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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)

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:

➢ **Psychological Assistant Opportunity**

Private practice in San Francisco, CA is seeking a psychological assistant to provide substance abuse treatment to adolescents, adults, families, and groups. There is also opportunity for administering psychodiagnostic assessments. Benefits of this position include supervision and training on harm reduction psychotherapy, accrual of hours toward licensure, and learning to establish a private practice.

The office is located in the Sunset District of San Francisco. Supervision will be provided for obtaining post-doc hours toward licensure. The assistant will also learn the marketing and networking skills necessary to establish their own private practice upon licensure.

The position is part-time with the opportunity to increase hours if desired. Must be able to work Mondays and Fridays. Hours are flexible, although weekday evening hours are most likely to fill first.

This position is ideal for a motivated, high-achieving self-starter, who is eager to hone their psychotherapy skills via supervision, reading, and training. Interest in developing own client base and referral sources via networking is also a critical component of this position. Training will be provided, but the clinician is expected to work on growing their own practice.

**Qualifications:**

- PhD or PsyD in Clinical Psychology from an accredited university
- Completion of a pre-doctoral internship
- Current valid registration as a Psychological Assistant with the Board of Psychology of the State of California by start date
Excellent clinical skills with references that can confirm level of clinical skill, knowledge of laws/ethics, and professionalism
Experience with insight-oriented and evidence-based therapies applied to diverse patient populations
Knowledge of addiction and experience working with dual diagnosis patient populations
Excellent report writing skills, if interested in administering assessments
Previous experience working with LGBTQ and POC a plus
Spanish-speaking bilingual preferred, but not necessary

Application process:
If interested, please respond to drfernandez@poweroveraddiction.com with the following:
Current CV, with references
A brief cover letter describing your interest in the position, how you meet the required qualifications, and your experience working with addiction
A sample of your report writing, if interested in assessments

➢ Two Positions in the Georgetown Lab for Relational Cognition

The Laboratory for Relational Cognition at Georgetown, directed by Dr. Adam Green, is seeking a full-time lab manager and a half-time study coordinator to contribute to neurocognitive research on learning, reasoning, and creativity in high school students and young adults.
For more information on the lab, see our website. For more information on the positions, please see the attached description. With any questions, please contact Nhi Dinh at cnglab@georgetown.edu.

➢ Destination College Advising Corps: Now Accepting Applications! 3/5/18
DESTINATION COLLEGE ADVISING CORPS (DCAC) IS RECRUITING
FULL-TIME COLLEGE ADVISER FELLOWS

Interested in increasing educational opportunities for youth and creating a college-going culture in schools?

DCAC places recent college graduates at partner school sites located in Alameda, Contra Costa, Santa Clara, and Solano County to be a resource for students in their pursuit of post-secondary education. College Adviser Fellows take part in a one-month College Advising Institute during the summer prior to school site placements and receive continual training throughout the academic year.

For more information, visit dcac.berkeley.edu.

INFORMATIONAL SESSIONS
- Monday, January 22nd: Hearst Field Annex-Building C; 6:30 PM – 8:00 PM
- Wednesday, February 7th: Hearst Field Annex-Building C; 8:00 PM – 9:30 PM
- Tuesday, February 27th: Hearst Field Annex-Building C; 6:30 PM – 8:00 PM

Destination College Advising Corps
University of California, Berkeley
Hearst Field Annex-Building C
Berkeley, CA 94720

To apply or inquire more information, contact:
Selena Liu
dcac@berkeley.edu
510 631-5020

Application link:
Psychology summer job opportunities: Johns Hopkins, Center for Talented Students

Summer 2018 Employment Opportunities

Psychology Instructor and Teaching Assistant

CTY offers challenging academic programs for highly talented elementary, middle, and high school students from across the country and around the world. We are currently seeking highly motivated and qualified candidates to work in our summer programs. Information regarding employment and our summer programs can be found at cty.jhu.edu/jobs/summer.

We are currently seeking individuals for the following psychology-related courses:

- The Sensory Brain (grades 5 and 6)
- Foundations of Psychology (grades 7 and above)
- Cognitive Psychology (grades 7 and above)
- Neuroscience (grades 7 and above)
- Madness and Insanity: A Social History (grades 10-12)
- The Psychology of Religion (grades 10-12)

Why teach for CTY?

- opportunity to teach motivated and talented students a subject they love
- limited class size (maximum of 18 students) ensures a low student-teacher ratio
- all classes are taught by both an instructor and a teaching assistant
- opportunity to work in an environment with colleagues who share similar interests
- competitive salary plus room and board at our east and west coast residential sites

2018 Program Core Dates*

- Session 1: June 21 - July 14, 2018
- Session 2: July 14 - August 4, 2018

*Some sites run one week later than these dates. For a full list of locations and dates, please visit www.cty.jhu.edu/jobs/summer/sites_dates.html.

Terms of Employment

- Starting salary for two sessions is $4,800 - $6,000 for instructors and $2,400 for TAs
- Room and board are provided at residential sites.

Desired Qualifications

- Teaching assistant candidates are generally graduate or undergraduate students with experience tutoring or as a TA.
- Instructor candidates generally have independent classroom teaching experience and are graduate students or faculty.

More Information

- Instructor and Teaching Assistant positions: http://cty.jhu.edu/jobs/summer/positions
- Employment with CTY: www.cty.jhu.edu/jobs/summer
- Questions? Please feel free to contact us via email at ctysummer@jhu.edu or by calling 410-735-6185.
Seeking Research Coordinator - NYU Anxiety and Complicated Grief Program

The Research Coordinator will be responsible for managing studies focusing on the phenomenology, biology, and treatment of anxiety, grief, and stress related disorders. Applicants must be available to start the position in Summer 2018.

Responsibilities
- Manages federally-sponsored and privately-funded research on the etiology and treatment of anxiety, traumatic stress disorders, and complicated grief, including oversight of research data, organization of regulatory binders, and management of study databases
- Serves as the liaison between the Principal Investigator and Institutional Review Board. Responsibilities include preparing and modifying ethics committee proposals and communicating with the IRB regarding ongoing studies
- Designs and manages advertisement campaigns to recruit specific populations for research studies
- Performs data entry, cleaning, and analysis
- Conducts literature reviews for grant submissions and ongoing research work at the center
- Assists in dissemination efforts on finding of research studies, including preparation of posters, presentations, and manuscripts
- Conducts phone interviews to assess fit with study inclusion/exclusion criteria and match participants to studies for initial screening visit
- Observe and assist with treatment groups, as necessary for ongoing treatment studies
- Provides referrals for patients who do not qualify for current research studies
- Acts as the primary research contact for patients enrolled in studies
- Manage patient charts and visit schedules
- Administers laboratory tests, including vital signs, electrocardiogram, urine toxicology, and phlebotomy
- Collects and processes patient blood and saliva samples

Qualifications
- To qualify you must have a BA or BS in psychology or related field
- Minimum of two years of progressively responsible project coordination experience, preferably in a research setting.
- Excellent interpersonal skills for work in collaborative research environment and with clinical population
- Attentive to detail and flexible in fast-pace work environment
- Exceptional organizational and time-management skills
- Statistical knowledge and experience with data management and analysis
- Competency in Microsoft Office, as well as standard statistical analysis tools
- Proficient written and verbal communication skills
- Prior experience working in research laboratory or related clinical setting preferred
Interested applicants should email the program coordinator, Rebecca Lubin, at Rebecca.Lubin@nyumc.org with their cover letter, unofficial transcript, and curriculum vitae or résumé.

➢ **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 hours per week between 8am-5pm Monday, Wednesday, and/or Friday. Availability on Wednesday mornings from 9am-11am is critical. The position begins at the start of Spring 2018 semester and runs through the end of Spring 2018 semester with the potential to continue in Summer and/or Fall 2018.

Pay is $14 hourly.

To apply, submit a statement of interest and resume to Anna Hoehenrieder 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.

➢ **UCSF Hoeft Lab hiring SEEKING FULL- TIME RESEARCH ASSISTANT**

The Hoeft Cognitive Neuroscience Laboratory (brainLENS.org) at University of California San Francisco (UCSF) combines cutting edge, interdisciplinary research methods in neuroimaging, cognitive sciences, computer science and education, interested the neuroscience of brain
maturational processes, skill acquisition such as reading and dyslexia, and affective processes
that impact skill acquisition. UCSF is a premier biomedical research institution, ranked within
the top 5 in the world for Neuroscience and Behavior by US News.
We are currently recruiting for full-time research associates to join our team!

**Description:**
We are in need of full-time research associates to run laboratory operations and manage research
projects. The position would be situated at the UCSF Parnassus campus within the Department
of Psychiatry and Weill Institute for Neurosciences. This is an excellent opportunity for those
who are enthusiastic about learning new research skills, being involved in a rapidly growing
laboratory, and going to graduate school. Responsibilities may include, but are not limited to:
• Lab/Project management including hiring, IRBs, grants, meetings, and outreach events.
• Data management including cleaning, coding, entry and storage
• Data collection, including scheduling, neuropsychological, and/or neuroimaging and followup
• Independently analyzing data and writing up findings for publication and/or dissemination

**Required Qualifications:**
• BA/BS in Neuroscience, Psychology, or related field
• Ability to start in May 2018 and commit to minimum of 2 years
• Residence in the Bay Area

**Preferred Qualifications:**
• Excellent organization and interpersonal skills
• Ability to prioritize and work independently as well as collaboratively with local and remote
collaborators
• Technical skills such as programming, neuroimaging data collection and analyses, and IT
• Flexibility with work hours and responsibilities
• Prior research experience

If interested in the above position, please send your CV and a cover letter outlining your interests
to brainLENS@ucsf.edu with "[Your Name] Full Time RA" in the subject line. Candidates may
be asked to come in for interviews and provide letters of recommendation as next steps. Please
feel free to contact us if you have any questions.

Research assistants from our lab have gone onto a range of graduate schools and programs at
institutions such as Stanford University, Harvard University, and Columbia University

- New Directions for Young Adults: Program Support/Mentor Position

New Directions for Young Adults (www.NDFYA.com) is an adult multidisciplinary clinical day
Program. We support young adults with high functioning autism (ASD), learning disabilities,
and other developmental challenges. Our clients live independently in their own apartments and
receive customized supports from a variety of providers. Services provided by New Directions
include life management skill training (LMS) (i.e., learning how to cook & clean, etc.), financial skills management, academic support, vocational counseling, social skills training, social activities, and more.

We are a growing company and are looking for professional, 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 clientele teaching life skills, providing transportation, offering supervision during social outings, providing some basic academic support services, and other various support services.

**Ideal Applicants will be/have:**
Highly reliable, organized, possess computer skills with Microsoft products, will have strong written and verbal communication skills, strengths in the life management skills, be enthusiastic, and possess empathy, patience, and a genuine interest in working with young adults with disabilities.
Must have a clean criminal background and driving record (a criminal background and driving record check is required).

**Ideal applicants might also possess:**
Have some previous mentoring experience (i.e., camp counselor, teacher's aide, etc...)
Ability to help clients with basic financial management skills
Ability to tutor basic college courses (not mandatory) (i.e., freshman English, basic math)
An interest in helping students pursue their employment/vocational goals
Previous experience with persons with Autism or Asperger's syndrome
Background in psychology or special education
Reside close to our office location.
Experience or willingness to learn to drive a 12-passenger van when needed

This position offers excellent practical and educational experience for those interested in working with our clientele. In addition, there is real potential for growth within our company. Many of our initial hires have moved on to management positions within 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 offer dental, medical and vision benefits to FT employees.

If interested in this position, please send a resume and cover letter in to Jobs@NDFYA.com.

Please include your last name and the words "Program Mentor" in the subject line.

➢ **Summer Teaching Opportunities for Graduating Seniors**
Work Opportunities – Week of February 26, 2018

- Earn more than $7,000 during the summer. Teachers typically earn between $600 and $800 per week while teaching.
- Gain over 500 hours of teacher-training and teaching experience with a variety of age groups.
- Help students of all ages develop their reading skills and ability to become imaginatively absorbed in books.

The Institute of Reading Development is seeking candidates for summer 2018 teaching positions. We seek applicants with an undergraduate degree or higher from any discipline. We provide a paid training program and comprehensive on-going support.

We hire people who:

- Have strong reading skills and read for pleasure
- Are responsible, hardworking, and have good communication and organizational skills
- Will be patient and supportive with students

We invite you to submit an online application and learn more about teaching for the Institute at: http://instituteofreadingdevelopmentteachingjobs.com/

➢ Mathematica Policy Research Job Opportunities- Entry Level and Internship Opportunities

Interested in recruiting upcoming graduating seniors and recent alumni. Also have an internship opportunity for rising junior and seniors for summer 2018. Below is a list of positions we are in search for in various locations. Please click the link provided for details on the position and a link to apply directly.

International Research Assistant:
https://careers.mathematica-mpr.com/job/princeton/international-research-assistant/727/6994185

Legal Business Assistant:

Business Pricing/Proposal Internship:

Pricing Associate:

We will be reviewing applications immediately, so please encourage alumni that are interested in the position to apply quickly.
Supportiv: Part Time Jobs for Psychology Majors

Supportiv is located in downtown Berkeley and is offering paid, flexible part-time jobs starting at $15/hr and/or internships.

Supportiv is launching later this month as an anonymous online peer support forum with live moderation/facilitation. Using natural language processing (NLP), users are matched in real-time for live discussions among small groups of peers experiencing the same type of relationship, family, school, or work stress, anxiousness, sadness, or loneliness. The NLP analyzes similarity between user thoughts, preferences, and emotions to surround users with people who understand exactly what they’re going through. More information can be found on our pre-launch site: www.Supportiv.com

Available Positions:

- Online peer group moderators (many openings)
- Campus outreach [launching Supportiv at other university campuses]
- Article and content writers (writing sample requested)
- Social media/growth hacking (previous experience required)

To Apply:

Email your resume + your typical weekly availability (odd hours welcome) to hpz@supportiv.com with “Berkeley + Supportiv” in the subject line.

All questions may be directed to Helena (Co-Founder) at hpz@supportiv.com

Tutoring for Students

Tutors

We're bringing on successful undergraduates who can help their peers excel, just as they have. We'll provide training, support, and resources to help you effectively teach. Our app provides a centralized platform, allowing for easy scheduling, chat, payments, and reviews.

Benefits:
- Control your own hours
- Practice core material
- Pay: $15 - $20 / hr

We require a B+ or better in any class you teach and at least 3 hours per week of availability, even during finals.

APPLY AT: www.penjiapp.com/tutor-application

Campus Executive
Primary duties are in marketing and user engagement - present to lectures, post fliers, and engage with tutors to build a strong community.
- $10/hr pay
- 10 hrs/week on average
- Opportunity to learn and contribute to a quickly growing startup
TO APPLY, please email contact@penjiapp.com with a resume and quick paragraph on yourself!

➢ Junior Specialist for the Solomon Lab at the UC Davis MIND Institute

The Solomon Lab has job openings for research assistants. This is a great opportunity for recent graduates (and those graduating Spring 2018) to gain experience in clinical and cognitive neuroscience research.
For more information on the position and how to apply, please visit this page: https://recruit.ucdavis.edu/apply/JPF02035

➢ Research Assistant Job – UC Hastings
The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

Research Assistant (Temporary)
Center for WorkLife Law

**Classification:** Level 1 / Class Code 1640 / Non-Exempt / Represented  
**Hours:** 10-20 hours/week depending on applicants’ availability & the project’s needs  
**Hiring Pay Range:** (commensurate with qualifications)  
**Posting Date:** February 5, 2018

**ABOUT THE CENTER FOR WORKLIFE LAW**

The Center for WorkLife Law (WLL), housed at the University of California, Hastings College of the Law, is one of the nation’s leading nonprofit research organizations devoted to advancing gender and racial equality in the workplace and in education. WorkLife Law’s current initiatives include:

- Social science research on bias in the legal profession, STEM, and other industries;
- **Bias Interrupters**, an innovative metrics-based approach to workplace diversity;
- Research on how gender bias differs by race;
- A path-breaking study on fair work schedules for hourly workers; and
- Programs and best practices for advancing women in the workplace (Women’s Leadership Edge and Hastings Leadership Academy for Women).

**THE ROLE**

The Research Assistant will work under the supervision of the Research Director to collect and catalogue research pertaining to current and past projects of the Center for WorkLife Law. The research assistant will compile citations, articles, and information to develop WLL’s database of research. Substantive areas include employment discrimination, labor law, gender and racial bias, and work/family balance.

This is a temporary 3-6 month appointment.

**RESPONSIBILITIES**

Typical duties and responsibilities:

- Maintain a master database where articles are stored for researchers
- Create an organization system for research articles
- Categorize research according to subject
• Identify and correct any incorrect or missing information in the database
• Obtain research articles that have been identified as relevant
• Collaborate with WLL researchers across projects to address research storage needs

REQUIREMENTS
EDUCATION AND EXPERIENCE

• Bachelor’s degree in progress or completed, particularly in a field of study relevant to the research being conducted such as political science, social work, sociology, psychology, business etc.
• A minimum of two years of relevant research or work experience preferred.

KNOWLEDGE, SKILLS & ABILITIES

• Strong verbal and written communication skills
• Excellent organizational skills and attention to detail
• Ability to work independently and as part of a team
• Experience reading academic material and keeping accurate and detailed records and notes
• Excellent interpersonal skills
• Willingness and desire to support the work of others
• A commitment to WLL’s values and its philosophy of principled pragmatism in defense of women’s advancement and work-life balance for both men and women

BENEFITS

• Subject to benefits in accordance with University health and welfare and retirement benefits in accordance with the benefits eligibility requirements of the University of California Employee Benefits Program and Retirement System regulations.

THE HIRING PROCESS

To apply, send your resume, cover letter, and two references to Rachel Korn at kornrachel@uchastings.edu.

Failure to provide the information as required, including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.

*Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.*

WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. The position is open until filled.

*UC Hastings College of the Law is an Equal Opportunity Employer*
Kaiser Permanente Job Postings

Data Analyst (Full-time, Oakland, CA):
Join the group that manages care experience assessment for Kaiser Permanente in Northern California and Mid-Atlantic States. This entry-level position creates reports for physicians and managers, conducts analyses to test hypotheses, and tests the effects of organization policies on patient satisfaction. This position is ideal for a recent college graduate. Prior work experience is not required.
Responsibilities:
- Analyzes, manipulates, and tracks patient satisfaction data
- Creates quarterly reports and maintains distribution lists of clients
- Executes analyses to address specific questions posed by clients
- Provides client service to healthcare providers
- Interprets and communicates results of studies
- Follows standard procedures for filing, storing, and checking data
- Conducts quantitative and qualitative research on a broad array of issues related to health care and survey methodology
- Works under supervision and as part of a team on analytical projects
- Independently designs and implements analysis projects from conceptualization, through statistical analysis, to final presentation displays
Requirements:
- Bachelor’s degree
- Experience in Microsoft Office
- Strong quantitative and analytical skills, with attention to detail
- Knowledge of statistics and research methodology
- Excellent written and verbal communication skills
- Ability to work independently as well as collaboratively
- An interest in developing statistical programming skills, i.e. SAS, SQL, VBA

To Apply: Please email your cover letter, resume, college transcripts, and most recent standardized test scores (ACT, SAT, MCAT, GRE, etc.) directly to: Carol.Wei@kp.org. Thank you for your interest in this position.

Student Intern (Part-time, Oakland, CA):
Kaiser Permanente is seeking interns in the Care Experience Assessment Department: In this position, you will work with patient satisfaction data and patient comments. This position offers you an excellent opportunity to learn more about the health care field, while also learning how a large health care company is organized and structured. You will learn what types of questions and hypotheses doctors and other health care professionals have regarding patient satisfaction. You will also collaborate with your fellow interns to design a research project and present your
findings to the department at the end of the internship. This position is ideal for a junior or senior in college or a recent graduate taking time off before graduate school.

Job Description:
- Prepares and verifies quarterly reports for accuracy before publication
- Reads and processes written patient comments
- Creates graphs and tables in Excel
- Performs quality control on surveys
- Conducts research on patient satisfaction
- Sends out reports and provides client service to healthcare providers

Job Qualifications:
- An interest in health care, research, and data analysis
- Strong problem-solving skills, attention to detail, and communication skills
- Fluency in reading and writing Spanish and/or Chinese is a plus

Details:
- The position begins in May/June 2018
- A commitment of 12 months and 12-20 hours/week minimum is required
- This is a paid non-clinical position
- We are located one block from the 19th St. BART station

To Apply: Please email your cover letter, resume, college transcripts, and most recent standardized test scores (ACT, SAT, MCAT, GRE, etc.) directly to: Yiu-Kei.Wong@kp.org.

Thank you for your interest in this position.

➢ Hiring: Digital Marketing Undergraduate Interns at the Fung Institute, 3/5/18

We seek students with real interest in social media and marketing; team players who relish the challenge of helping us take our marketing efforts to the next level. We operate in an internship model, where we take your personal and professional growth seriously. You will be given as much responsibility as you can handle, as well as the support you need to grow. Our work culture is caring, positive, high performing, accountable and collaborative, and we’re looking for that in our interns.

These are shared skill sets between the open intern positions: email marketing, social media marketing, copywriting, analytics, graphic design, videography, and photography. In your cover letter, please rank them in terms of your current skill level and interests.

Shared Team Responsibilities:
- Content Creation: Investigates, interviews, and develops media about current students, alumni, staff, faculty, and industry partners
- Social Media Marketing: Helps develop and execute our marketing and social media strategies. Manages and grows our current marketing channels: Facebook, Twitter, Instagram, and Medium. Uses social media analytics to hone campaigns for efficacy; set
Work Opportunities – Week of February 26, 2018

- Email Marketing: Creates, manages, and monitors performance of email campaigns via Hubspot
- Relationship Management: Finds creative ways to engage our audience—spark conversations and develop relationships with campus and industry partners. Manages on-campus club relationships with engineering clubs and organizations
- Website and Analytics: Maintains web metrics and spearhead reporting via Google Analytics. Monitors for trends and areas for growth on our website
- Attends weekly marketing team meetings with the expectation to lead on occasion
- Assists at Fung Institute events as needed

**Required qualifications:**
- UC Berkeley undergraduate student, available throughout academic year (Sept-May)
- Exceptional command of English: efficient and effective writing and editing abilities
- Strong analytical ability: Delves into analytics to improve processes; willingness to learn and research solutions independently
- Creativity: Finds creative ways to engage specific audiences
- Independent worker with ability to manage multiple projects and meet deadlines
- Excellent task management and problem-solving skills.

**Preferred qualifications:**
- Professional experience with social media accounts
- Google Analytics experience
- Adobe Creative Suite: Illustrator, InDesign, Photoshop expertise
- WordPress.org experience
- Photography and/or videography expertise
- Experience with email strategy or content management system platforms

**Duration:**
- Required training with current interns during Spring 2018, 10-15 hours total (paid)
- 10 hours per week, beginning Fall 2018
- Potential to begin work Summer 2018
- Compensation: Student Assistant III, depending on experience, $13.75-25.00 per hour.

**How to Apply:** Please submit a single PDF document including your cover letter and resume to Fung_Mk.830opcx74bcipuhm@u.box.com. The deadline to apply is Monday, **March 5, 2018.**

**Full details about the position:** [https://funginstitute.berkeley.edu/digital-marketing-intern/](https://funginstitute.berkeley.edu/digital-marketing-intern/)