# Table of Contents

- Survey Research Associate Position at Mathematica in Oakland, CA and Princeton, NJ .......................................................... 2
- Paid Tutoring Opportunity for Students ................................................................................................................................. 2
- Seneca Family of Agencies Outreach .................................................................................................................................. 3
- Fall 2018 PAID Positions (Data-X) - Grad & Undergrad Students ....................................................................................... 5
- Front Office Positions Available .................................................................................................................................................. 6
- Research Technologist Needed for Gladstone Institute ........................................................................................................ 8
- Become a Writing Tutor – SLC Writing Program ...................................................................................................................... 9
- Employment Opportunity for Students: Psychological Technician .......................................................................................... 10
- Hourly Psych Tutor Opportunity ................................................................................................................................................ 10
- Startup job opportunity in the Mission for recent grads ...................................................................................................... 11
- Job Position at Weill Cornell Medical College ...................................................................................................................... 12
- Career Center Hiring 2 Communications Assistants [Work Study] ...................................................................................... 13
- Business and Tax Litigation Law Firm – Part-Time Position ................................................................................................. 14
- On-Ramps and Turnaround for Children is Hiring! [NYC] .................................................................................................... 15
- Job Openings at the Berkeley Food Institute .......................................................................................................................... 15
- Research Study Assistant Position at University of Washington READI Lab ........................................................................ 15
- Supportiv is Looking for Peer Support Moderators (PT/Flexible Hours) ........................................................................ 17
- Paid Opportunity at a Mental Health Startup ........................................................................................................................... 17
- Work Study Classroom Management Position ..................................................................................................................... 18
Survey Research Associate Position at Mathematica in Oakland, CA and Princeton, NJ

https://careers.mathematica-mpr.com/job/princeton/survey-research-associate/727/9313788

Mathematica is a nationally recognized research organization that conducts social policy research. Our mission is to improve public well-being by bringing the highest standards of quality, objectivity, and excellence to bear on the work we do for our clients, which include federal, state, and local government agencies, as well as private foundations.

We currently have openings for Survey Research Associates in the Human Services Division in the following office locations: Princeton, NJ and Oakland, CA. We are seeking intellectually curious individuals to contribute to a variety of survey, research, and operational activities that support evidence-based decision making in areas such as education, early childhood, labor, family support, and nutrition.

We offer our employees a stimulating, team-oriented work environment, competitive salaries, generous paid time off, a comprehensive benefits package, and the advantages of employee ownership.

Responsibilities include the following:

- Assist in designing and testing data collection instruments and protocols
- Support or participate in data collection activities, including recruitment of sites and respondents, survey administration, cognitive interviews, in-depth interviews, site visits, focus groups, classroom observations, or educational testing
- Support administration and oversight of data collection tasks, such as liaising with sites, preparing training materials, delivering training, and performing quality control activities
- Contribute to reports, memos, and technical assistance documents
- Perform literature searches and reviews
- Support quantitative and/or qualitative analyses, including cleaning and organizing data and assisting with analysis
- Assist with organizing webinars and technical expert meetings and taking meeting notes
- Provide onsite and remote technical assistance to grantees, programs, and government agencies on the use of research methods and evidence-based quality improvement
- Create and maintain spreadsheets using Microsoft Project or Excel
- Monitor project expenditures and prepare monthly project reports
- Some travel is required

 Paid Tutoring Opportunity for Students
Work Opportunities – Week of September 24, 2018

Seneca Family of Agencies Outreach

Seneca Family of Agencies is a Joint Commission-accredited nonprofit mental health organization dedicated to providing Unconditional Care to children and families throughout the West Coast. We have an exciting opportunity for Clinicians, and we hope you will pass this information along to any of your current or former students who might be interested! I have also attached a flyer with information about our current positions.

We are always looking to connect with passionate students that share our core value of unconditional care by helping children and families through their most difficult times in their lives. We especially appreciate students who value diversity and want to give back to our Bay Area communities with a career directly impacting youth. All of our clinical positions provide individual and group supervision, training stipends, assistance towards licensure, and ongoing professional development.

We provide competitive salaries, a comprehensive benefits package, 5 weeks of flexible Paid Time Off, a 403(b) retirement plan, an employer-paid Employee Assistance Plan, excellent training, and a strong team environment. Relocation assistance may be available as well.
“My program stands out because of the amazing amount of expertise and generosity of all of my coworkers. My clients are some of the most inspiring and resilient humans, and their small progresses, as well as my privilege at being a small part of their lives, make it all worth it.”

-Seneca Employee, Child and Family Clinician

Anyone who is interested can apply through our website using the link below!


If you have any questions, please feel free to reach out to our Human Resources team at (510) 317-1437 or HR@senecacenter.org. Thank you and we look forward to hearing from you soon!
**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/](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.

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
Work Opportunities – Week of September 24, 2018

- 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

SCL 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
Work Opportunities – Week of September 24, 2018

➢ 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.tsrrc@gmail.com
Hours of operation: Monday-Friday, 8 a.m. to 5 p.m.

➢ Hourly Psych Tutor Opportunity

Hourly Tutor/Instruction
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)
Work Opportunities – Week of September 24, 2018

- 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!

➢ **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](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.
Work Opportunities – Week of September 24, 2018

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

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

➢ 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.

➢ 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://uwhires.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
➢ Supportiv is Looking for Peer Support Moderators (PT/Flexible Hours)

Supportiv (www.supportiv.com) is an anonymous online peer support network with live moderators (you!). Users are matched in real-time for live discussions among small groups of peers experiencing the same type of relationship, family, school, or work stress, anxiousness, sadness, or loneliness.

Supportiv is hiring part-time Peer Support Moderators with flexible hours. Pay is $15/hr. Jobs are remote/work from home.

Moderators should exhibit:

- Passion for mental health & wellness
- Willingness to be an active participant in the training curriculum for moderator skillset, including offering suggestions on how to improve the process
- Openness to feedback towards personal improvement
- Eagerness to make the user experience as welcoming as possible

TO APPLY: Email your resume to info@supportiv.com with "Berkeley Moderator" in the subject line.

➢ Paid Opportunity at a Mental Health Startup

Interested in psychology, healthcare, or helping increase access to support for those in need (and earn ~$30/hour for doing it)? Become involved as a Basis Specialist, a paid opportunity, at a mental health startup! Benefits include training in motivational interviewing skills, basic counseling techniques, and how to apply these skills in one-on-one interactions with clients seeking the service.

All trainings and sessions are conducted via a video conference platform. Scheduling is flexible and location is not an issue!

Interested? Find more information about the position and fill out an application here: https://www.fountain.com/basis/apply/basis-hq-basis-counselor
Work Opportunities – Week of September 24, 2018

➢ Work Study Classroom Management Position

OFFICE OF THE REGISTRAR–CLASSROOM MANAGEMENT PROGRAM

NOW HIRING
CLASSROOM MANAGEMENT ASSISTANTS

$$$ COMPETITIVE PAY: $13.75/HOUR

❤️ BUILD LEADERSHIP & COMMUNICATION SKILLS
WHILE ALSO LEARNING MORE ABOUT CAMPUS

🕒 FLEXIBLE HOURS & EVENINGhifts,
PERFECT FOR STUDENTS

APPLY HERE:
https://workstudy.berkeley.edu/jobsearch.aspx
JOB #7295334968

18
Work-Study Job Request, University of California, Berkeley

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<th>Job Number</th>
<th>Title Code</th>
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<tr>
<td>7205334968</td>
<td>4820</td>
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Job Title: Classroom Management Assistant  
Employer: OFFICE OF THE REGISTRAR

Hourly Rate: $13.75  
Positions: 27

Apply To: Alyssa Mariscal  
Work Hours: 8-11pm, SatSun 9-2pm, 12-5pm, 8-11pm

Phone: N/A  
Address: 124 Sproul Hall  
BERKELEY, CA 94720

Start Date: When filled  
Supervisor: Alyssa Mariscal

How to Apply:  
☐ Call  
☐ Pick Up Application  
☐ Mail Resume  
☐ Fax Resume  
☑ Email Resume at cmp@berkeley.edu

Description:
The Classroom Management Assistant (CMA) is an employee of the Classroom Management Program through the Office of the Registrar. The CMA will be responsible for managing general assignment classroom usage, resetting classroom furniture in preparation for academic instruction the following day, and serving as an informational resource of campus and classroom policies and procedures. Weekend day shifts will be responsible for inspecting and documenting classroom maintenance issues in addition to resetting classroom furniture. The CMA needs to be a reliable and dependable individual who has a sincere interest in the welfare of the Cal community. The CMA will serve as a resource to diverse staff and classroom special event participants and as such must have awareness of issues of diversity (i.e. sexual orientation, cultural, and racial diversity). The responsibilities listed will be carried out under the supervision of the Classroom Manager.

Qualifications:
Qualifications: Needs to be a team member with a strong sense of community spirit. Strong interpersonal communication and problem-solving skills to effectively resolve questions, concerns, issues or problems with students, student groups, faculty, or others. Ability to perform your job with good judgment, diplomacy, and remain calm under pressure. Active listening, confidence, and conflict management. Skills to work independently and/or as part of a team. Ability to lift and move desks, podiums, tables, or other items 30 to 50 lbs. with assistance of proper lifting tools and/or as a team. Familiarity with Excel, Word and Google Docs. Demonstrate positive role modeling behavior. Ability to respect and treat all individuals fairly and equally. Awareness of issues of diversity (i.e. sexual orientation, cultural, and racial diversity). Terms of Employment 10 to 15 hours per week depending on financial award, availability, and program needs. Shifts available: Mon - Sun, 5pm - 11pm, Sat and Sun, 6am - 2pm, 12pm - 5pm, and 6pm - 11pm. Ability to commit to a regular work schedule for the whole semester. Employment may also be available to provide Office of the Registrar with assistance in operations over the winter and summer breaks. Please send your resume for this position to CMP@berkeley.edu

Name of Student

Student ID (SID) #

Signature of work site officer authorizing this placement

Once a student is hired and if this is their first job for the program year (between July 1 and the last day of the Spring semester), to activate the student's Work-Study and apply it to this position the employer needs to:
1. Log-in to their area of the Work-Study web: http://workstudy.berkeley.edu
2. Select "Jobs" and then "Job Listings"
3. Scroll down, find the job in question, and select the 10-digit job number (far left)
4. Scroll down and select "Refer student to this job" enter the Student ID (SID) and follow the prompts

Once this is done, the student can log-in to their area of Work-Study and accept or decline the job offer.