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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.
- 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. Ikhaq 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.

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: lmarostica@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

➢ 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

PIRG Campus Action-Campus Organizer

PIRG Campus Action is currently hiring Campus Organizers to work with students on college campuses across the country, giving them the resources they need to unlock their full power to build a brighter future.

We know college students have the power to make a difference. From voter registration drives to fossil fuel divestment, students are always pushing our communities, our country and our world forward. Interested candidates can find out more and apply here.
Research Coordinator Position – Massachusetts General Hospital

RESEARCH COORDINATOR POSITION

The Depression Clinical and Research Program is part of the Outpatient Psychiatry Division of the Massachusetts General Hospital. The Program is investigating the efficacy and safety of treatments for Major Depressive Disorder while seeking to learn more about the causes and course of this disease. If you would like to read more about our program, please visit our website at www.depressionmgh.org.

Research Coordinators are responsible for managing and coordinating the clinical studies as members of the research team. This involves screening patients for study eligibility, data entry and analysis, manuscript preparation, and clinical laboratory work such as phlebotomy and EKG administration. Research Coordinators will work closely with the physicians and psychologists on staff in managing patient care throughout the studies.

Applications are being accepted for the position. Qualified applicants must have a bachelor’s degree, strong writing and organizational skills. Psychology, sociology, and premed majors are encouraged to apply, but all are welcome. Prior research or clinical experience is strongly recommended.

This position will provide invaluable experience for anyone interested in pursuing graduate study in the fields of psychology, public health, or medicine.

We request a resume and cover letter outlining your reasons for applying and the strengths you would bring to the position. Start date: June 2018. Please send materials to Esther Howe at ehowe3@mgh.harvard.edu.
➢ Become a Writing Tutor – SLC Writing Program

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➢ Research Associate – Human Sleep Lab

**Research Associate – Human Sleep Lab**

Center for Health Sciences

Job # 1772BR

Menlo Park, CA

We are seeking a Research Associate to participate in data collection in the Human Sleep Laboratory, including laboratory set-up, patient hook-ups, administering computerized neuropsychological tests, MRI scans, and performing overnight polysomnograms for a variety of research studies. Attention will be focused on a study about adolescent brain development.
Work as a team member to perform any and all of the tasks required of each shift. Function independently to safely operate sophisticated equipment to record sleep and wake physiology. Other responsibilities include recruiting and screening patients, managing patient records, tracking progress of studies, entering data into a database, and adhering to deadlines set by the investigator. Comply with governmental regulations and SRI policies regarding health and safety issues.

This position includes overnight and weekend work.

**Required qualifications:**
- Zero to two years’ experience with a BA/BS preferably in psychology or neurosciences
- New Grads with relevant experience encouraged to apply
- Working experience of principles of sound research design and data collection
- Good organizational skills and experience in implementing complex and multiple tasks
- Ability to work well with subjects, including children and adolescents, to elicit best efforts in testing
- Experience with computer-driven devices
- Ability to keep a tight schedule, follow through with attention to detail, and to work at night
- Must be fluent in Spanish

Post-offer, pre-laboratory physical examination will be required. Candidates who receive a conditional offer of employment will be subject to a background check.

**About SRI:**

[SRI Biosciences](https://www.sri.com/careers), a division of SRI International, integrates basic biomedical research with drug and diagnostics discovery and preclinical and clinical development. [SRI International](https://www.sri.com), a research center headquartered in Menlo Park, California, creates world-changing solutions to make people safer, healthier, and more productive.

**How to apply:**

Apply via our web page at [www.sri.com/careers](https://www.sri.com/careers) to job number 1772BR.

*SRI International is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action Employer, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.*

> Clinical Research Job Opportunity

**CLINICAL RESEARCH OPPORTUNITY**

The [Risk-Resilience Lab](https://www.sri.com/careers) at UC Berkeley is looking for an interviewer who would work 20+ hours/week in San Francisco. We need someone who lives in the area, has good availability.
during business hours, is willing/able to conduct assessments in the community (with access to reliable transportation), and has excellent interpersonal and organizational skills. Ideally, this person would have experience or background in related research in mental health and/or criminal justice. The salary is $18-21/hour, commensurate with experience. The position is for one year, but expected to extend for up to two years.

This interviewer will work with a top-notch research team to collect data on a promising treatment program for people with mental illness who are involved in the criminal justice system. The study will rigorously test whether and how Interventions, a cognitive-behavioral group treatment (CBT), reduces recidivism for this population. The Research Interviewer will recruit participants, assist with randomization, and perform assessments (pre-treatment and post-treatment). Major responsibilities also include staying in good contact with the study team and tracking down participants in the community to obtain follow up data. Study results will be shared both locally and nationally to inform policy for justice involved people with mental illness. Please contact Sharon Farrell for details: smfarrell@berkeley.edu

➢ Employment Opportunity for Students: Psychological Technician

Trauma and Stress Recovery Center (TSRC)
Psychological Technician Position

The Trauma and Stress Recovery Center (TSRC) located in Oakland is offering a full-time position for college graduates who are looking for employment in the health or clinical field. TSRC staff consists of psychologists and nurse specialists who use psychological and psychiatric expertise to provide evaluation and treatment, including psychotherapy, stress management, and biofeedback. TSRC creates a safe environment for individuals who wish to better their lives and manage pain levels. As an employee, you will be given the opportunity to help the doctors and nurses provide services by completing the following tasks:

- Compiling psychological test information and reviewing psychological test batteries for completion
- Assisting patients with psychological testing
- Reviewing medical records
- Use intake and testing information to generate consultation reports
- Data entry of psychological evaluations
- Taking blood pressure and assisting patients with biofeedback treatment
- Assisting the billing department
- Obtaining medical authorizations for patients
- Assisting with administrative tasks necessary for smooth functioning of the clinic

Qualifications for Psychological Technician Position:

- Bachelor’s degree in psychology or a related field
- Excellent writing skills
- Detail oriented and organized
- Expertise in Microsoft Office and Google Drive products
- Familiarity with psychological testing/data entry and processing (preferred)
- Work experience in health and/or mental health fields (preferred)
- Bilingual (preferred)
- Able to begin training part-time for the remainder of the semester (if still in school)
- Able to commit full-time (40 hours per week) after graduation

Applicants should provide a brief cover letter indicating interest and qualifications, resume which includes relevant experience, and a writing sample (such as a short essay).