

Work Opportunities – Week of August 13, 2018

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

Openings for students to join the Data-X Lab at the Sutardja 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. 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.**

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 web scraping, 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: lmарostica@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. We consider students 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:

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- 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

For more information, visit: <https://www.communitypsychiatry.com/careers/>

➤ **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.

<https://careers-gladstone.icims.com/jobs/1415/research-technologist--behavioral-core/job>

➤ **Become a Writing Tutor – SLC Writing Program**

SLC WRITING PROGRAM

Become a
WRITING TUTOR



FALL 2018

QUALIFICATIONS

- Fulfilled UCB writing requirement
- Ability to commit at least 6 hours/week
- Cumulative GPA of 3.0 or higher
- Passion for writing and the writing process

DEADLINE

- Applications reviewed on a rolling basis, until tutor cohort is filled

BENEFITS

- Earn \$15.11/hour
- Enhance your written and oral communication skills
- Join an inclusive and rigorous community of peer tutors!

APPLY: [TINYURL.COM/WRITOR](https://tinyurl.com/writor)

➤ Research Associate – Human Sleep Lab

SRI Biosciences™
A DIVISION OF SRI INTERNATIONAL

Research Associate – Human Sleep Lab

Job # 1772BR

Center for Health Sciences

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 polysomnographs 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](#), a division of SRI International, integrates basic biomedical research with drug and diagnostics discovery and preclinical and clinical development. [SRI International](#), 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 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](#) 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).

Trauma and Stress Recovery Center
(415) 346-8640 or christian.tsrc@gmail.com
Hours of operation: Monday-Friday, 8 a.m. to 5 p.m.

➤ **Hourly Psych Tutor Opportunity**

Hourly Tutor/Instructor

We are an educational enrichment company based in Berkeley, CA. We are seeking an organized and responsible hourly tutor/instructor during Summer Sessions 2018 in the following areas:

- English
- Math - All levels (Courses comparable to UCB Math 1A, 1B, 53, & 54)
- Computer Science (Courses comparable to UCB CompSci 10, 61A, 61B, and 61C)
- Biology (Survey course level with lab)
- Chemistry (Survey course level with lab)
- Economics (Micro & Macroeconomics Survey course level)
- Social Sciences (Anthropology/Sociology/History/Psychology)
- Environmental Sciences (Comparable to UCB EPS/ESPM)

Duties: Hourly tutor/instructor shall teach international high school and/or college students attending UC Berkeley Summer Sessions at our Berkeley Main Office.

Job Responsibilities:

- Instruct our students/clients in a professional, effective manner
- Instruct with minimal need to review content (mastery of subject area)
- Create and promote a positive learning environment
- Prompt and responsible documentation of service(s) provided
- Provide necessary feedback (to be instructed by staff upon employment)
- Provide weekly progress report for each student

Qualifications:

- UC Berkeley students (Past or Present)
- Teaching experience preferred
- Ability to instruct with minimal need to review content; full mastery of subject matter
- Flexible/Open weekday schedule

Compensation: \$21.50/Hour for first two weeks. Performance Review meeting after the first two-week tutoring period; hourly rate may increase to \$24.00/Hour after the Performance

Review

Employment Type: Independent Contractor for first 3 months; part-time/full-time employment may be available after initial 3-month period. A criminal background check will be conducted for every prospective employee who is given an offer of employment.

Apply: Please send your resume and most updated transcript to anniesung@syacademy.com
We will only consider applicants who submit a resume and transcript!

➤ **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](#).

Campuses have long been places brimming with ideas about how to create a better society, stemming from the energy and idealism of their students, and the knowledge and creativity of their educators. College campus are places that foster the resources, and facilitate the ideas that can improve society. [PIRG Campus Action](#) believes that when these resources are used right, ideas that begin on campuses can quickly spread throughout our society and influence it for the better.

PIRG Campus Action is hiring campus organizers to work with students on college campuses across the country, giving them the resources they need to unlock their potential to spread change across our nation.

Campus organizers work with students who believe it's their right and responsibility to shape the future we all want. Organizers will help student activists decide the strategies and tactics used to run a campaign. They act as a trainer, an inspirer, a full-on changemaker and a behind-the-scenes support system. Organizers provide students with the resources they need to unlock their full power to build a brighter future.

Do you know any University of California Berkeley students or alumni who are ready to make a difference on college campuses? Please pass along this information and [encourage them to apply](#).

➤ **Startup job opportunity in the Mission for recent grads**

Hey there! I graduated from Cal last year in the Anthro department and landed in a customer support role for a startup called Notion – here's our product if you want to check it out, anyone can use it – <https://notion.so>.

At Notion, we're rethinking the way people use technology for content creation by building a tool that follows the way people think about their own workflows – not by forcing them to fit to an inflexible and unintuitive mold (pretty glad I don't have to track my classes in bSpace anymore, guys).

We want to bring on other new grads to join our customer support team – we need people who are good communicators, inventive problem solvers, and clear/conversational writers.

The role involves helping users by answering product-related questions, running the company Twitter and herding the community (you gotta be witty!), working closely with designers and

engineers to define user needs, translating user feedback into the product roadmap, and running UX studies with beta features, writing product guides and marketing materials, etc.

Notion is still a small startup (I was employee 7 and now we're hiring for employee 10), scaling across the board. We all work hard and are passionate about that work - we're still at an early enough stage that each person really participates and helps direct the company culture and structure.

Perks include free company lunch + trips, a beautiful dog friendly office in the Mission, competitive vesting and salary, plus the basic benefits you'll find at other similar positions. We're currently hiring for full time and on-site positions, so no remote or part time employees at the moment.

Here is our [careers page](#) with more info. Further, here's [recent news coverage about us](#), [our Twitter feed](#), and [our ongoing project](#) about the engineers, inventors, and designers who shaped computing today (love the intersection of tech + humanities!).

Feel free to message me here or email me at ashlee@makenotion.com with any questions. If you'd like to send interest directly, you can email it to join-us@makenotion.com

➤ Job Position at Weill Cornell Medical College

JOB DESCRIPTION

Position Title: Research Aide

Department: Psychiatry

Division: Geriatrics

Position Summary

Under general supervision, assists in performance of NIMH-funded research studies of depression treatment among underserved elderly in community-based settings in Westchester County and New York City.

Position Activities

- Screens and recruits potential study subjects in the community.
- Performs on-site and in-home structured clinical assessments to assist in determination of patient diagnosis.
- Administers research battery of additional measures on depression severity, suicidal ideation, cognitive functioning, medical comorbidity, physical functioning, social support, etc.
- Develops and prepares data collection sheets according to protocol requirements.
- Reviews data for accuracy, maintains records of study data, and assists in data entry.
- Tracks patients over time for follow-up assessments.
- Attends team meetings to gather and present information.
- Assists in preparation of research documentation including IRB protocols.
- Performs other related duties as assigned.

Requirements

Minimum Requirements

*College degree

Highly Desired Requirements

*Prior research experience

*Prior experience with clinical populations

*Spanish speaking

Transportation for local travel preferred

Skills and Abilities

*Superior interpersonal, organizational, and communication skills.

*Familiarity with software including MS Word, Access, PowerPoint, Endnote, and SPSS. SAS, Stat, Medline, PsychInfo, and other library resources a plus.

Note: No relocation assistance is provided for this position. Visa sponsorship is not available for this position. Weill Cornell Medical College is an employer and educator recognized for valuing AA/EOE/M/F/Protected Veterans, and Individuals with Disabilities.

Contact: Please send cover letters and resumes to Chantal Medina chm2072@med.cornell.edu

➤ **Call for Editors, 8/1/18**

Want to gain some experience in research and academia? BUJC is looking for editors! There is no prerequisite, so long as you enjoy works of classical literature and prose.

Please submit a writing sample and brief statement of interest to berkeleyujc@gmail.com

The **deadline for consideration is August 1st, 2018**

➤ **Hourly Psychology/Humanities Tutor Opportunity – Berkeley Location**

Hourly Tutor/Instructor

We are an educational enrichment company based in Berkeley, CA. We are seeking an organized and responsible hourly tutor/instructor during Summer Sessions 2018 in the following areas:

- English
- Math - All levels (Courses comparable to UCB Math 1A, 1B, 53, & 54)
- Computer Science (Courses comparable to UCB CompSci 10, 61A, 61B, and 61C)
- Biology (Survey course level with lab)
- Chemistry (Survey course level with lab)
- Economics (Micro & Macroeconomics Survey course level)
- Social Sciences (Anthropology/Sociology/History/Psychology)
- Environmental Sciences (Comparable to UCB EPS/ESPM)

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Duties: Hourly tutor/instructor shall teach international high school and/or college students attending UC Berkeley Summer Sessions at our Berkeley Main Office.

Job Responsibilities:

- Instruct our students/clients in a professional, effective manner
- Instruct with minimal need to review content (mastery of subject area)
- Create and promote a positive learning environment
- Prompt and responsible documentation of service(s) provided
- Provide necessary feedback (to be instructed by staff upon employment)
- Provide weekly progress report for each student

Qualifications:

- UC Berkeley students (Past or Present)
- Teaching experience preferred
- Ability to instruct with minimal need to review content; full mastery of subject matter
- Flexible/Open weekday schedule

Compensation: \$21.50/Hour for first two weeks. Performance Review meeting after the first two-week tutoring period; hourly rate may increase to \$24.00/Hour after the Performance Review.

Employment Type: Independent Contractor for first 3 months; part-time/full-time employment may be available after initial 3-month period. A criminal background check will be conducted for every prospective employee who is given an offer of employment.

Apply: Please send your resume and most updated transcript to anniesung@syacademy.com

We will only consider applicants who submit a resume and transcript!

➤ **Hiring Student Supervisors to Join the Team at Jacobs**

BASICS

Department: Jacobs Institute for Design Innovation, College of Engineering

Hours: 10-15 hours per week

Salary: \$14.50/hour

Start Date: Monday, August 27, 2018

Supervisor: Kent Wilson, Jacobs Institute Design Specialist

JOB DESCRIPTION

The Jacobs Institute for Design Innovation is Berkeley's interdisciplinary hub for designers and makers who love working at the intersection of design and technology innovation. We serve a diverse community of students, teachers and practitioners. We empower you with a place to explore, a place to connect, and a place to learn by doing.

We are hiring responsible and engaged students to join the team. Student Supervisors are responsible for helping Jacobs Hall run smoothly and safely. Primary responsibilities to achieve this include monitoring makerspace access, enforcing safety and usage policies, regularly maintaining resources, and providing assistance to Maker Pass holders. Student Supervisors receive complimentary Maker Passes.

RESPONSIBILITIES

- Monitor makerspace access during day, weekend and evening shifts
- Conduct makerspace opening and closing procedures
- Ensure Maker Pass holders adhere to General Workshop Safety policies
- Conduct routine maintenance of facilities, equipment, and resources
- Assist Maker Pass holders: address questions about Jacobs Hall facilities and policies, assist with equipment usage and technical questions
- Fulfill material store orders
- Contact the appropriate authorities in case of emergencies
- Communicate regularly with staff and manager about makerspace activities
- Attend required staff meetings and training sessions
- Support special projects, assigned as needed
- Support other Jacobs Institute events and programs as needed

REQUIRED

- Freshman, sophomore or junior status for academic year 2018/19
- Availability to work:
 - At least one evening shift (M-F, 6:00pm-11:15pm) per week
 - At least one daytime shift (M-F, minimum 2 hours) per week
 - Several weekend shifts (3.5 to 4.5 hours each) per semester
 - Every week through RRR week (excluding academic breaks)
- Ability to make sound, reasoned decisions while working without supervision
- Comfort using bConnected applications for communication and collaboration
- Drive to learn more about prototyping and fabrication equipment, tools, skills, etc.
- Desire to contribute to our community of designers and makers
- Entrepreneurial spirit and adaptability
- Effective interpersonal, customer service, and communication skills

PREFERRED

- Prior experience with makerspaces, prototyping/fabrication, and/or design

- Work-study funding in financial aid package

APPLICATION INSTRUCTIONS

All applications must be submitted at this link: StudentSupervisorJob.jacobshall.org. You will need to:

- Write 1 paragraph about why you are interested in joining the Student Supervisor team and how you are qualified
- Confirm your schedule availability as per above “Availability to Work” section
- Upload your current resume (PDF file)

Optional: You may also upload a portfolio (PDF file, 10MB maximum).

Review of applications will begin immediately and continue until the position is filled.

If you have any questions about the application process or role, please email

kent.wilson@berkeley.edu.

➤ **Career Center Hiring 2 Communications Assistants [Work Study]**

The Career Center is currently hiring 2 Work Study students for communications/marketing positions starting in Fall 2018. Students in these positions will have access to and work directly with all the professionals in the Career Center, exposing them to the latest trends, industry leaders, and other resources related to career development. Communications Assistants will support the counseling staff in a variety of ways:

- Researching and writing material for mass distribution through Handshake (CareerMail)
- Assist with preparation of promotional materials
- Produce/design program materials when needed
- Leveraging media to build brand awareness
- Conduct market research
- Media coverage of events and/or assist with production of short, fun video clips

Hours are flexible depending on the student's availability. Ideal candidates will be able to work 12-15 hours a week, Monday- Friday, between 8am - 5pm. Occasional evening hours may be required. Work to begin prior to classes starting, if available.

- Excellent writing skills, including grammar and spelling accuracy is a must.
- Attention to detail, organized and able to keep accurate and organized records.
- Fast typing skills.
- Willing to ask questions and clarify instructions.
- Strong interpersonal skills and good team player.
- Must be able to take direction and work independently.
- Able to meet deadlines.

- Familiarity with Adobe Creative Suite preferred (transitioning from using Dreamweaver currently, but will need to know it in the beginning).
- Creative and familiar with design software.
- Experience with photography/videography.

To apply, please submit cover letter and resume to santina@berkeley.edu, or you can apply directly on Handshake (new students will have access after August 1).

Resumes submitted without a cover letter will not be considered. See the Career Center website to learn about cover letters and resumes if you've never written one before.

➤ **Business and Tax Litigation Law Firm – Part-time Position**

Wykowski Law, a boutique law firm located in San Francisco's Financial District, is looking for an independent and self-motivated individual to assist us in a part-time capacity with our legal practice. We are a business and tax litigation law firm. We also specialize in the representation of individuals, corporations, and non-profit entities in the nation's burgeoning cannabis industry. Our principal attorney, Henry Wykowski, is a former federal prosecutor and a nationally-recognized authority on issues pertaining to cannabis. He has been trial counsel in many of the industry's leading cases. We regularly litigate cases in State and Federal Courts.

The ideal applicant should possess strong oral and written communication skills, and have experience with Microsoft Office, Google Apps, Adobe, and cloud storage systems such as DropBox. Duties will include answering phones, maintaining office files, monitoring daily correspondence, communicating with clients, attending to office billing, and assisting attorneys in drafting court briefs, as well as corporate transactional documents. Throughout the semester, the student may have the opportunity to attend court hearings and interact with clients. Depending on interest and ability, you may also be asked to participate in case strategy and implementation. This position is an excellent opportunity for an undergraduate considering law school or working in the broader cannabis business space. Prior assistants have attended top-tier law schools and transitioned into practice with solid lawyering skills gained through their work experience. These law schools include Harvard, Berkeley, NYU, UCLA, UC Hastings, UCI, among others.

We are particularly interested in students in their second or third year who are available to continue through graduation provided we are a good match for each other. This is a part-time position (10 to 20 hours a week) with the opportunity to move to full-time. Availability on Tuesdays and Thursdays is preferred. Compensation is competitive and based upon experience.

Our office is located in the heart of the Financial District, 2 blocks from the Montgomery Bart Station.

Please send our office a cover letter and resume addressed to Henry G. Wykowski by email to sr@wykowskilaw.com.

➤ **On-Ramps and Turnaround for Children is Hiring! [NYC]**

On-Ramps, an executive search firm that serves the social sector, and Turnaround for Children is hiring for a mission-critical role, the Vice President, Organizational Learning and Impact (VP, OLI).

Turnaround for Children is an NYC-based non-profit that translates neuroscientific research into tools and strategies that help educators address the impact of adversity on learning and development. The VP, OLI will serve as the leader of the OLI team and a key member of Turnaround's leadership team, developing and guiding strategies that leverage data and science to fuel ongoing improvement for Turnaround's programs. S/he will lead the design of Turnaround for Children's story of impact by creating a "data-rich ecosystem" that drives organizational learning. Reporting to Turnaround's Chief Executive Officer, the Vice President will manage and mentor a team of five. Ideal for recent graduates and graduate students!

Job posting here: <https://www.on-ramps.com/jobs/1292>

➤ **Looking for Reader(s) for On the Same Page Course, 8/10/18**

When: Fall 2018

Job: One or more Reader positions

Course: Letters and Science 10: The On the Same Page Class (1 unit, P/NP)

Note: *applicants must be available Tuesday evenings in the fall*

Background: On the Same Page is a campus-wide program that welcomes new students to Cal by providing them with a common reading experience. This year all new students and all Berkeley faculty are receiving *The Handmaid's Tale* by Margaret Atwood as the 2018 On the Same Page selection. This dystopian novel was published in 1986, but it seems all too relevant today.

L&S 10 awards one unit of credit (P/NP) to students who participate in On the Same Page in very specific ways. They must do the following to earn credit for L&S 10:

- Read the book over the summer or early fall, and respond analytically or creatively.
- Attend two class meetings on Tuesday evenings, from 7:00-8:30. The first will be September 4 and the second November 13. In order to pass the class they must attend both meetings.
- Attend at least two On the Same Page events and submit a short response to each. Qualifying events include the keynote address by Margaret Atwood on August 23, and three faculty panel events.

There is no enrollment limit for this class, and at this point we cannot predict exactly how many will enroll.

Reader position(s): We are looking to hire 1 Reader for each 150 students who enroll in L&S 10. Duties will commence in mid-August, as we prepare for the course to begin, and end approximately in late November (after the last On the Same Page event in fall, and after the grades are submitted). Duties will include the following:

- Read the book before the first class meeting.
- Read/view and evaluate the creative responses to the book from your ~150 students, and record their scores for the assignment in bcourses.
- Lead a small group discussion in each of the two plenary meetings (two Tuesday evenings in fall).
- Read the short responses to events written by your ~150 students, and record their completion of the assignment in bcourses.
- Moderate the online forums in such a way as to stimulate discussion.
- Attend organizational meetings with the program director.
- Enter final grades (P or NP) into egrades for your students.

Salary: Readers in charge of 150 students will be paid for a maximum of 175 hours of work for the entire appointment at a rate of \$15.11 per hour (before taxes). If enrollments cause us to assign fewer or more students, the hours will be adjusted accordingly.

*Position is pending budgetary approval and sufficient enrollments. To apply for this reader position, please send a cv and a cover letter indicating how your interests and experience align with the course goals to the course organizer, Alix Schwartz, at alix@berkeley.edu by **August 10, 2018.***

➤ **Job Openings at the Berkeley Food Institute**

For Undergraduate Students

[Berkeley Food Institute Policy Assistant](#)

The role of this position is to support the Berkeley Food Institute's policy program by assisting in policy research, communications, and event preparation.

[Campus Gardens Student Coordinator](#)

The student coordinator will support collaboration between gardens, gardens public communications, and outreach to broader campus community.

[Campus Gardens Outreach and Equity Fellow](#)

Work Opportunities – Week of August 13, 2018

The fellow will analyze and summarize findings from the campus gardens' current strategic plan and create actionable steps towards cultural and structural changes to improve inclusion, diversity, and representation across the campus gardens.