

Jobs

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1. CNR is hiring for a work study office assistant position

The College of Natural Resources undergraduate office is looking for a friendly and detail-oriented student with work study status to join our team!

Responsibilities include:

- General office duties such as reception, filing, copying, data entry, campus deliveries, managing supplies,
- Designing and updating flyers and handouts
- Assisting with special events and projects, and more!

Only non-CNR students may apply due to privacy rules.

Required skills:

- Basic computer skills
- General knowledge of campus
- Effective communication skills
- Ability to maintain confidentiality with regard to the information being processed
- Ability to work with minimal supervision
- Quick learner, detail-oriented, and reliable

Preferred skills:

Adobe Creative Suite and other technology/social media experience.

Schedule/Pay:

The ideal candidate would be available to work 15-20 hours per week within a 8am-5pm weekday schedule, including Wednesday mornings from 9am-11am, this semester with the potential to continue in Spring 2017. Pay is \$13 hourly.

To apply, submit a statement of interest and resume to Helen Sim at cnrteaching@berkeley.edu. Applications are being reviewed on an on-going basis, as we would like to fill the position as soon as possible.

2. San Francisco Tutoring Jobs

My name is Judith Schomp and I am the Community Liaison at Frog Tutoring, a local tutoring company that provides personalized private tutoring at an affordable rate. I wanted to reach out to you about a job opportunity with Frog Tutoring for your department's students.

We're looking to hire some of your Psychology students to work not just as tutors but also as mentors to students in the San Francisco community. We have found that when students (K - 12 & College) are tutored by top performing college students, then they will be more receptive and enthusiastic about the subject. I believe this will be a great opportunity for Psychology majors to encourage local youths and enhance their resume while making money.

Those interested in learning more can click (FrogTutoring San Francisco Tutors) or copy and paste this link https://frogtutoring.com/tutors/San_Francisco_CA_Tutors/

Those interested in applying should click (San Francisco Tutoring Jobs) or copy and paste this link <http://frogtutoring.com/jobs/san-francisco-ca>

Benefits:

Great pay- Minimum of \$30 per session, tutor chooses which grade level and subjects to tutor, as well as having the opportunity to create their own schedule, get driving compensation, periodic bonus and referral bonus.

3. Marketing and Communications Student Assistant

Work-Study Job Request, University of California, Berkeley

Job Number:	7923991217	Title Code:	4921
Job Title:	Marketing and Communications Student Assistant	Employer:	UNIVERSITY RELATIONS
Hourly Rate:	\$ 12.53	Positions:	1
Apply To:	Michelle De La Cruz Ruiz	Work Hours:	12-16 hours per week
Phone:	N/A	Address:	2080 Addison Street

			BERKELEY, CA 94720-4200
Start Date:	When filled	Supervisor:	Michelle De La Cruz Ruiz
How to Apply:	<input type="checkbox"/> Call <input type="checkbox"/> Pick Up Application <input type="checkbox"/> Mail Resume <input type="checkbox"/> Fax Resume <input checked="" type="checkbox"/> Email Resume at mdr@berkeley.edu		
Description:	<p>The Marketing Communications department in University Development and Alumni Relations (UDAR) is responsible for integrated communications for multiple audiences – including alumni, parents, and donors – that promote campus fundraising priorities. The Web Team manages fundraising and alumni relations websites and web applications. These include, the university website for online donations (give.berkeley.edu) and a mass email marketing platform.</p> <p>The Student Assistant II will provide web and database administrative support to the Marketing Communications—Web Team and will report to the Associate Web Director.</p> <p>Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> • Updating content for select websites • Providing customer service assistance on the Give to Cal department email account • Performing basic data entry, and assisting in data integrity projects • Conducting online research and other clerical/web duties as needed <p>He/she will have the opportunity to gain knowledge of higher education non-profit fundraising, acquire valuable office experience in a professional setting, and learn about how campus development efforts supports their undergraduate education.</p>		
Qualifications:	<p>Working knowledge of Macs. Background with MS Word and Excel (with strong Excel formulas proficiency). Accurate typing with attention to detail is a must. Basic knowledge of HTML. Some database experience preferred but not required. Must demonstrate excellent oral and written communications skills with an ability to follow verbal and written instructions. Strong problem solving skills. E-mail resume and cover letter to Michelle De La Cruz Ruiz, Associate Web Director, at mdr@berkeley.edu. You may be asked to complete a writing prompt.</p>		
<p>..... Name of Student</p> <p>..... Student ID (SID)#</p>		<p>..... Signature of work site officer authorizing this placement</p>	

Once a student is hired and if this is their first job for the program year (between June 1 and the last day of the Spring semester), to activate the student's Work-Study and apply it to this position the employer needs to:

1. Log-in to their area of the Work-Study web: <http://workstudy.berkeley.edu>
2. Select "Jobs" and then "Job Listings"
3. Scroll down, find the job in question, and select the 10-digit job number (far left)
4. Scroll down and select "Refer student to this job" enter the Student ID (SID) and follow the prompts

Once this is done, the student can log-in to their area of Work-Study and accept or decline the job offer.

Note: Any time worked prior to either of these procedures is not Work-Study and the employer is responsible for 100% of the student's earnings.

4. Student Information Systems Project Now Hiring a Student Administrative Assistant for the Project Coordinator Team

Wanted: Students to Transform the Student Technology Experience at UC Berkeley
The Student Information Systems Project (sisproject.berkeley.edu) is replacing the current admissions, enrollment, registration, financial aid, student accounts, and advising systems with a modern, nimble and effective vendor-supported system. A Student Administrative Assistant is needed to assist with tasks as part of the Project Management team. This will include managing tickets that cover every aspect of the SIS Project implementation - from both our internal ticketing system that manages project tasks, and our Help Desk system that includes tickets from students, staff and instructors who need assistance. You'll be part of a multi-disciplinary team consisting of professional and student developers, designers, project managers, and support staff. The position starts immediately and lasts through the summer. Fall 2016 employment is also possible. Pay is \$13/hour. For more information, review the job description (tinyurl.com/AA-for-PC-Team). To apply, send a cover letter and resume to Jane Valentine, Project Management Lead, at jvtine@berkeley.edu.

Additional student positions will be opening soon on the SIS Project. Stay tuned!

5. CARD Behavior Therapist position for students

ORGANIZATION

The Center for Autism and Related Disorders (CARD), LLC, is among the world's largest and most experienced organizations effectively treating individuals with autism and related disorders. With US and international reach, CARD touches the lives of thousands of people affected by autism and their families. Through a network of trained therapists, supervisors, and researchers, we develop and implement quality, comprehensive, and personalized treatment programs that produce measurable results for every patient. CARD was founded in 1990 by renowned psychologist and autism researcher, Dr. Doreen Granpeesheh. Dr. Granpeesheh designed a unique treatment curriculum using the principles and procedures of applied behavior analysis (ABA) and built a global organization of dedicated and highly trained staff. Currently, CARD has over 60 centers across the U.S. and affiliate sites across the globe.

DESCRIPTION

CARD is seeking Therapists to implement center, school, and home treatment programs for CARD patients and their families using ABA (Applied Behavior Analysis). The CARD Therapist is an integral part of the therapy team as their work directly influences patient success. Therapists report to the CARD Supervisor responsible for the patients' case. CARD provides extensive initial and on-going training and support. Monthly mentor meetings will be provided by the Supervisor to ensure the highest quality service. This is an hourly, non-exempt, part-time (minimum of 10 hours per week) or full-time position.

[Behavior Therapist Job Description](#)

[WRC Therapist](#)

[Clinical Career Path](#)