

Work Opportunities – Week of January 11, 2020

[Table of Contents](#)

| | |
|--|-----------|
| Othering & Belonging Summer Fellowship, 1/16 | 2 |
| Labor Summer Internships 2021, 1/29 | 4 |
| Boston University Research Assistant Needed, 4/1 | 6 |
| UWashington: Hiring Research Study Coordinator 1 | 7 |
| Harvard Lab Research Manager or Research Assistant | 12 |

Othering & Belonging Summer Fellowship, 1/16



JOB ANNOUNCEMENT

Fellowship Program Coordinator

Othering & Belonging Institute, UC Berkeley

| | |
|----------------------------|---|
| Position Title: | Student Assistant |
| Duration: | Spring & Summer 2021, with possibility of renewal |
| Expected Hours: | 12 hours/week |
| Compensation Range: | Dependent on Year |

The Othering & Belonging Institute brings together researchers, stakeholders, policymakers, and communicators to identify and challenge the barriers to an inclusive, just, and sustainable society and to create transformative change.

The Institute's Summer Fellowship is a three-month-long program that aims to prepare and engage with the next generation of student researchers and future community leaders who are committed to social and racial justice. The fellowship provides hands-on experience and mentorship on social science research. The fellowship runs from mid-May to mid-August of each year. Learn more about the Summer Fellowship program at <https://belonging.berkeley.edu/summerfellowship>.

Brief Description of Role

The Summer Fellowship Program is seeking a student assistant for 2021 Spring and Summer semesters to serve as a Fellowship Program Coordinator. The coordinator will

Work Opportunities – Week of January 11, 2020

serve as an integral part of the Summer Fellowship Program Committee and directly engage with fellows, and support the program with various tasks, including but not limited to: assisting with interviews of fellowship candidates, coordinating fellowship programming, managing program-related email inquiries, reviewing, and editing outreach and program materials, and overseeing post-fellowship program evaluations.

Responsibilities

- Administer and organize summer fellowship application review process
- Develop and coordinate fellowship interview schedules
- Assist with fellowship interviews of fellowship candidates
- Manage communication with applicants, other stakeholders, and alumni network
- Review, edit and finalize all summer fellowship documents and program materials
- Develop and administer summer fellowship's program evaluation process
- Coordinate summer fellowship programming, including orientation, regular meetings, workshops, and graduation

Qualifications

Required:

- Commitment to working through Spring AND Summer
- Pursuing undergraduate or graduate degree at UC Berkeley
- Proficient in MS Word, MS Excel, Google Docs, and/or similar Apps
- Proven experience with project management
- Established experience working with diverse groups
- Strong communications and writing skills
- Excellent time management
- Careful attention to detail
- Ability to work independently and collaboratively

Desired:

- Interest in issues of social and racial justice as demonstrated through previous work or projects
- Interest in engaging long-term with the O&B Institute
- Highly motivated, resourceful, and flexible

To Apply

Work Opportunities – Week of January 11, 2020

Please email your resume and cover letter (no more than two pages) to <summerfellowshipcommittee@berkeley.edu>

Please include in the subject line: Coordinator Summer Fellowship Program.

Accepting applications on a rolling-basis until position filled.

Labor Summer Internships 2021, 1/29

The UC Berkeley Labor Center and co-sponsor San Francisco Central Labor Council are offering students an opportunity to spend their summer learning about social and economic justice and reflecting on the intersections of race, class, gender, and immigration in the labor movement. Labor Summer is a full-time, PAID, intensive eight-week educational internship program. Students learn from and work with labor and community organizations in Northern and Central California, applying their skills in real-world settings on issues vital to the state's working people. Due to shelter in place, Labor Summer transitioned to be a remote internship in 2020 and will continue to be a remote program in 2021.

Why apply to the Labor Summer Internship Program?

Many people in California face a host of work-related challenges such as low wages, unpredictable scheduling, wage theft, discrimination, health and safety violations, and increasing living expenses. In the Labor Summer program, students hone their skills alongside people working for positive change to address these challenges. By interning with labor and community organizations, students can learn through service how the labor movement is addressing important issues facing working-class immigrants, women, and people of color. The work driving the labor movement is critical now more than ever due to the impacts that COVID 19 has had on workers, especially workers of color. The effects have led to massive unemployment and more Californians at risk of losing their homes. The need for support in organizing and research is essential.

Work Opportunities – Week of January 11, 2020

How it works

The UC Berkeley Labor Center offers PAID internships to graduate and undergraduate students, who learn how to organize and do research to support social and economic justice for workers in California. The program has two tracks: “Learn Organizing Skills” and “Applied Research and Policy.”

- Interns begin with a week-long orientation from June 21-25. The orientation provides an intensive training on the basics of the U.S. labor movement, with a special focus on Northern California labor issues. The orientation also covers an introduction to the students’ host sites.
- Halfway through the orientation the tracks diverge, with separate two-day trainings for each track.
- Interns are hosted by a union or community-based organization for seven weeks, where they are exposed to the intricacies and inner workings of a campaign.
- Over the course of the seven-week internship, students participate in three additional day-long sessions during which they reflect on their experiences in the field and receive additional skills-building training.
- Interns receive guidance from both an off-site mentor who is familiar with the Labor Summer program and has years of social justice experience as well as a supervisor at their site who is engaged in a workplace or community campaign.
- The program concludes with a graduation ceremony at which interns share their experiences and discuss how the program affected them.
- Students are required to produce a final presentation and a final evaluation of the program.

Requirements to participate in Labor Summer

- All applicants should have an interest in working on social and economic justice issues with unions or community-based organizations with a worker-organizing component. The ability to work with a diverse population is essential.
- The internship will run for eight weeks from Monday, June 21 to Friday, August 13, 2021. This includes an intensive orientation from June 21-25. Interns must be available for the entire length of the internship to be eligible for participation.

Work Opportunities – Week of January 11, 2020

- This paid internship is a full-time, 40 hours a week commitment. Interns will spend the majority of their time at placement sites, but will also be required to attend education and training sessions at the Labor Center. Hours and days of work will vary depending on the project.
- Applicants must be rising juniors, rising seniors, graduating seniors, or grad students.
- Some placements will require proficiency in a specific language, such as Spanish or Cantonese.
- The program will currently be remote in compliance with state and CDC guidelines.

Compensation

Undergraduate and graduating senior interns will be paid \$16.42 per hour.

Graduate student interns will be paid \$18.18 per hour.

Should I apply?

Have you ever organized a meeting? Researched an issue? Volunteered in your community? Taught a class? Do you have the courage to knock on a door and listen to someone's story? Can you imagine a better future for the working poor? If your answer to any of these questions is "yes" or if you want to learn how to do these things, then Labor Summer is for you!

[APPLY NOW](#)

Boston University Research Assistant Needed, 4/1

Research Assistant/Technician Opportunity in Military/War-related Traumatic Stress, Moral Injury, and PTSD

The Boston VA Healthcare System is seeking a research assistant/technician to work under the direction of Brett Litz, Ph.D., Professor, Departments of Psychology and Psychiatry, Boston University and Director of Mental Health for the Massachusetts Veterans Epidemiological

Work Opportunities – Week of January 11, 2020

Research and Information Center (MAVERIC). Dr. Litz's lab is a very active and dynamic setting, allowing for involvement in many studies and initiatives related to the treatment of PTSD and trauma-related problems in service members and veterans, and moral injury. Responsibilities include assisting Dr. Litz and the post-doctoral project directors in his lab with various research functions including data management and organization, grant administration, literature reviews, and administrative tasks in support of lab projects. Opportunities for authorship on presentations and/or publications are available. Mentorship by postdoctoral fellows is provided. Salary is highly competitive, and benefits are available.

Requirements: A BA/BS in psychology or related discipline and strong organizational and interpersonal skills. Fluency with statistical software and prior laboratory research experience is preferred.

Anticipated start: June 2021.

Duration: 2 years (a second year is secured after a successful first year review), with possibility of additional extensions.

Inquiries: Resume/CV with accompanying cover letter describing research interests and career goals, as well as any questions, should be sent to Ruth Chartoff at Ruth.Chartoff@va.gov. Applications will be reviewed on a rolling basis and will be reviewed until the position is filled or by April 1st at the latest.

UWashington: Hiring Research Study Coordinator 1

Research Study Coordinator 1
(Fixed Duration/Temporary)

Req #: 185209

Department: Psychiatry & Behavioral Sciences

Appointing Dept Web Address: <http://www.uwpsychiatry.org/>

Job Location: Seattle Campus

Posting Date: 12/07/2020

Closing Info: Open Until Filled

Work Opportunities – Week of January 11, 2020

Salary: \$3,480-\$4,653.00 / Month

Union Position: Yes

Shift: First Shift

Notes: Click here for more information about Fixed Duration Positions:

<https://hr.uw.edu/talent/hiring/temporary-fixed-duration/fixed-duration/>

The University of Washington (UW) is proud to be one of the nation's premier educational and research institutions. Our people are the most important asset in our pursuit of achieving excellence in education, research, and community service. Our staff not only enjoys outstanding benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, artistic pursuits, and natural beauty.

At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity and justice for all.

The Department of Psychiatry and Behavioral Sciences within the UW School of Medicine is the third largest clinical department within the School of Medicine with 285 full-time faculty members, 280 clinical faculty members, and over 200 staff. Department faculty provide clinical services in 5 hospitals, 14 primary care locations, and several outpatient sites in addition to telepsychiatry consultations to more than 150 clinics in Washington and beyond. As the only academic psychiatry department serving the five state WWAMI region (Washington, Wyoming, Alaska, Montana, Idaho), the Department's highly competitive residency training program is largely responsible for developing the mental health workforce in the Pacific Northwest. The Department's robust research portfolio totals \$35 million in grants and contracts per year for projects ranging from clinical neurosciences to treatment development to health policy and population health. The Department is recognized as an international leader in developing, testing, and implementing Collaborative Care, an integrated care model increasingly seen as a solution for population-based mental health care. Other areas of excellence include Addictions, Autism, High Risk Youth, Neurosciences, and Trauma, and the Department is developing innovative new programs in Technology and Mental Health, Global Mental Health, Maternal and Child Mental Health, and Targeted Intervention Development.

The Department of Psychiatry & Behavioral Sciences is currently seeking a Temporary. Part-Time (50% FTE) Research Study Coordinator 2 to provide support on a newly funded mental health services research project that is focused on training providers in WA state on

Work Opportunities – Week of January 11, 2020

implementation of evidence-based strategies to promote recovery from mental health symptoms following exposure to traumatic events. This position is a time-limited one year Fixed Duration position. The project is funded by the Garvey Brain Institute for Brain Health Innovation Grants program.

RESPONSIBILITIES:

- Assist in establishing and maintaining contact with community mental health agencies, health care providers and/or study sponsors;
- Perform complex scheduling efforts including independently prioritizing the needs of clinics, providers and project leaders participating in the project;
- Coordinate and attend trainings, consultation activities, and planning calls for community-based clinicians learning evidence- based practices; transcribe and summarize notes recorded during trainings, consultation meetings, and planning meetings; disseminating notes and action items to necessary audiences;
- Advise community mental health agencies and providers regarding program content, procedures, and expectations;
- Coordinate fidelity reviews for community-based clinicians learning evidence-based treatments;
- Recruit, interview, and administer measures to providers in community and hospital-based settings (will be done virtually/remotely);
- Develop surveys and questionnaires that are specific to the projects for community-based clinicians and agencies including measures around quality assurance, feasibility, and acceptability of project materials.
- Coordinate collection of provider responses on project participation and entry to maintain quality and ensure adherence to project goals;
- Coordinate, clean, and analyze data sets obtained from multiple clinical and administrative data sources;
- Use statistical and database management programs (e.g., Qualtrics, SPSS, excel) to analyze provider responses and prepare summary narrative reports, graphs, tables, charts, illustrations, and PowerPoint presentations for investigators, state stakeholders, and private funders;
- Conduct literature reviews;
- Collaborate with project leaders to problem-solve research related difficulties and improve research protocols;
- Assist with Analyzing project results and prepare reports for publication;
- Assist with Developing data quality control program;

Work Opportunities – Week of January 11, 2020

- Ensure budget statuses are in line with program activities;
- Assist with grant management, writing, and submission procedures, as needed;
- Conduct fidelity reviews for evidence-based mental health interventions, as needed;
- Supervise undergraduate students, if needed;
- Perform various administrative and technology support duties, including arranging online training platforms, managing issues related to technology access and proficiency, and helping develop training materials that can be used in online training formats;
- Perform related duties as required.

MINIMUM REQUIREMENTS

- A Bachelor's degree in a relevant academic area AND two years of experience as a Research Study Coordinator
- OR
- Equivalent education/experience.

ADDITIONAL REQUIREMENTS

- Experience with database management, participant tracking and follow-up.
- Proficiency with SPSS and Microsoft applications including Excel, Word, and PowerPoint.
- Proficiency with Qualtrics data collection program.
- Ability to take direction and work independently, as well as communicate effectively within a team environment.
- Ability to produce quality work in a timely manner.
- Excellent organizational skills and great attention to detail.
- Excellent oral and written communication skills.

DESIRED

- Master's degree in biostatistics, epidemiology, social work, psychology, sociology, public health or related field.
- Demonstrated experience and interest working with adults with trauma exposure and/or mental health symptoms.
- Experience with grant preparation and reporting.
- At least one year of experience working in a research lab or in an academic project environment or center.

APPLICATION PROCESS

Work Opportunities – Week of January 11, 2020

The application process for UW positions may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Work Authorization, Cover Letter, and/or others. Any assessments that you need to complete will appear on your screen as soon as you select “Apply to this position”. Once you begin an assessment, it must be completed at that time; if you do not complete the assessment you will be prompted to do so the next time you access your “My Jobs” page. If you select to take it later, it will appear on your "My Jobs" page to take when you are ready. Please note that your application will not be reviewed, and you will not be considered for this position until all required assessments have been completed.

The University of Washington is following physical distancing directives from state and local governments as part of the collective effort to combat the spread of COVID-19. [Click here for updates](#)

“Onsite work” in the interim will vary for units and for specific positions and will be discussed with candidates during the interview process.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under Washington state law.

Committed to attracting and retaining a diverse staff, the University of Washington will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.

The University of Washington is a leader in environmental stewardship & sustainability, and committed to becoming climate neutral. The University of Washington is a leader in environmental stewardship & sustainability, and committed to becoming climate neutral.

The University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 or dso@uw.edu

Work Opportunities – Week of January 11, 2020

APPLY FOR THIS JOB:

<https://uwhires.admin.washington.edu/ENG/candidates/default.cfm?szCategory=jobprofile&szOrderID=185209&szCandidateID=0&szSearchWords=&szReturnToSearch=1>

Harvard Lab Research Manager or Research Assistant

We are hiring for two positions (below) - please pass along to any strong candidates who may be interested. For the Lab/Research Manager position – I am looking for a long-term person (not a 2 year post-bac) to help manage projects and related research processes in our [Lab](#) (masters or PhD level desired but not required).

[Harvard Psychology Lab/Research Manager](#)

[Harvard Psychology Research Assistant](#)