Table of Contents

- The Sutardja Center for Entrepreneurship and Technology (SCET) ...................................................... 2
- National Institutes of Mental Health (NIMH) .......................................................................................... 2
- Psychological Assistant Opportunity ........................................................................................................ 3
- Two Positions in the Georgetown Lab for Relational Cognition ............................................................. 4
- Psychology summer job opportunities: Johns Hopkins, Center for Talented Students ...................... 4
- Seeking Research Coordinator - NYU Anxiety and Complicated Grief Program ...................................... 5
- CNR is hiring for a work study office assistant position ............................................................................ 6
- UCSF Hoeft Lab hiring SEEKING FULL-TIME RESEARCH ASSISTANT .............................................. 7
- New Directions for Young Adults: Program Support/Mentor Position .................................................... 8
- Summer Teaching Opportunities for Graduating Seniors ............................................................................. 9
- Mathematica Policy Research Job Opportunities- Entry Level and Internship Opportunities .............. 10
- Supportiv: Part Time Jobs for Psychology Majors ..................................................................................... 10
- Tutoring for Students ................................................................................................................................. 11
- Junior Specialist for the Solomon Lab at the UC Davis MIND Institute .................................................. 11
- Research Assistant Job – UC Hastings ...................................................................................................... 12
- Kaiser Permanente Job Postings .............................................................................................................. 14
- Transfer Student Center: Now Hiring! 3/16/18 ........................................................................................ 15
- Project Manager/Admin Support ............................................................................................................... 16
- Summer Opportunities at Galileo .............................................................................................................. 17
- Summer Teaching Positions Available, 3/25/28 .................................................................................... 17
- Recruiting for L&S Peer Advisers ............................................................................................................ 18
- Gladstone Institutes Open Research Position ......................................................................................... 19
- Research and Policy Associate—Job Position .......................................................................................... 20
- UCLA Clinical Psychology Lab is Hiring .................................................................................................. 21
- Career Services Advisor opening at Argosy University ............................................................................. 23
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.

➢ 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)
Work Opportunities – Week of March 12, 2018

- **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](http://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](http://cty.jhu.edu/jobs/summer/positions)
- Employment with CTY: [www.cty.jhu.edu/jobs/summer](http://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-paced 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
Work Opportunities – Week of March 12, 2018

- 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**

- 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/](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:**

**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](http://www.Supportiv.com)

Available Positions:
Work Opportunities – Week of March 12, 2018

- 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
• 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 healthcare 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.

➢ Transfer Student Center: Now Hiring! 3/16/18
➢ **Project Manager/Admin Support**

Commitment: Full-Time  
Location: Menlo Park, CA  
[https://beyondtype1.org/careers/](https://beyondtype1.org/careers/)

**Job Overview:**
Work with (and support) a small, but passionate team aiming to change the face of this disease! This is the perfect job for an all-rounder who is interested in the intersection of philanthropy, business, tech, healthcare, and lifestyle brands. This role is a combination of wide-ranging project management and administrative support for the CEO/COO and office at-large.

**Responsibilities include:**
- Manage our international Give a Bear Program
- Assist in managing a variety of long-term education and advocacy campaigns
- Coordinate logistics for wide-ranging events
- Donor Tracking through a mix of CRM and Excel
- Provide customer service support
- Track and manage state-by-state compliance
Work Opportunities – Week of March 12, 2018

- Track finances and work with accounting team
- Manage contact lists, and occasional external communication efforts
- Handle scheduling for CEO and COO
- Manage interns (2-5 at a time)
- Serve as an extra set of hands for the COO and CEO on a wide-range of project initiatives
- Keep the office running smoothly — be ready to jump in on different needs!

Qualifications:
- Quick learner, self-starter, trustworthy, and reliable
- Excellent verbal and written communication skills
- Tremendous attention to detail
- Good time management with the ability to multitask, triage, and prioritize quickly
- Flexibility to work odd hours at times
- Experience with Google Business Suite (docs/drive/sheets), and WordPress experience is a plus
- Prior experience with a CRM is a plus!

To apply, please submit your cover letter and resume to jobs@beyondtype1.org

➢ Summer Opportunities at Galileo

Galileo summer hiring has launched! We're looking for over 2,000 of the best and brightest college students and grads to teach and inspire 20,000 campers at 70+ locations across the Bay Area, SoCal, and Chicago.

We also give our summer staff the opportunity to learn and practice a comprehensive approach to thinking and acting like an innovator both in and out of the classroom. We believe in the astounding power of this ripple effect. Our staff take 21st century tools back to their school-year pursuits, inspiring their peers, students and colleagues.

Does this sound like something you want to be a part of?

Next priority application deadline: March 25, 2018

For more information, visit: https://www.galileo-camps.com/jobs/summer-jobs?utm_source=2018partners-jobs&utm_medium=aftercollege&utm_campaign=2018summer-jobs&utm_content=jobs#positions

➢ Summer Teaching Positions Available, 3/25/28

Teach Reading to Students of All Ages This Summer
Earn more than $6,000 during the summer. Teachers typically earn between $650 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

The Institute teaches developmental reading programs in partnership with the continuing education departments of more than 100 colleges and universities across the United States. Our classes for students of all ages improve their reading skills and teach them to experience absorption in literature.

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

About Recruiting for L&S Peer Advisers

COLLEGE OF LETTERS AND SCIENCE PEER ADVISER
(Fall 2018 - Spring 2019)

Thank you for your interest in the College of Letters and Science Peer Advising program and the positions we have available for the Fall 2018 - Spring 2019 academic semester. You may earn $14 an hour or academic credit for your work. Please read through this packet carefully before applying. It contains detailed information about the position and the application process.

To be eligible for this position you must, at time of application:

- Have a cumulative UCB GPA of 3.0 or higher.
- Have completed at least one Fall or Spring semester (summers don’t count) at Berkeley as a Letters and Science student. Note: Fall 2017 FPF students are welcome to apply.)
- Have excellent presentation, interpersonal and general communication skills, and be able to respond to a wide range of student concerns.
- Be available to attend paid training during the Spring 2018 term (dates are to be determined) and attend mandatory Friday weekly staff meetings from 9am-10am.

NOTE: If you do not meet the eligibility requirements listed above, we appreciate your interest, but we will not consider your application for our program.
Work Opportunities – Week of March 12, 2018

APPLICATION DEADLINE
11:59PM March 14, 2018
Please email your completed application to AskLnS@berkeley.edu AND jesus@berkeley.edu.
(Incomplete applications will not be considered)
For more information please visit: https://ls.berkeley.edu/news/applications-now-open-student-peer-advisers

➢ Gladstone Institutes Open Research Position

Responsibilities
The Gladstone Behavioral Core seeks a Research Technologist with expertise in rodent behavioral testing to characterize mouse models of neurological and neuropsychiatric disorders, and to evaluate the behavioral effects of therapeutic interventions. Responsibilities include experiment planning and design, behavioral testing, and data analysis and interpretation. The successful candidate will join a highly interactive team on scientists and technologists, participate in a broad range of neuroscientific and neurodegenerative studies, and contribute to our fight against devastating diseases of the nervous system.

Qualifications
BS/BA in Neuroscience, Biology, or Psychology; keen interest in behavioral neuroscience and biomedicine; experience with rodent behavioral testing, particularly learning and memory paradigms; ability to analyze data and perform basic statistical tests; strong computer skills and experience with statistical software; outstanding time management skills; self-motivated with exceptional initiative. Some weekend work is required.

About Gladstone
The Gladstone Institutes is an independent, not-for-profit research institution affiliated with the University of California San Francisco (UCSF), transforming the health and well-being of all people through medical research, education, and outreach in the fields focused on heart disease, immunology and virology including HIV/AIDS, and neurological disease. Home to notable leaders in the field of medical science, including 2012 Nobel Prize in Physiology or Medicine recipient Shinya Yamanaka, M.D.,Ph.D. Gladstone is comprised of its three historical institutes in addition to various Centers and programs focusing approximately 500 members of our team on its mission: Science Overcoming Disease. Located in an award-winning building adjacent to UCSF’s Mission Bay Campus, Gladstone offers a competitive salary and benefits program within a robust environment for those seeking to maximize their potential. Please consider Gladstone and make a difference in human health.
Research and Policy Associate—Job Position

RESEARCH DEPARTMENT

ABOUT THE NETWORK: The California Child Care Resource and Referral Network (Network), a nationally recognized non-profit membership organization, advocates for and addresses the needs of working families and child care providers throughout California. The Network works with local member child care resource and referral agencies (R&Rs) in every county to inform parents and the general public about quality child care, assist child care providers in serving their communities, and promote affordable, accessible, quality care on the local, state, and federal levels. For more information about the Network, please view the website at http://www.rrnetwork.org.

ABOUT THE RESEARCH DEPARTMENT: The Research Department leads a range of research projects on child care issues that is regularly used among policy makers, advocates and other researchers. These include our own data collection and action research such as the Data Standardization Project, which informs the California Child Care Portfolio, a biennial report documenting child care supply and demand statewide and by county; the R&R Services Project documenting trainings, site visits, technical assistance, and outreach of local agencies; or surveying and interviewing of providers and parents on concerns that effect child care policy on families. We also provide analysis of data to provide information briefs such as utilization of child care subsidies across California, or trends in the training and licensing of the family child care supply. Additionally, the Research Department also conducts data collection trainings and convenes committees to provide database technical assistance to member agencies.

POSITION AVAILABLE: Research Associate, Full-Time
$40,000 - $45,000 annual salary - D.O.E.

The Network offers competitive benefits, including but not limited to:
Paid vacation and sick leave, Health and dental/vision, Pension contribution, Commuter benefits

APPLICATION DEADLINE: Open until filled

POSITION OVERVIEW: The Research Associate will participate in the projects outlined above as well as other research projects as needed. S/he will assist member agencies with data and technology needs and will provide training and technical assistance as needed. S/he will work closely with the Research Director to produce high-quality research products that can be used for policy, advocacy, and to elevate the work of local R&Rs. Experience and interest in quantitative and qualitative research is required. Experience and interest in child development, child care resource and referral, or other human services policy a plus.

JOB RESPONSIBILITIES:
- Lead coordination and data collection efforts for the Data Standardization Project and R&R Services Project
- Analyze local R&R data and publically-available datasets, including U.S. Census, American Community Survey, CA Department of Education, CA Department of Social Services, etc.
Synthesize and organize child care trends, policy, and research to develop strategic insights and action
- Conceptualize research projects to support Network policy positions
- Assist with drafting research and policy briefs, and disseminating and presenting data both oral and written.
- Collect and analyze data across all Network programs
- Provide training and technical assistance to local R&Rs on data systems, collection and reporting
- Engage in outreach activities, including updating the research department web page, and posting relevant child care research on Facebook and Twitter
- Assist with coordination and organization of meetings and trainings with research workgroups, consultants, state agencies, and the R&Rs
- Assist with other research projects as appropriate

QUALIFICATIONS:
- Bachelor’s degree required
- At least 2 years of quantitative and/or qualitative research experience required
- Intermediate computer skills required (Word, Excel, ACCESS, PowerPoint) required
- Evidence of working under deadlines with a high degree of accuracy required
- Excellent oral and written communication skills required
- Must be highly collaborative and team-oriented
- Must be detail oriented and well organized
- Knowledge of child care, early care and education, and working family issues preferred
- Experience with a statistical software program (importing, exporting, recoding data, reporting statistics) and GIS mapping preferred
- Policy experience a plus

APPLICATION PROCESS: Please email a cover letter and a resume to: Rowena Kamo, Research Director at rkamo@rrnetwork.org
The California Child Care Resource and Referral Network is an equal opportunity, affirmative action employer.

➢ UCLA Clinical Psychology Lab is Hiring

Research Coordinator Position at UCLA
Applications due as soon as possible!
We are hiring a full-time research coordinator to assist in the conduct of two collaborative community-based studies of evidence-based practices (EBPs) in children’s mental health and school settings. Under the direct supervision of Dr. Anna Lau, the coordinator will work on the 4KEEPS Project focused on “Identifying Quality Indicators within Multiple EBP Delivery in Child Mental Health Services” and the TEAMS Study focused on "Translating Evidence-
Based Interventions for Autism Spectrum Disorder (ASD): A Multi-Level Implementation Strategy”.

About 4KEEPS
This is a two-site (UCLA and UCSD) NIMH-funded project focused on community therapists implementation of multiple evidence-based practices for children’s mental health within a system-driven reform in Los Angeles County. The aims of the new study are to develop a pragmatic quality assessment tool to assess therapist delivery of EBP strategies associated with positive client outcomes. This study is being conducted by Drs. Lauren Brookman-Frazee and Anna Lau.

About TEAMS
This is a set of two coordinated NIMH-funded studies that will test ways to support community providers in their learning and delivery of treatments for ASD. TEAMS is being carried out in three-sites (UCLA, UC Davis and UCSD) under the direction of Drs. Lauren Brookman-Frazee, Aubyn Stahmer and Anna Lau.

Responsibilities:
- Data collection with study participants in community mental health agencies and public schools
- Training and management of research assistants
- Observational coding of recordings of EBP delivery in the community
- General project tasks including data tracking and management and analyses, preparing study materials, literature searches, report and manuscript preparation.

Preferred Qualifications:
- Bachelor’s degree in Psychology, Education, or related field
- Experience with data entry/management programs (e.g., SPSS)
- Observational coding experience
- Research methods coursework, mentored research experience, or equivalent

To apply, please submit application through this portal: https://hr.mycareer.ucla.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1520974995656. Please also email a CV and cover letter to 4keeps@psych.ucla.edu.

➢ Career Services Advisor opening at Argosy University

NOTE: This position mostly requires gathering and processing employment data. Those with extensive data and technology experience will be considered first.

Job Summary

Responsible for abiding by compliance policies for collecting recent graduates’ employment
information. Provides Career Services assistance to students and graduates. Manages student workers, as needed.

Incumbent must assure that the EDMC philosophy: quality services to clients; development, growth, involvement and recognition of employees; sound economic principles; and an environment which is conducive to innovation, positive thinking and expansion - is considered in carrying out the duties and responsibilities of this position.

**Core Job Elements (80%)**

- Responsible for tracking, documenting, and processing graduates’ employment information during the 7 months after they finish their degree.
- Follows strict policies for collecting employment situation information, including surveying graduates and collecting information verbally and in writing.

**Other Job Elements (20%)**

- Educates students/graduates on resume creation, cover letter building, job search strategies, personal branding, networking, using LinkedIn, and Argosy University’s internal online career resources.
- Hosts meetings with assigned campuses, and creates and distributes marketing materials to educate students and staff about departmental initiatives.
- Retrieves and posts job openings in our national job database.
- Works with the Career Services and Students Services staff to accomplish other career-related endeavors such as giving Career Services-related presentations and webinars, as needed.

For more information, such as job requirements, please visit: [http://bit.ly/2AZFSsX](http://bit.ly/2AZFSsX)