Table of Contents

- U.S. PIRG Jobs and Opportunities ................................................................. 2
- Survey Research Associate Position at Mathematica in Oakland, CA and Princeton, NJ .. 2
- Paid Tutoring Opportunity for Students .......................................................... 3
- Seneca Family of Agencies Outreach ............................................................ 4
- Community Psychiatry, Front Office Positions Available .................................. 5
- Research Technologist Needed for Gladstone Institute ...................................... 8
- Employment Opportunity for Students: Psychological Technician ...................... 9
- Hourly Psych Tutor Opportunity ..................................................................... 9
- Startup job opportunity in the Mission for recent grads ..................................... 10
- Job Position at Weill Cornell Medical College ................................................ 11
- Business and Tax Litigation Law Firm – Part-Time Position .............................. 12
- On-Ramps and Turnaround for Children is Hiring! [NYC] .................................. 13
- Job Openings at the Berkeley Food Institute .................................................... 13
- Research Study Assistant Position at University of Washington READI Lab .......... 14
- Supportiv is Looking for Peer Support Moderators (PT/Flexible Hours) .......... 15
- Paid Opportunity at a Mental Health Startup .................................................... 15
- Work Study Classroom Management Position ............................................... 16
- Personality and Behavioral Scientist Position Open at Ntrepid .......................... 18
- Clinical Neuroscience Researcher Needed ....................................................... 18
- Job Opening for Psychology/Neuroscience Research Assistant at Virginia Tech .... 19
- Harvard Business School Job .......................................................................... 22
- Private practice opportunity in Olympia, WA .................................................... 22
- Job opportunities for graduating psych students .............................................. 23
- NIH IRTA Fellowship ..................................................................................... 25
- The Green Initiative Fund is Hiring! .................................................................. 27
- Full-Time Operations Associate Opportunity at The Voleon Group .................. 29
U.S. PIRG Jobs and Opportunities

At U.S. PIRG, we had a busy summer working on our top campaigns: We urged McDonald’s to get our life-saving antibiotics out of its entire meat supply chain; called on states to ban Roundup, which has been linked to cancer; and published a shopper’s guide for buying non-toxic school supplies.

On these issues and others, our mission is to champion the public interest – to raise our voices on behalf of the public when decisions are being made that affect our health, our safety or our rights.

Right now, we are hiring a team of fellows to join our 2019 class. Fellows mobilize the support it takes to win a specific campaign, whether it’s zeroing out plastic waste, ensuring that our food or transportation systems are healthy and sustainable, or calling on manufacturers to remove toxic chemicals from their consumer products. Interested students can go to jobs.uspirg.org to learn more and apply.

Survey Research Associate Position at Mathematica in Oakland, CA and Princeton, NJ

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

For more information, visit: [https://careers.mathematica-mpr.com/job/princeton/survey-research-associate/727/9313788](https://careers.mathematica-mpr.com/job/princeton/survey-research-associate/727/9313788)

➢ Paid Tutoring Opportunity for Students
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!
Community Psychiatry, 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.

For more information, visit: https://careers-gladstone.icims.com/jobs/1415/research-technologist-behavioral-core/job
Work Opportunities – Week of October 29, 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/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)
Work Opportunities – Week of October 29, 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. 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

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
Work Opportunities – Week of October 29, 2018

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&szOrderByID=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
Work Opportunities – Week of October 29, 2018

- 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 Study Classroom Management Position

[Image of a flyer for the position]
Work Opportunities – Week of October 29, 2018

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

<table>
<thead>
<tr>
<th>Job Number</th>
<th>Title Code</th>
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<tbody>
<tr>
<td>7205334908</td>
<td>4020</td>
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</tbody>
</table>

**Job Title:** Classroom Management Assistant  
**Title Code:** 4020  
**Employer:** OFFICE OF THE REGISTRAR

<table>
<thead>
<tr>
<th>Hourly Rate</th>
<th>Positions</th>
</tr>
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<tbody>
<tr>
<td>$13.75</td>
<td>27</td>
</tr>
</tbody>
</table>

**Apply To:** Alyssa Mariscal  
**Work Hours:** 8-11pm, SatSun 9-2pm, 12-5pm, 6-11pm  
**Address:** 124 Sprout Hall, BERKELEY, CA 94720

**Phone:** N/A  
**Address:** N/A  
**Start Date:** When filled

**How to Apply:**  
- [x] 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:**  
- 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, 6pm - 11pm, Sat and Sun, 9am - 2pm, 12pm - 5pm, or 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](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.
Personality and Behavioral Scientist Position Open at Ntrepid

Ntrepid Corporation seeks an innovative personality psychologist with strong research, analytic, and communication skills. This is a full-time position on the Behavioral Science Team. The personality psychologist will be a member of a team that simultaneously supports multiple product development and research projects across the organization.

Any questions? Contact Alexandra at alexandra.cummings@ntrepidcorp.com


Clinical Neuroscience Researcher Needed

Principal Investigator: Dr. Leanne Williams
Department Name: Psychiatry and Behavioral Sciences at Stanford School of Medicine
Appointment Start Date: The position is open until filled
Group or Departmental Website: http://williamspanlab.com
How to Submit Application Materials: Apply through the Stanford website at: https://careersearch.stanford.edu/jobs/clinical-neuroscience-researcher-4123 or email bholtgos@stanford.edu with a CV and cover letter.

The PanLab for Precision Mental Health and Translational Neuroscience within the Department of Psychiatry & Behavioral Science is currently recruiting for a Clinical Neuroscience Research Associate to perform assessment and data processing duties involved with human clinical neuroscience projects. The PanLab is developing precision medicine approaches for mental health disorders, spanning mood, anxiety and attention disorders. We focus on developing new brain-based classifications that guide an understanding of the individual and subsequent treatment selection.

Specifically, the primary focus of the Clinical Neuroscience Research Associate will be to screen potential human participants, schedule testing sessions, and perform participant assessments using questionnaire, functional MRI and cognitive testing. Some participants may also be tested using wearable sensors, tested with EEG and provide lab-based samples, such as saliva for DNA. The position requires a deep interest in the subject area and a comfort with participant interactions, including in telephone and in-person interviews, and for each of the assessment modalities. These study tasks will include management of study data. There will also be the opportunity to assist with pre-processing and statistical data analysis, including for scientific reports and publications. The position will be supervised and mentored by an inter-disciplinary team of investigators spanning the Schools of Medicine and Engineering. The position will be based within a collaborative team and the PanLab values cooperation, fairness, efficiency and conscientiousness.

Required Qualifications:
• Two year college degree and two years related work experience or a Bachelor’s degree in a related field or an equivalent combination of related education and relevant experience.

Required Knowledge, Skills and Abilities:
• Strong interpersonal skills.
• Proficiency with Microsoft Office.
• Knowledge of medical research terminology.

Preferred Qualifications:
• Previous research experience in the fields of Biology, Psychology or Neurosciences.
• 1-2 years of related hands-on experience in acquiring and/or processing fMRI data;
• Proficiency with basic programming and scripts;
• Familiarity with working in Linux/Unix;
• Beginner to Intermediate level of MATLAB experience;
• Technical skills and familiarity with imaging software packages such as SPM, FSL and/or FreeSurfer;
• Previous work with human participants
• CITI training and certification for human subject’s research is preferred.

Working Conditions:
• Occasional evening and weekend hours.
• Position may at times require the employee to work with or be in areas where hazardous materials and/or exposure to chemicals, blood, body fluid or tissues and risk of exposure to contagious diseases and infections.
• May require extended or unusual work hours based on research requirements and business needs.

*Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.*

*Job Opening for Psychology/Neuroscience Research Assistant at Virginia Tech*
Clinical Research Coordinator (Project Associate) Position Available

Position Summary:

An NIH-funded Clinical Research Coordinator/Associate is being sought for the labs of Dr. Pearl Chiu and Dr. Brooks King-Casas at the Virginia Tech Carilion Research Institute (http://research.vtrc.org) in Roanoke, Virginia. Projects in the labs focus on the neuroscience of motivated behavior and social decision-making, in both healthy and psychiatric groups including individuals with major depression, substance use disorders, personality disorders, and PTSD. This is an excellent opportunity for a detail-oriented person who enjoys interacting with others, being a key part of a diverse and active scientific environment, working with individuals with varied mental health difficulties, and managing multiple project duties. The position is available for immediate start.

Position Duties and Responsibilities:

The Clinical Research Coordinator/Associate will be expected to provide subject matter expertise in the areas of psychiatric diagnostic assessment, crisis management, empirically supported psychotherapy, and team supervision. Primary responsibilities will include psychiatric assessment and structured diagnostic interviews, tracking rater reliability, treatment fidelity and adherence, participant recruitment and oversight, research compliance (including IRB protocols), forming liaisons with clinical professionals, and maintaining the integrity of participant databases. The Clinical Research Coordinator/Associate will oversee a junior clinical team including training and supervising junior staff in all aspects of the clinical research process (e.g., assessment administration, basic clinical research design, participant recruitment, assessment and retention, and clinical data reduction and analysis). The successful team member will be skilled with monitoring and adjusting priorities, problem solving, and generally ensuring the day-to-day implementation of the clinical research programs. The Clinical Coordinator/Associate is an essential member of the research team and will be expected to regularly interact with research collaborators, hospital and community clinicians, and research administrators on behalf of the principal investigators. Opportunities to participate in manuscript and/or grant preparation are available for interested candidates.

Required Qualifications:

1) MAMS in clinical psychology, counseling psychology or related fields (PhDs will be considered favorably); 2) two years of adult psychiatric research or patient care experience; 3) experience in the administration of standard psychiatric assessments; 4) demonstrated attention to detail and excellent communication skills.

Preferred Qualifications:

1) expertise with semi-structured psychiatric diagnostic interviews (including: Structured Clinical Interview for DSM 5, Clinician Administered PTSD Scale, Mini Neuropsychiatric Interview); 2) empirically supported psychotherapy or research experience with major depression, borderline personality disorder, PTSD, and/or substance use disorders; 3) licensure in field of training; 4) facility with basic statistical methods.

Required application materials: Cover letter including statement of interest, CV/Resume, list of references. Two letters of recommendation will be required prior to final consideration.

Consideration of applications will begin October 15, 2018, and will end when the position is filled. Expected start date is as soon as possible. Virginia Tech Carilion Research Institute is an Affirmative Action/Equal Opportunity employer and is committed to cultural diversity and compliance with the Americans with Disabilities Act.

Please apply at: http://www.jobs.vt.edu, posting #SR0180179

Pre-submission inquiries with CV may be emailed to:

Whitney Allyn, whalynn@vcu.vt.edu
Lab Manager for Dr. Pearl Chiu, Dr. Brooks King-Casas, and Dr. Stephen LaConte Virginia Tech Carilion Research Institute Roanoke, VA

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
An equal opportunity, affirmative action institution
Research Assistant (Lab Manager) position available

Virginia Tech Carillon Research Institute
Roanoke, Virginia

A full-time research assistant (lab manager) is sought for the labs of Dr. Pearl Chiu, Dr. Brooks King-Casas, and Dr. Stephen LaConte at the Virginia Tech Carillon Research Institute (http://research.vtc.vt.edu). Projects in the labs combine methods from experimental and clinical psychology, neuroscience, and behavioral economics with functional neuroimaging to investigate decision-making in healthy and clinical populations (focusing on adults with mood, anxiety, personality, or substance-use disorders, and at-risk youth). The research assistant will be responsible for recruiting and assessing research participants, implementing all aspects of study protocols, and maintaining positive communication with research participants and collaborators. Data collection involves various modalities including: behavior, fMRI, clinical interviews, genetic samples. Additional duties include managing participant databases, organizing project funds, and preparing and tracking IRB protocols. The research assistant is an essential member of the group and will be generally responsible for having overall knowledge of all lab projects and managing day-to-day logistics of ongoing lab projects. Training will be provided for all aspects of the position. For motivated individuals, there are many opportunities to be involved with data analysis. This is an excellent position for candidates interested in graduate school in cognitive or clinical psychology, neuroscience, and related fields. Preference will be given to candidates who are willing to make a two-year commitment.

Minimum requirements include: 1) BA/BS in psychology, biology, engineering, or related field; 2) two years of research experience; 3) ability to work both independently and as part of a team; 4) demonstrated organizational skills and attention to detail; 5) demonstrated ability and desire to succeed in a fast-paced research environment with multiple concurrent duties; 6) excellent written and oral communication skills; 7) proficiency with MS Word, Excel, and PowerPoint or equivalent.

Other information: MA/MS candidates with clinical (clinical psychology, psychiatry) training will be considered; salary will be commensurate with experience. Candidates with data analysis and/or computer programming experience will be considered favorably.

Required application materials: Cover letter including statement of interest, CV/Resume, list of references. Two letters of recommendation will be required prior to final consideration.

Consideration of applications will begin October 15, 2018, and will end when the position is filled. Expected start date is as soon as possible. Virginia Tech Carillon Research Institute is an Affirmative Action/Equal Opportunity employer and is committed to cultural diversity and compliance with the Americans with Disabilities Act.

Please apply at: http://www.jobs.vt.edu, posting #SW0180735

Pre-submission inquiries with CV may be emailed to:

Whitney Allen, whitleyman@vtc.vt.edu
Lab Manager for Dr. Pearl Chiu, Dr. Brooks King-Casas, and Dr. Stephen LaConte
Virginia Tech Carillon Research Institute
Roanoke, VA
➢ Harvard Business School Job

A researcher at Harvard Business School is hiring RAs for a large-scale field experiment that they are running in collaboration with Yelp. The work involves calling and visiting local businesses for data collection, for approximately $10-15/hour. RAs must be based in New York, Chicago, Los Angeles, or the Bay area. This project will continue for the next year and may lead to additional future opportunities. If interested, please email hkim@hbs.edu and sarah.xu7@gmail.com with your resume, location, and availability.

➢ Private practice opportunity in Olympia, WA

10/19/18

Specialty Private Practice Opportunity for Licensed or Eligible Clinical Psychologist

Specialty area: Occupational medicine psychology (behavioral medicine with injured workers)

I currently have a mature, solo private practice in Olympia, WA, focusing exclusively on serving the needs of injured workers, employers and the WA Department of Labor and Industries. Within the foreseeable future, I plan to relocate to Spokane, WA and hope to recruit an early career psychologist with interest in this field to eventually acquire the practice. I will provide training, supervision, mentoring, facilities, equipment and administrative staff support and to a qualified and motivated candidate.

Requirements:
- WA licensed or license eligible clinical psychologist

Location:
- Olympia, WA

Preferred qualifications:
- Training/experience in behavioral medicine
- Training/experience with injured worker populations
- Training/experience/interest in mindfulness-based cognitive behavioral treatment approach

Earning potential:
- Realistic, current full-time annual net income of $250K

Contact:
Gregory Dorris, PsyD - 360-790-9899
drdorris.com
Job opportunities for graduating psych students

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.

Under the supervision of Dr. Stone, 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. The Research Study Assistant will work in a team environment that includes Dr. Stone, a research scientist, a lab coordinator, graduate students, other research study assistants, and undergraduate research study assistants. Interested applicants may email readijob@uw.edu with inquiries AND apply online at https://uw hires.admin.washington.edu, Req #: 156665.

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
Work Opportunities – Week of October 29, 2018

**Requirements:**
- Two years of college-level course work in a relevant academic area AND one year of appropriate experience in a behavioral lab OR equivalent education/experience
- 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

**Desired:**
- Bachelor’s degree in psychology or a related academic area
- Proficiency in Microsoft Office Suite, particularly Word, Excel, PowerPoint, Publisher, and

**Outlook**
- Experience managing/editing websites
- Experience working with service providers in community settings
- Experience working with young children with AUTISM and their families
- Proficiency in SPSS

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**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**

Under the supervision of Dr. Stone, the Research Study Assistant will work on a community-based study to implement and evaluate an innovative healthcare service delivery model called the Screen-Refer-Treat (SRT) model, which is designed to promote earlier access to specialized intervention for toddlers with AUTISM Spectrum Disorder (ASD). Through this project, community providers (i.e., primary care physicians and early intervention providers) 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. The Research Study Assistant will work in a team environment that includes Dr. Stone, a research scientist, a lab coordinator, graduate students, other research study assistants, and undergraduate research study assistants. Interested applicants may email readijob@uw.edu with inquiries. Interested applicants may email readijob@uw.edu with inquiries AND apply online at [https://uwhires.admin.washington.edu](https://uwhires.admin.washington.edu), Req #: 158662.

**Lead Responsibilities:**
- Prepare recruitment materials and conduct recruitment activities
- Review Spanish translations of study documents for grammatical correctness and cultural appropriateness
- Conduct phone screenings with parents in English or Spanish (as needed) to determine study eligibility
- Conduct informed consent process with parents in English or Spanish (as needed)
- 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
• Prepare materials for meetings and workshops
• Assist with development and 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 and telemedicine equipment.
• 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 the development and design of materials for outreach activities

**Requirements:**
• Two years of college-level course work in a relevant academic area AND one year of appropriate experience in a behavioral lab OR equivalent education/experience
• Fluency in Spanish
• 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

**Desired:**
• Bachelor’s degree in psychology or a related academic area
• Proficiency in Microsoft Office Suite, particularly Word, Excel, PowerPoint, Publisher, and Outlook
• Experience managing/editing websites
• Experience working with service providers in community settings
• Experience working with young children with AUTISM and their families
• Experience with telemedicine
• Proficiency in SPSS

**NIH IRTA Fellowship**

We invite you to share an exciting employment opportunity for graduating seniors interested in careers in medicine, psychology, or neuroscience: Mood, Brain and Development Unit (MBDU) at the National Institute of Mental Health in Bethesda, Maryland, is recruiting applicants for two-year, paid Intramural Research Training Award (IRTA) Fellowship with employment beginning in June 2019.

MBDU conducts research using fMRI data to study pathophysiology, treatment and prevention of childhood mental illnesses, with an emphasis on major depressive disorder in children and
adolescents. IRTA Fellows are involved in all aspects of the clinical research process, including analyzing data and interacting with patients.

We request that interested applicants complete the following application: [https://goo.gl/forms/kpkRpkfzFNS40qeh1](https://goo.gl/forms/kpkRpkfzFNS40qeh1) and send an updated resume or CV and unofficial transcript to Christine Wei at christine.wei@nih.gov. We would like to stress that we are accepting applications on a rolling basis and will not accept any applications after midnight December 15, 2018. Applicants should also complete the NIH’s universal IRTA application found at [https://www.training.nih.gov/programs/postbac_irta](https://www.training.nih.gov/programs/postbac_irta) by January 15, 2019 to be considered for this position.
The Green Initiative Fund is Hiring!

The Green Initiative Fund (TGIF) is looking to hire 2 new Program Associates to support our program! The deadline to apply is November 9th by 5PM.

You may find the Handshake posting at [this link](#) or under the posting code 2098775. Here's also a [direct link](#) to the job description, and I've attached a promotional flier for the role.

Students of color, LGBTQ+ students, and students with disabilities are encouraged to apply. Please send a cover letter expressing your interest/qualifications, and your resume in one single PDF to tgif_info@berkeley.edu by November 9th, 2018 5pm. Please include “TGIF Program Associate_Your Name” as the subject of the email.

Handshake posting: #2098775
Work Opportunities – Week of October 29, 2018

Job Title: TGIF Program Associate
Handshake posting: #2098775

This position is funded by The Green Initiative Fund (TGIF) (More can be found at tgif.berkeley.edu).

About TGIF:
The Green Initiative Fund (TGIF) is UC Berkeley's campus green fund. TGIF provides funding, via grants, for projects that improve and support UC Berkeley's campus sustainability efforts. TGIF allocates funds to projects that promote sustainable modes of transportation, increase energy and water efficiency, restore habitat, promote environmental and food justice, and reduce the amount of waste created by UC Berkeley.

Portions of the fund also support education & behavior change initiatives, student financial aid (via return to aid), and student internships. Students, faculty, and staff may submit project proposals, which are selected for funding by the annually appointed TGIF Committee, consisting of students, faculty, and staff, on which students have the majority vote. TGIF is funded by an $8.00 per semester student fee, which began in the fall of 2007 and was renewed in 2016, persisting for 10 years.

The Green Initiative Fund is a program initiative within the Student Environmental Resource Center (SERC) (More can be found at serc.berkeley.edu).

Job Summary/Job Duties:
- Assist the TGIF Coordinator and the TGIF Lead Program Associate with the documentation of TGIF funded projects. Duties include recording and calculating quantitative and qualitative sustainability metrics produced by projects, reading project updates and reports, and following up with project leaders.
- Work closely with grant applicants by reviewing applications, providing feedback on grant applications before grant deadlines, and holding office hours for potential grant seekers.
- Hosting grant-writing workshops and TGIF info-sessions on behalf of the program.
- Assist with the publicity and marketing of metrics, data, and project outcomes; Update project results on social media platforms and TGIF website (Wordpress).
- Participate in TGIF Committee meetings, workshops, and events; Participate in SERC related events and meetings.
- Provide recommendations for improving the TGIF program as a whole.
- Other duties as needed.
Full-Time Operations Associate Opportunity at The Voleon Group

Voleon is seeking Operations Associates for our rotational program in Berkeley, California, an opportunity designed to provide recent grads with broad exposure to business operations and finance. We’re looking for candidates with a passion for tackling challenging problems and building scalable business solutions. We do not require experience or coursework in finance for this position. This is a great opportunity to have a significant impact at a fast-growing and successful company.

Voleon has been using machine learning to predict financial markets for over a decade. We’ve become a multi-billion dollar hedge fund, and we’re entering a bold new phase of growth (now over 100 employees). We have an open, collegial culture built around a brilliant group of people including internationally recognized experts in machine learning and top talent from tech and academia.

Click here to view the full job description and apply, and if you have any questions feel free to reach out to recruiting@voleon.com.

Philip Zhang
Operations Associate
Voleon Capital Management LP
+1 510.704.9870 x 7047
pzhang@voleon.com

Research Coordinator Position at UCLA ADR

The Anxiety & Depression Research Center (ADRC) at University of California, Los Angeles is looking to hire a research coordinator, with the position beginning as early as November, 2018. Under the supervision of Michelle Craske, Ph.D., Aileen Echiverrri-Cohen, Ph.D., and Amy Sewart, MA, the research coordinator will coordinate two novel intervention studies for the treatment of anxiety and depression. Responsibilities include scheduling participants, running behavioral sessions, training research assistants on data entry and related tasks, conducting semi-structured interviews (e.g. SCID), and managing study data. The research coordinator will also focus on participant retention and maintain contact with study participants. Experience with online questionnaire platforms and psychophysiological data collection is preferred.

Applicants should 1) apply through official HR posting below and 2) send cover letter and CV to Amy Sewart, MA at amysewart@ucla.edu.
hr.mycareer.ucla.edu/applicants/Central?quickFind=74600