year training program involving clinical research experience. The primary training experience will be in daily activities related to behavioral, psychophysiological, eye-tracking and neuroimaging studies of infants and
Work Opportunities – Week of November 13, 2017

toddlers with and without autism. With research mentorship, selected applicants will be expected to guide a pre-determined project of research from the point of data collection through analysis and publication of results.

Interested students should send cover page, CV, official transcripts, and personal statements no later than **January 15, 2018** in order to be considered for the position. Letters of recommendation are due by **January 29, 2018**. See [here](http://www.childstudycenter.yale.edu/yescog/) for more details. Additional information about the lab can be found on our website: [http://www.childstudycenter.yale.edu/yescog/](http://www.childstudycenter.yale.edu/yescog/)

Questions regarding the Yale Fellowship in Developmental Psychopathology and Social Neuroscience may be directed to Dr. Suzanne Macari at yescog@yale.edu.

II. **Yale Fellowship in Translational Technologies in Development**

The recipient of the fellowship will be involved in a 2-year training program in data science, cutting-edge computational technologies in a clinically based developmental disabilities research lab. The primary experience will be in daily activities related to training in rapid prototyping and robust development of translational technologies, which may include eye-tracking technologies, image processing, physiological sensing technologies, machine learning projects and experimental paradigms. With research mentorship, selected applicants will be expected to guide a pre-determined project of research from the point of data collection through analysis and publication of results. See [here](http://www.childstudycenter.yale.edu/yescog/) for more details.

Interested students should send cover page, CV, official transcripts, and personal statements no later than **January 15, 2018** in order to be considered for the position. Letters of recommendation are due by **January 29, 2018**. Additional information about the lab can be found on our website: [http://www.childstudycenter.yale.edu/yescog/](http://www.childstudycenter.yale.edu/yescog/)

Questions regarding the Yale Fellowship in Translational Technologies in Development may be directed to Dr. Quan Wang at quan.wang@yale.edu.

➢ **Stanford University Neuroscience Job Opening**

- **Job Description**

Stanford University invites applications for the post of a Neuroscience Clinical Trials Research Assistant/Assistant Clinical Research Coordinator. This is an exciting opportunity to work in a cutting edge research environment with world renown researchers in a variety of disciplines including Multiple Sclerosis, Headache, Memory Disorders, Epilepsy, Neurosurgery, and others. The successful candidate may participate in all aspects of clinical trials research including: assembling and administering neuropsychological assessments, screening and recruiting participants, obtaining informed consent, scheduling participants for...
testing, tracking progress of the study and behavioral data, verifying data and entering pertinent information into database for statistical analysis. A minimum commitment of two years is required. This is a full-time position with competitive benefits. **There are 3 positions open with start dates Winter 2017 and Spring 2018.** We expect 3 more to open in Summer/Fall 2018. Please email a CV, a statement of research interests and career goals in PDF format titled with YourName_CV.pdf to **Emma Adair** at neuro.stanford.recruiting@gmail.com. Please include your preferred start date.

- **Qualifications:**

  Requires a BS/BA degree in psychology, public health, human biology, neuroscience, biomedical engineering or related fields as well as one to two years of research experience. A strong academic record is essential. Past research experience within neurology/neurosurgery/psychiatry/psychology is desirable. Experience with any of the following would be an added advantage: consenting for research and recruiting difficult patient populations, medical terminology, neuropsychological assessments and industry sponsored clinical trials. The candidate must have strong organizational and interpersonal skills; the ability to work well with neurologically affected populations; a willingness to tackle complex tasks in an independent manner; and a strong work ethic.

- **National Institutes of Mental Health (NIMH) Intramural Research Training Award (IRTA) Position**

**Research Assistant Position**

The Department of Health and Human Services (DHHS), National Institutes of Health (NIH), National Institute of Mental Health (NIMH), Emotion and Development Branch, Section on Mood Dysregulation and Neuroscience (SMDN), in Bethesda, Maryland, seeks qualified individuals to fill IRTA (Intramural Research Training Award) positions, with employment starting late May/early June 2018. SMDN conducts research on the brain mechanisms and treatment of mental illness in youth. Our particular research interest involves the investigation of the brain mechanisms associated with chronic irritability in children and adolescents, and in using this brain-based knowledge to develop new treatments. These new treatments include computer-based psychological interventions and new applications of Cognitive Behavioral Therapy (CBT).

The full-time positions require a bachelor’s degree and a U.S. citizenship or permanent resident status (resident alien). A minimum commitment of one year is expected; however, a two-year commitment is strongly preferred.

Duties and responsibilities include assistance with and participation in all aspects of the research enterprise: patient and healthy volunteer screening and recruitment; protocol implementation; data collection, entry, and analysis; and manuscript preparation. This work
involves using computer statistical and graphics programs, preparing blood samples, and researching scientific literature. In addition, the position involves regular patient contact during outpatient cognitive behavioral therapy (CBT) and computer-based psychological treatment clinic visits. IRTAs can observe diagnostic interviews with patients and become familiar with standard psychometric procedures. IRTAs are also involved in training subjects to participate in neuroimaging and analyzing neuroimaging data.

IRTAs will work as part of a multidisciplinary research team including physicians, psychologists, clinical social workers, and psychiatric nurses at the nation’s largest medical research center, the NIH in Bethesda, Maryland. Successful applicants will be awarded post-baccalaureate Intramural Research Training Award (IRTA) Fellowships, which provide opportunities for recent college graduates to spend time engaged in biomedical investigation. During their tenure in the program, post-baccalaureate fellows are also expected to initiate the application process for graduate or medical school.

Interested individuals should complete the online application found at the following website (link can be found under “Application Procedure”):
https://www.training.nih.gov/programs/postbac_irta

Following completion of the online application, individuals should also forward a letter of interest and resume to:

Julia Brooks
National Institute of Mental Health
National Institutes of Health
Department of Health and Human Services
julia.brooks@nih.gov
301-435-6647