# Work Opportunities – Week of April 30, 2018

## Table of Contents

- The Sutardja Center for Entrepreneurship and Technology (SCET) .......................................................... 3
- National Institutes of Mental Health (NIMH) .......................................................... 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 Full Time Research Assistant .......................................................... 7
- New Directions for Young Adults: Program Support/Mentor Position .................................................. 8
- Mathematica Policy Research Job Opportunities- Entry Level and Internship Opportunities .... 9
- Supportiv: Part Time Jobs for Psychology Majors .......................................................... 10
- Tutoring for Students ........................................................................................................ 10
- Junior Specialist for the Solomon Lab at the UC Davis MIND Institute ........................................ 11
- Research Assistant Job – UC Hastings .......................................................... 11
- Kaiser Permanente Job Postings .............................................................................. 14
- Project Manager/Admin Support .............................................................................. 15
- Gladstone Institutes Open Research Position ........................................................................ 16
- Research and Policy Associate—Job Position ........................................................................ 17
- UCLA Clinical Psychology Lab is Hiring ........................................................................ 19
- Peacock Acres, Inc., Clinical Job Opening ........................................................................ 19
- Assistant Clinical Research Coordinator full-time .......................................................... 21
- Lab Manager, Yale University Social Cognitive Development Lab ........................................ 22
- [Summer Positions] Hiring Summer Faculty, Teaching, & Residential Advisors .................... 23
- [MDRS] RA positions at Temple University ........................................................................ 24
- Kaiser Permanente Job Posting ................................................................................ 24
- We’re Hiring for Summer & Fall: Become a Writing Tutor! ............................................. 25
- [MDRS] lab manager/research assistant at UMass Amherst ............................................. 26
- UC Berkeley Lab Manager Position—Language and Cognitive Development Lab ........... 27
- Research Assistant Opportunity in LGBTQ psychology ................................................. 28
- Paid Position at UCB – Student Operations Lead .......................................................... 28
Fall 2018 PAID Positions (Data-X) - Grad & Undergrad Students ................................................................. 29
Work Study Opportunity in History Dept this Summer and 2018-19 .............................................................. 30
Front Office positions Available .................................................................................................................. 31
IT Communications Coordinator ..................................................................................................................... 33
Summer Research Opportunity ..................................................................................................................... 33
Research Technologist needed for Gladstone Institute ................................................................................. 31
LifeLong Medical Care - AmeriCorps Health Fellow Program - NOW RECRUITING! ..................................... 31
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:

➢ 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)
Work Opportunities – Week of April 30, 2018

- **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](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-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 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.

➤ **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;
- Risk 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.

➢ Project Manager/Admin Support

Commitment: Full-Time
Location: Menlo Park, CA
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
• 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

➢ 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](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.

Peacock Acres, Inc., Clinical Job Opening
Monterey County Non-profit serving foster youth is seeking to hire a full time “Head of Service” (HOS) for its Group Home/STRTP (Short Term Residential Treatment Program).

Job Type: Full-time
Salary: $35.00 to $40.00 p/hour
Benefits: Medical (employee pays 25% of monthly premium), Paid Vacation, 6 Paid Holiday’s

The HOS oversees the provision of Specialty Mental Health Services at the STRTP. He/she ensures that the needs of incoming children and youth correspond with the services available through the STRTP at intake. In this capacity, the Head of Service plays a prominent role in decisions regarding placement. He/she is responsible for ensuring all treatment plans, transition plans, and progress notes and reports are properly documented in compliance with all applicable regulations, policies and procedures. The Head of Service also ensures that all required documentation, including Medi-Cal billing information, is completed and submitted on time.

The Head of Service manages the clinical staff, which may include but is not limited to: Therapists, Youth Support Counselors, Day Treatment Staff, Quality Assurance Manager, Social Worker, and Case Managers. He/she works closely with the Psychiatrist and other contracted specialists to ensure that appropriate and coordinated care is being provided for each resident.

Reports to: the Executive Director

Responsibilities:
- Ensure that all STRTP residents receive appropriate mental health treatment services.
- Manage clinical staff.
- Provide clinical supervision and support to license-track clinicians and other direct service staff.
- Ensure that sound clinical practices and procedures are followed.
- Ensure that each resident’s Needs & Services Plan is reviewed and/or updated within the specified timeframes.
- Review all residents’ progress notes on a consistent basis.
- Ensure that the Specialty Mental Health Services at the STRTP are being provided in compliance with all protocols and applicable laws and regulations.
- Ensure that mental health treatment services are documented, and that reports are completed within specified timeframes.
- Monitor and review staff progress notes including Medi-Cal documentation through the AVATAR system to ensure audit-level quality.
- Provide and support training on AVATAR and Dialectical Behavior Therapy (DBT) as well as other training topics as needed.
- Contribute to data collection and quality improvement efforts for the STRTP
- Occasional provision of direct services.
- Provide leadership representation for Organization in relationships with community partners.

Qualifications:
- Hold a professional California License for a minimum of 2 years (LMFT, LCSW, or LPCC).
- Minimum of two years supervising clinical staff and programs.
• Strong computer literacy: AVATAR experience preferred.
• Knowledge and/or experience with Dialectical Behavior Therapy preferred
• Excellent verbal and written communication skills.
• Attention to detail.
• Experience working with people in crisis.
• 2-3 years of experience working with foster youth or similar demographic.
• Strength in recruiting, managing, coaching, and retaining individuals and teams.
• Adaptable/flexible.
• Able to perform many tasks at once, and handle changing priorities gracefully.
• Able to maintain and respect confidentiality.
• Knowledge of local, state, and federal laws and regulations pertaining to the provision of Specialty Mental Health Services.

Additional Requirements:
• Satisfy the Department of Social Services and Department of Justice finger print clearance requirements
• Have a negative T.B. test
• Current First Aid/CPR certification
• Possess a valid California driver’s license and have a clean DMV print out
• Have access to a reliable and insured vehicle

⇒ Assistant Clinical Research Coordinator full-time

NEUROLOGY
Throughout the Department of Neurology at UCSF, our mission is to deliver superb patient care, to apply state-of-the-art translational research methods to discover the causes and treatments for human nervous system disorders, and to educate each generation of medical students, neurology residents and postdoctoral fellows. By fostering cross-disciplinary interactions among scientists around the world, we accelerate the pace of discovery and champion the University’s global health initiatives.

JOB OVERVIEW
The Care Team Navigator (CTN) is a core member of the Care Ecosystem study team. The Care Ecosystem study is funded by a Center for Medicare/Medicaid Services Health Care Innovation Award and is designed to test a telephone-based support, education, and care coordination intervention for patients with dementia and their caregivers. The goal is to improve the health and wellbeing of patients with dementia and their caregivers, as well as to decrease unnecessary medical costs. The Care Team Navigator is the primary point of contact for patients and their families enrolled in the study. CTNs work collaboratively with participants and under direct supervision and guidance of a multidisciplinary clinical team. This role is great for anyone interested in pursuing a profession in healthcare and wants more hands-on experience working with patient families.
Responsibilities include:

1. Participate in initial and ongoing training about common issues in neurodegenerative diseases, aging, caregiving, advance care planning, and medication management.
2. Maintain regular monthly telephone (or e-mail) contact with participants.
3. Attend weekly debriefing sessions with clinical team to review cases and discuss issues, problem solving strategies, resource needs, and communication techniques.
4. Use integrated workflow management technology for care delivery and data collection.
5. Participate in evaluation and improvement by contributing feedback during team meetings, surveys, and one-on-one meetings with supervisor.

Please let me know if you need any additional information. Thanks so much!

Mahnoor Allawala
Assistant Clinical Research Coordinator, Care Ecosystem Study
UCSF Memory and Aging Center
675 Nelson Rising Lane, Suite 190, MC 1207 | San Francisco, CA 94158
tel: 415.353.4208 | fax: 415.514.8100
mahnoor.allawala@ucsf.edu | careecosystem.org | memory.ucsf.edu

➢ Lab Manager, Yale University Social Cognitive Development Lab
The Social Cognitive Development Lab at Yale University is seeking a Lab Manager/Research Coordinator to begin mid-summer 2018.

Our lab is hiring a research coordinator/lab manager to begin mid-summer (on or around July 1) 2018. The position is full-time with benefits. A two-year commitment is strongly preferred (and is extendable beyond two years contingent on funding and mutual interest). The successful candidate will help to coordinate multiple research programs, including two NSF-funded projects.

Our lab focuses on intergroup social cognition; major research areas include the origins of intergroup bias, the principles underlying social categorization and ideas about fairness and inequality, the perceptual components of intergroup categorization, and the most effective strategies for reducing intergroup bias in children. More information about the lab can be found at: www.socialcogdev.com.

Responsibilities for this position include recruiting, scheduling, and testing child and adult research participants; coordinating a large team of graduate and post-doctoral researchers; building partnerships with and conducting research at local schools and museums; managing a participant database; training and coordinating undergraduate research assistants; purchasing and setting up lab equipment; and additional research and administrative duties as they arise.

The position offers the possibility for substantial research experience and the potential for co-authorship on posters and manuscripts as well as the possibility of international research travel. The job would be ideal for someone highly motivated to undertake graduate study in psychology or the cognitive sciences. The successful candidate will be a core member of a vibrant and collaborative research environment and will also benefit from the broader intellectual community at Yale. For more information about Yale’s psychology department, visit http://psychology.yale.edu.

Ideal candidates will have a bachelor’s degree or equivalent in psychology or a closely related field, experience with children, research experience in an experimental psychology lab, and experience managing others. Strong organizational and communication skills and attention to detail are of the utmost importance. The candidate should be self-motivated and able to solve problems independently while also being comfortable managing and working with others. Strong technical skills are a must; lab duties will require making regular use of Microsoft Office, Photoshop, experimental software such as Inquisit, and statistical software such as R. Computer programming aptitude (e.g. Python, Matlab, JavaScript, Flash) and experience with Amazon Mechanical Turk would be a plus but are not required.

To apply, please send a résumé/CV and a cover letter (as a single PDF document) describing your interest in the position to the current lab manager, Helena Wippick, helena.wippick@yale.edu, with the subject line “SCD Lab Manager Application.” The letter should briefly describe your research experience and experience working with children and should include the name and contact information of at least two academic references. Applications will be reviewed as they are received but full consideration will be given to all applications received by April 1, 2018. The position will ultimately be filled through Yale University’s internal Human Resources process; strong candidates will be encouraged to submit their application to Yale after an initial review. Women, LGBTQ, and underrepresented minority applicants are encouraged. Yale University is an Equal Opportunity/Affirmative Action Employer.

➢ [Summer Positions] Hiring Summer Faculty, Teaching, & Residential Advisors

Join our Team!
Upward Bound and Upward Bound Math & Science is hiring for the Summer!

**Instructors** (Graduate students highly encouraged to apply)
Apply online through [AP Recruit](#)
Job #JPF01684

**Teaching Associates** (Undergrads)
Apply online through the [Berkeley Jobs Website](#)
Job #24630

**Residential Advisors**
Apply online through the [Berkeley Jobs Website](#)
Job # 24629

---

**[MDRS] RA positions at Temple University**

The Adaptive Memory Lab at Temple University (PI: Vishnu “Deepu” Murty) is looking to hire a lab manager and two full-time research assistant. Research in the Adaptive Memory Lab focuses on neurobehavioral mechanisms that shape how individual’s form goal-relevant memories and how these memories support adaptive behavior. These processes are examined in healthy adults, adolescents, and individuals at-risk for developing psychopathology (i.e., psychosis, PTSD).

**Lab Manager:** The research assistant will have a large role in supporting the general research and administrative aims of the laboratory. The major duties of the lab manager include assisting with the programing and administration of behavioral and imaging experiments, conducting data analysis, and fulfilling administrative tasks (e.g., IRB management, budget management).

**Research Assistant Position:** The research assistant will have a large role in supporting data collection and analysis for the AURORA Project, a large-scale, NIMH funded multi-site project tracking the longitudinal effects of trauma. The duties of the research assistant will include MRI, behavioral, and psychophysiological data collection as well as conducting data analysis related to this project.

Ideal applicants will have experience in one or more of the following areas: testing human subjects in behavioral/fMRI experiments, behavioral data analysis, neuroimaging data analysis, or computer programming. To apply for either position, please send a cover letter and CV to adaptivememorylab@gmail.com

---

**Kaiser Permanente Job Posting**

**Survey Researcher (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 analyzes survey data, creates
Work Opportunities – Week of April 30, 2018

reports for physicians and managers, and tests the effects of organization policies on patient satisfaction.

Responsibilities:

- Analyzes, manipulates, tracks, and manages patient satisfaction survey data
- Creates quarterly performance reports
- Checks data to ensure all reports are error-free prior to publication
- Conducts quantitative and qualitative research to test hypothesis posed by clients
- Interprets and communicates results of studies
- Assists on issues related to survey validity and psychometric properties
- Answers questions from clients about survey methodology and patient satisfaction reports
- Works under supervision and as part of a team on analytical projects

Requirements:

- Bachelor’s degree, prior work experience is not required
- Detail-oriented, independent worker
- Excellent written and verbal communication skills
- Knowledge of statistics and research methodology
- Interest in developing analytical skills (SAS, SQL, Excel)

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.

—we’re Hiring for Summer & Fall: Become a Writing Tutor!

Dear writers,

We hope you’re having a fantastic break!

As users of our services, you know firsthand how conversations with a peer can transform your work into a well-crafted piece of writing. You’ve partnered with our friendly tutors to brainstorm ideas, discuss evidence, and revise your drafts until you’ve developed a paper you’re proud to submit. Now’s your chance to become a supportive tutor for writers just like you! Apply to be a Writing Tutor today!

We accept applications on a rolling basis; our review dates are 4/13, 4/27, and 5/11. Priority will go to early bird applications received by 4/27. Feel free to share the word with your friends and networks.

Multilingual and multidisciplinary writers strongly encouraged to apply. We look forward to hearing from you!
[MDRS] lab manager/research assistant at UMass Amherst

The co-directed laboratory of David Huber and Rosie Cowell at the University of Massachusetts, Amherst is seeking a full-time lab manager/research assistant.

The lab manager will have the opportunity to learn state-of-the-art techniques for fMRI data analysis through participation in an NIH-funded Brain Initiative project, in collaboration with MIT (Earl Miller) and UCSD (John Serences). In addition, the applicant will benefit from exposure to a wide variety of projects examining memory, visual perception and attention, using fMRI, EEG, formal computational models and behavioral studies. Information on the Cowell and Huber research groups can be found here [https://people.umass.edu/cmap-lab/](https://people.umass.edu/cmap-lab/) and here [http://people.umass.edu/dehuber/](http://people.umass.edu/dehuber/).

The position is suitable for a recent graduate in Neuroscience, Psychology or Computer Science who is seeking research experience in preparation for graduate school. The candidate must be self-motivated and have excellent computational skills (coding experience is strongly preferred, e.g., MATLAB), along with good interpersonal and organizational skills. Duties will include scheduling and conducting MRI scans; designing and preparing behavioral and MRI
experiments; curating and analyzing behavioral and MRI data, and general research and administrative support. Salary is commensurate with experience, and will be competitive. There is no application deadline, but the position will be filled as soon as a suitable applicant is identified.
To indicate your interest, please email your CV and a brief statement of research interests to rcowell@[umass].edu or dehuber@[umass].edu (removing the square brackets).

UC Berkeley Lab Manager Position—Language and Cognitive Development Lab

The Language and Cognitive Development Lab at the UC Berkeley Department of Psychology, directed by Prof. Mahesh Srinivasan, is seeking a full-time lab manager for a 1-2 year appointment beginning this June or July. Research in the lab addresses how linguistic, social, and cognitive abilities arise and interact with one another in human development and across cultures.

Responsibilities for the position will include many research-related activities, such as recruiting and scheduling participants, designing and creating experimental stimuli, testing infants, toddlers, and adults, and assisting with data analysis and the preparation of research for publication. The position will also include administrative duties, such as recruiting and training undergraduate assistants, coordinating with local daycare centers and museums, maintaining participant records, purchasing equipment, and preparing applications for human subjects approval. The position is ideal for a recent college graduate who would like to gain additional research experience before applying to graduate school.

Candidates should have a strong interest in language and cognitive development, and a bachelor's degree in a relevant discipline, including at least two years of coursework in experimental psychology, cognitive science, linguistics, or other relevant fields. Candidates should also have had experience working with human subjects, especially children, in an academic research environment. A general fluency with computer software, and strong organizational, interpersonal, and communication skills (both oral and written) are also required. Experience with statistical software (e.g., SPSS, JMP, R), computer programming (e.g., Matlab), web design, and video editing are preferred.

The minimum commitment is 1-2 years, and salary and benefits are commensurate with experience, according to the UCB Lab Assistant II pay scale. The position is scheduled to start between June and July 2018.

For information about how to apply, please see posting #24767 on the Berkeley Jobs website (https://jobs.berkeley.edu/job-listings). Please include a CV and cover letter detailing your interests and experience, and how they fit with the goals of the lab and requirements of the position. All questions about the position can be directed to Catherine Berner (catherineberner@berkeley.edu).
Research Assistant Opportunity in LGBTQ psychology

I am a doctoral student in Clinical Psychology at the Wright Institute in Berkeley. I am seeking 2 undergraduate research assistants to transcribe interviews and help me analyze qualitative data for my dissertation entitled, *Accepting an LGBTQ Child: A Stage Model for Parents of Color*. My dissertation chair is Dr. Anatasia Kim. The requirements would be:

--A commitment to between 3-4 hours a week through the end of June
--Transcribe approximately 6 interview recordings
--Assist the researcher in analyzing qualitative themes using grounded theory
--Have an interest in LGBTQ psychology

Note: Most of the work can be completed virtually, although I would like to meet the research assistants in person initially.

I can be reached at acjohal@wi.edu. Thank you very much!

- Abigail Johal, M.A.

Paid Position at UCB – Student Operations Lead

The Sutardja Center for Entrepreneurship & Technology (SCET) is looking to hire a Student Operations Lead for the Fall semester with the possibility of extending through the next academic year. The student in the position will be exposed to the latest technology trends, top industry leaders and entrepreneurs affiliated with our programs. Summer availability preferred but not required for this position.

Applicants should have an interest in the activities of SCET, technology, and entrepreneurship. This role entails acting as a liaison between students, faculty, and industry fellows. Most importantly, we're looking for a hard-working and pro-active student who has the ability to take direction, complete projects in a timely manner, and have fun!

Main Responsibilities:
This role is vital to ensure the efficient and smooth day-to-day operations of the SCET office. Tasks related to this position include:

- Managing office email, calendar, contact database, and inventory
- Budgeting and financial accounting for various programs.
- Office space organization
- Event planning and guest services
- Assisting communications team

Skills & Qualifications:
- Highly organized and able to handle multiple projects simultaneously with an eye toward prioritizing work to meet deadlines.
- Ability to thrive in an open-office environment and interact with all levels of the organization. Willing to vocalize new ideas and opinions readily.
Work Opportunities – Week of April 30, 2018

- Strong verbal + written communication and interpersonal skills. High level of comfort working with people from diverse cultures.
- Comfortable with asking questions, pursuing answers, and operating with minimal guidance to move work forward.
- Proficiency with Google Suite necessary, proficiency with Adobe Suite and knowledge of campus financial systems preferred.

Application Logistics:
- Applicant must be able to work a minimum of 15 hours per week at the office (up to 20 hours depending on student availability). Our office is located at the California Memorial Stadium.
- Compensation for this position is $15/hr.
- Students from all majors are encouraged to apply.
- Work-study is preferred but not required.
- Availability to start training over the Summer is a plus.

Interested students should send an email with a 1 paragraph statement of interest and a resume – combined into ONE PDF file – to Danielle Vivo (d.vivo@berkeley.edu).

➢ Fall 2018 PAID Positions (Data-X) - Grad & Undergrad Students

Openings for students to join the Data-X Lab at the Sutadja Center for Entrepreneurship & Technology (SCET) for AI, Blockchain, and Data Projects. SCET is offering 5-7 student openings to join the lab's community starting this spring and others to work in the fall and beyond:
* 2 GSI roles for IEOR 135 / 290 (salary + fee remission)
* 3 technical lead positions (paid)
* 2 market/growth hacking positions (paid)
* 2 self-directed undergrad research students (unpaid)

The Data-X Lab at SCET supports a collection of student and faculty-led projects in AI/Data and Blockchain areas. Over the past year, the data and blockchain sub-lab areas have attracted over $200K in support for experiential teaching and applied research projects.

Current projects from the lab include open source development code for the popular Data-X course and sponsored projects from firms including LinkQuest, Neo, and Echolink.

More info here: https://scet.berkeley.edu/data-lab/

The Data-X lab follows the Innovation Collider model of the Sutardja Center, where the work produced is more than research papers, and often includes diverse team formation with people who don’t often meet, such as Venture Capitalists, industry leaders, researchers, and undergraduate students.

If interested, please send a statement of interest, 1-2 paragraphs in length, along with your resume to Prof. Ikhlacq Sidhu, Cc: Melissa Glass
In the Subject line and title of your statement, please indicate which position you are applying for.

IEOR 135/290 GSI: We have 2 openings for graduate students GSI's for the Applied Data Science with Venture Applications course (informally Data-X). Applicant/s should be familiar with current data science tools such as pandas, NLTK, Scikit, Tensorflow/Keras, Beautiful Soup for webscraping, and comfort with data, AI, and related application development topics. This is a paid position.

Data-X Lab Technical Leads (3 openings as technical staff): These openings are for students who already have knowledge of data, AI, and/or blockchain implementation. These students would be interested in developing new notebooks, lecture content, presenting materials, teaching, and potential travel as experts to global companies and academic locations. They may also participate in applied research projects for companies such as our newest project in automated mobile “network configuration”, which may also result in a venture opportunity. Having already taken the Data-X course is a plus, but not required. These projects are also designed to lead to significant career opportunities for technical undergraduates and graduate students. This is a paid position.

Data-X Lab Market Experts (2 openings in growth staff): These 2 openings are for marketing and product management oriented students to work with firms and universities to launch new projects in Data, AI, and Blockchain. These students will focus on “growth hacking” techniques to develop the projects of the Data-X lab. Student work in this area will include creation and testing of market messages & materials; awareness and lead generation with firms and universities for collaboration opportunities in the Data-X area; and program and project delivery to end customers off the Lab. All Data-X Lab Market Experts are key roles and will be filled carefully. These roles will allow for many interactions with business and technical leaders and can lead to significant career opportunities. This is a paid position.

We will additionally accept applications for 2 non-paid students who would like to contribute to one of our current projects as part of our applied research community.

If interested, please send a statement of interest, 1-2 paragraphs in length, along with your resume to Prof. Ikhlaq Sidhu, Cc: Melissa Glass (sidhu@berkeley.edu, m.glass@berkeley.edu). In the Subject line and title of your statement, please indicate which position you are applying for.

➢ Work Study Opportunity in History Dept this Summer and 2018-19

Title: Office Assistant in the History Department (3229 Dwinelle)
Supervisor: Laura Marostica
Email resume to:imarostica@berkeley.edu
Start date: when filled
Pay Rate: $13.75 hr
Job description:
The Front Office Assistant is responsible for assisting with all administrative and resource functions of the History Department. Duties include handling general inquiries from a diverse population (including faculty, staff, students, and the general public), routine clerical work, basic data entry, maintaining alphabetical files, filing and office organization - under supervision and with direction. May be involved in larger reorganization projects, including surveying rooms and equipment, moving and re-shelving books, and creating documents to report project results to supervisor. Assist with maintenance of common rooms, including dusting, straightening furniture, and restocking paper and other supplies. History majors cannot be considered for this position.

Job requirements/qualifications:
Organizational and basic word-processing skills essential. Familiarity with common office equipment (copier, document scanner, fax machine) and broader range of computer software skills (including Adobe Acrobat Professional, Excel, and Filemaker) desirable. Ability to lift 25 pounds. Reliability, attention to detail, mature judgment, and punctuality required.

Duration/work hours: Approximately 10-15 hours per week. Schedule to be arranged but coinciding with the main office hours of M-F 9-12 and 1-4. This is a summer position, but it is our desire to hire for both summer and the upcoming academic year. Start date negotiable, July 1 ideal.

Front Office positions Available

Looking for talent who has a very unique interest in improving the quality of life of those with behavioral and mental health challenges. I considered students (perhaps in your department) who are currently studying, but may need to support themselves with a fulltime position. The opportunities I have currently in the region are as follows:

2 Front Office positions in our Berkeley location
2 Front Office positions in our Oakland location
1 Front Office position in our Walnut Creek location

The positions are Monday – Friday (day shift only) w/ weekends off
Community Psychiatry pays 100% of employee benefits including Health, Dental, Vision and paid time off (accrued over time).
We are very much a family throughout the practice and we’re looking for people who demonstrate the capacity to facilitate and manage patient care confidentially, compassionately and efficiently.

**ABOUT THE ORGANIZATION**

Community Psychiatry is a leader in the outpatient mental health industry with a mission to deliver fast, easy access to compassionate psychiatry. We have experienced rapid growth over the past several years as we have expanded our footprint and provider base. Community Psychiatry's commitment to patients is to make the process as seamless as possible. With one phone call, patients are scheduled for an appointment to see a psychiatrist who accepts their insurance. The Company's 27 private practice offices are primarily around the Bay Area, Sacramento, and San Joaquin regions in California. We recently expanded into the greater Los Angeles area with offices in Simi Valley, Beverly Hills, Playa Vista, and Newport Beach.

**DESCRIPTION**

**Job Summary**

This position’s primary purpose is to contribute to a positive patient experience by providing excellent customer service to all patients and providers through interactions on the phone and in person. Additionally, the Front Office Coordinator will coordinate and organize appointments and documentation to facilitate the smooth running of the medical environment and support delivery of quality patient care. Schedule: 40 hours per week; Monday - Friday; 9:30am - 6:00pm

**Responsibilities include:**

- Provides top-quality customer service including welcoming patients and visitors with a friendly greeting, assisting with in-person and telephone inquiries, checking voicemails, and promptly returning calls and/or relaying messages accordingly
- Assists patients by collecting patient demographics and insurance information and updating when needed, scheduling new patient and follow up appointments, confirming patient appointments, explaining new patient paperwork and relaying messages from patient to doctor
- Completes administrative duties such as filing medical reports, notes and correspondence in the patient's chart, collecting patient's co-pays, deductibles and fees, ensuring reception area & lobby is well maintained, and other tasks assigned by providers and supervisors
- Maintains open line of communication with supervisor to offer suggestions on process improvement, escalate any patient complaints, assist with morale in the office, and provide any feedback needed on a daily basis
- Provides excellent service to our providers by keeping them notified of patient arrivals and of any schedule changes including cancelations or delays, requesting external medical reports as directed, and being a liaison between pharmacies and providers
- Maintains operations by following policies and procedures and informing patients of office procedures and policy

**Additional responsibilities of a Front Office Coordinator III include:**

- Completing daily bank deposits and deposit uploads
• Scheduling of audits and productivity reporting to management
• Drafting patient term letters for approval
• Training new hires in all required FOC duties
• Monitoring that provider preferences are being adhered to according to CP policy
• Requesting and locating lost charts
• Supporting and leading basic to moderately complex department projects

POSITION REQUIREMENTS

Qualifications
• High school diploma or equivalent
• Strong attention to detail with the ability to prioritize and multitask
• Excellent customer service and communication skills, both written and oral
• Basic proficiency with Microsoft Office (Outlook, Excel, and Word); multiline phone experience; accurate typing/data entry skills
• Knowledge of general administrative and clerical procedures

Job Criteria
Skill—Has substantial understanding of the job and applies knowledge and skills to complete a wide range of tasks.
Job Complexity—Works on assignments that are moderately difficult, requiring judgment in resolving issues or in making recommendations. Provides advice and assistance on work techniques and best practices.
Supervision Required—Normally receives little instruction on daily work, general instructions on newly introduced assignments.
Experience—Typically requires a minimum of 2-4 years of related experience.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Please do not call to check the status of your application. Those who do not follow directions will not be considered for the position. If interested, please submit an online application. Resume and cover letter required.

COMPENSATION $17.25
DOE plus full-time benefits
EXEMPT/NONEXEMPT Non-Exempt
FULLTIME/PART-TIME Full-Time

➢ IT Communications Coordinator

UC Office of the President (UCOP) is looking for a new IT Communications Coordinator to start after graduation!
As a coordinator at UCOP, you get to be as creative as you like. Pitch a podcast, video series, online training or blog article on a variety of IT-related subjects – cybersecurity, privacy, AR/VR, MOOCs, or data science to name a few. Go to campus events, and interview IT folks from Berkeley to UCSD. Attend the 2018 UC Computing Services Conference (our most fun event of the year) to collect stories, post pics on social media, and distribute swag. A big part of this job is working on the UC IT Blog, so please check it out.

Around 40% of your time as coordinator is spent on Federal Communications Commission (FCC) license management. You don’t need any FCC knowledge to apply, because I’ll teach you everything you need to know. This part of the position is really cool because you get to work with all 10 UC campuses on their research frequencies, as well as the 6 UC radio stations.

Please don’t hesitate to email me at arivetti@ucop.edu with any questions. We would love to schedule interviews soon! Link to jobs site: https://jobs.ucop.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1524766116443

่า Summer Research Opportunity

Hello!

I am working as the program coordinator for an international student high school summer program here in Berkeley. We are looking for student group leaders to manage groups of high school aged international students coming to Berkeley for summer sessions.

If you are interested in working with international students, getting paid $2000+ for the summer, and getting free housing in Berkeley check it out! The program runs from June 12 to August 11. You can take summer classes while being a student leader!

Please email resumes to icpc.ucberkeley@gmail.com and feel free to email me with any questions @ rachel.feher@berkeley.edu.

Thanks!
Rachel Feher
UC Berkeley 2020
B.A. Rhetoric, B.A. Chinese, B.A. Film
Title of the position
International Pre-Collegiate Program (IPCP) Student Group Leader (SGL)

Summary of the position
Are you a college student who is passionate about working with high school students? Ready to take your leadership and group management skills to the next levels and become an inspiration for the students? Have loads of energy and stamina? Interested in education and project-based learning? If this is you, you should become a Student Group Leader for IPCP this summer!!!!

The SGL will provide supervision and mentorship for international high school students who are coming to UC Berkeley for summer classes. Supervision includes daily night roll-call, chaperon on weekend field trips. Mentorship includes addressing students’ concerns and questions, organizing and leading extracurricular activities. This responsibility requires fully understanding and careful attention to the physical and emotional safety of each and every individual within a team, as well as the dynamic of the whole group. This role requires an attentive, positive attitude, initiative, flexibility, and exceptional leader mentality.

Term of employment
From June 12, 2018 to August 11, 2018

Salary
$2200

Benefits
- Off-campus housing offered for the whole duration of the program
- Enhancement of leadership and communication skills

Reports to
- Program Coordinator
- Program Directors (when Program Coordinator is unavailable)

Key areas of responsibility (but not limited to)
- Greet and Pick up students at SFO at the beginning of each Berkeley summer session (2 times)
- Conduct daily roll call at 9pm (30-60 minutes)
  - Check in with students on how they are doing
  - Organize and lead discussion section on daily (or weekly) topic
  - Address student’s concerns and answer their questions
- Chaperone weekend field trips
  - Ensure every safety rules are met when students are on field trip
  - Contact students as often as needed and have a general sense of where they are
- Plan and Organize activities
Work Opportunities – Week of April 30, 2018

- Organize group activities, small social events to introduce students to American Culture
- **NOTE:** All proposed activities should be reported to Program Coordinator at least one week in advance. Upon receiving permission, interns can carry on the proposed activity. This is required due to safety reasons

- Live in provided dorm
  - Housing will be provided during the duration of employment. Interns are required to live close to students to better assist them

- Enforce rules and policies strictly
  - No alcohol, smoking, or any other unprofessional and unappreciated behavior during the internship. This applies to both interns and students

- Report to Program Coordinator
  - After every roll call
  - When there is emergency (illness, accident, missing student, etc.)

- Fulfill 5 hours of office workload every week (**more details will be announced during training**)
  - Develop a summer project with fellow interns

- Attend weekly meeting with Program Coordinator and Program Directors
  - Report on the work progress every week
  - Check in with fellow interns
  - Raise questions/concerns and Propose solutions
  - Discuss about summer project (**more details will be announced during training**) **NOTE:** This job description in no way states or implies that these are the only duties to be performed by this employee. **He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor**

**Job Qualifications**

<table>
<thead>
<tr>
<th>Preferred or Specialized</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education</strong></td>
</tr>
<tr>
<td>• Currently enrolled in a four-year institution OR</td>
</tr>
<tr>
<td>• Newly grads (no more than 2 years)</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
</tr>
<tr>
<td>• At least 6 months to a year working with international students</td>
</tr>
<tr>
<td>• OR/AND Study abroad experience (at least 6 months)</td>
</tr>
<tr>
<td>• OR/AND Speak two or more languages</td>
</tr>
<tr>
<td>• OR/AND Mentoring/Tutoring experience</td>
</tr>
<tr>
<td><strong>Knowledge</strong></td>
</tr>
<tr>
<td>• Basic or advanced knowledge working with international high school students</td>
</tr>
<tr>
<td><strong>Skills</strong></td>
</tr>
<tr>
<td>• Manage and mentor a group of students (20-22)</td>
</tr>
<tr>
<td>• Can think critically</td>
</tr>
<tr>
<td>• Plan, organize, and lead group activities</td>
</tr>
<tr>
<td>• Know how to use Facebook, Line, WeChat, and Gmail to communicate with students</td>
</tr>
</tbody>
</table>
Research Technologist Needed for Gladstone Institute

Gladstone Institutes is a private research institution affiliated with UCSF, and the Behavioral Core supports the labs of Gladstone Institute of Neurological Disease, the other Gladstone divisions, as well as labs from UCSF, UC Berkeley, and beyond, with their rodent behavioral testing needs. We do a lot of projects involving autism spectrum models, Parkinson's and Alzheimer's disease models, as well as traumatic brain injury models.

We currently are looking for a new research technologist to join our team! Ideally, we are looking for someone with a BA/BS in neuroscience, biology, or psychology, and an interest in behavioral neuroscience. It would be great if the person had rodent behavioral testing experience, especially in memory and learning paradigms.

➢ LifeLong Medical Care - AmeriCorps Health Fellow Program - NOW RECRUITING!

For more information, visit this website: https://www.lifelongmedical.org/services/americorps-program.html