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 EECS Career Fair, 9/5/18

The Career Center is pleased to present the largest tech career fair on campus, the EECS Career Fair, in just two weeks. This fair is organized in collaboration with the EECS Department, but most employers are open to recruiting students from any major with strong technical skills. Please feel free to share with your students if appropriate.

Students can RSVP and view the employer directory in Handshake. Please note that Career Center fairs are open only to currently registered UC Berkeley students and alumni who are members of the Career Center Alumni Advantage program.

This Career Center event is co-sponsored by HKN and organized in collaboration with the EECS department.

If you're an EECS or CS student or have skills suitable to technical and computer science related positions, this is the fair for you! Recruiters will talk with you about full-time and summer job opportunities.

Employers range from large household-name companies like Adobe, Apple, Intel, Microsoft, NVIDIA and Riot Games, to smaller start-ups and many in between. 80 employers are scheduled to participate!

- All majors are welcome
- Business casual or smart casual attire is recommended
- Add the event to your Facebook calendar
Work Opportunities – Week of August 27, 2018

➢ Reading/Math Mentor Jobs $15/hour – (BUILD or Bridging Berkeley)

Hiring Reading or Math Mentors - $15/hr in Work-Study or Units
Are you interested in supporting local youth? The Public Service Center is hiring mentors to support K-5th graders in learning how to read or to work with middle school students on understanding math concepts.

Deadline: Thursday, August 30
Pay: $15/hour with Work-Study or volunteer (Units also available)
Location: Berkeley and Oakland Schools
Literacy Jobs: http://publicservice.berkeley.edu/programs/build/
Math Jobs: http://publicservice.berkeley.edu/programs/bridging-berkeley

➢ 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. 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 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:** lmroostica@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:
- 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.


➢ **Become a Writing Tutor – SLC Writing Program**
Work Opportunities – Week of August 27, 2018

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](http://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
Work Opportunities – Week of August 27, 2018

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 Action

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

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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**

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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

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)

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
Work Opportunities – Week of August 27, 2018

• 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!

➢ 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/videoography.

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

➢ 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
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.

**Part-Time Research Assistant Position**

The [Interdisciplinary Center for Healthy Workplaces](https://berkeley.joinhandshake.com/jobs/1793552) seeks two part-time research assistants (10 hours/week) for the remainder of the summer semester and throughout the fall semester (through 12/14/18). The first RA will provide administrative research support for a research study that aims to identify factors related to the occurrence of sexual harassment within academic institutions. The second RA will provide general support for researchers at the Center on various projects as needed through activities such as literature reviews and publications; assisting with logistics for current research projects, scheduling focus group participants and transcribing data; and, as needed, aiding ongoing priorities including Center communications and outreach.

Pay rate for both positions is $13.75/hour. Juniors and seniors are preferred.

Additional details about the projects and desired skills and experience for each position can be found on Handshake:

Position 1: [https://berkeley.joinhandshake.com/jobs/1793552](https://berkeley.joinhandshake.com/jobs/1793552)

Position 2: [https://berkeley.joinhandshake.com/jobs/1806706](https://berkeley.joinhandshake.com/jobs/1806706)

If you are interested in this position, contact Carolyn Winslow at c.winslow@berkeley.edu. In doing so, please provide a cover letter, resume or CV, and indicate if you are eligible for work-study.

**Research Study Assistant Position at University of Washington READI Lab**

The University of Washington READI Lab (Research on Early Autism Detection and Intervention), directed by Dr. Wendy Stone, has an outstanding opportunity for a full-time Research Study Assistant. The Research Study Assistant will work on a community-based study that aims to improve earlier access to specialized intervention for toddlers with Autism Spectrum Disorder (ASD) from Hispanic and low-income families. Through this project, community providers (i.e., early intervention/learning providers) will receive training on ASD screening and ASD-specialized intervention, and parent reports of their well-being, experiences with the healthcare system, and their toddler’s behaviors will be gathered before and after the trainings are provided.

Interested applicants may email READIjob@uw.edu with inquiries and apply at: [https://uwhores.admin.washington.edu/eng/candidates/default.cfm?szCategory=jobprofile&szOrderID=156665&szCandidateID=0&szSearchWords=readi&szReturnToSearch=1](https://uwhores.admin.washington.edu/eng/candidates/default.cfm?szCategory=jobprofile&szOrderID=156665&szCandidateID=0&szSearchWords=readi&szReturnToSearch=1).
Lead Responsibilities

- Conduct behavioral assessments with toddlers in English or Spanish (as needed)
- Conduct phone screenings with parents in English or Spanish (as needed) to determine study eligibility
- Prepare recruitment materials and conduct recruitment activities
- Conduct informed consent process with parents in English or Spanish (as needed)
- Review Spanish translations of study documents for grammatical correctness and cultural appropriateness
- Assist with community outreach and engagement to promote study
- Monitor and execute scheduled survey data collection for community providers and families
- Schedule, coordinate, record, and distribute minutes for internal meetings with UW research collaborators
- Assist with the maintenance of REDCap databases
- Complete data entry and provide summary reports and regular updates
- Provide technical assistance to community providers regarding their use of a web-based screening tool
- Assist with preparation and revision of study materials for the Institutional Review Board
- Oversee training of undergraduate assistants and volunteers on study protocols
- Assist with outreach activities

Requirements

- Two years of college-level course work in a relevant academic area
- One year of appropriate experience in a behavioral lab OR equivalent education/experience

Additional Skill Requirements

- Fluency in Spanish (includes speaking, reading, and writing)
- Experience working directly with toddlers and/or young children
- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills and ability to manage multiple priorities and timelines
- Ability to work with colleagues in a way that enhances collaboration and team building