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Research/Administrative Assistant to Sociology Professor

Student wanted by Professor of Sociology Jerome Karabel, who is currently working on a book on the historical roots of American distinctiveness, for a research/administrative assistant position. Most work will take place at Professor Karabel’s home office in the Elmwood neighborhood, and will involve both research tasks (such as compiling data, locating resources, summarizing research, etc.) and clerical tasks (such as managing email communications, organizing and prioritizing research tasks, and transcribing academic materials). Applicant should be organized, punctual, and reliable.

Job pays $16 per hour and is 12-14 hours per week, year-round, with additional hours available as desired. Hours are flexible: in-person work can happen any day of the week (except Sunday) from 2:00 pm on, and, if necessary, up to 5 hours of work per week may be done remotely. Preferred start date is mid-November. Past applicants have gone on to jobs in academe, the federal government (including the Obama White House), research, media, entertainment, and law and have attended graduate and professional school at such institutions as Princeton, London School of Economics, Harvard, Michigan, Cambridge, NYU, Stanford, and UCLA.

Please submit a resume, transcript (unofficial is fine), and photo (if possible) via email to karabel@berkeley.edu

Research Coordinator Position, Stanford Memory Lab

The Stanford Department of Psychology’s Memory Lab is seeking to fill a full time Social Science Research Coordinator (RC) position. This is a one year fixed term position, with possibility of renewal upon funding availability. The RC will be an integral member of a team investigating memory and cognitive functions in older adults, and will be responsible for assisting with collection and analysis of neuroimaging and behavioral data from healthy young and older participants. The RC will be tasked with: assisting with collection of functional and structural MRI data, and assisting with analyses of behavioral and MRI data. Competitive applicants for this position will be patient, detail-oriented, professional, punctual, articulate, independent, personable and engaging, with a desire for neuroimaging experience and direct interaction with older populations.

The Stanford Memory Lab specializes in behavioral and neuroimaging studies of memory and cognition. The lab conducts aging research in conjunction with the Department of Neurology and Neurological Sciences and the Stanford Alzheimer’s Disease Research Center (ADRC) located at the Stanford Neurosciences Health Clinic.

Please apply at https://careersearch.stanford.edu/jobs/social-science-research-coordinator-7794?et=JzC2DTSP

Open Fall Instructor Positions (Berkeley, San Francisco, and San Jose)
Posting Description:
GRE • SAT • ACT
Test Preparation Instructor Positions
We are seeking test preparation instructors for our GRE, SAT and/or ACT classes. These are part-time positions with classes once per week on Sundays (GRE and SAT) and/or Saturdays (ACT). We seek intelligent, charismatic instructors who have both top test scores and excellent teaching skills. As the best test prep value, our company offers six week, high-quality test preparation courses at a value price.

Salary: $45/hour for GRE classroom instruction; $35/hour for SAT and ACT classroom instruction.

Qualifications:
• Education: Current graduate or professional student Ph.D. (or equivalent), Master’s, J.D.; or Completed Ph.D. (or equivalent), Master's degree, or J.D.

• Test Scores: Top-tier test scores on one of the following: GRE, LSAT, GMAT, SAT, or ACT.

• Teaching Experience: Have taught at least one semester/quarter lecture, lab, discussion, recitation, etc. class. Prior university teaching experience is required.

• Quantitative and Verbal Skills: Must have both excellent math and verbal/writing skills. Xceptional Prep Instructors teach the entire course.

• Consistent Weekend Commitment: Our test preparation offerings depend upon instructor reliability, commitment and consistency. We seek instructors who can teach on consecutive weekends: Our 6 Week GRE and SAT Courses are taught on Sundays; Our 6 Week ACT Courses are taught on Saturdays. Instructors can teach anywhere from 3 to 9 hours per weekend depending upon location.

How to Apply:
If interested, please submit your:
(1) Cover Letter
(2) Resume or Vita
(3) Test Scores
via e-mail to: employment@xceptionalprep.com

Our instructor positions are considered a faculty appointment and instructors are treated as if they were university instructors in an academic department. Instructors have the opportunity to help bright, high-achieving students achieve their goals and dreams of entering their first choice universities and programs. We hire good people who are intelligent, honorable, and dependable. Teaching test preparation is a fun and rewarding experience.

Lab Manager, Georgetown Laboratory for Relational Cognition
The Georgetown Laboratory for Relational Cognition, directed by Dr. Adam Green, anticipates hiring a full-time lab manager to coordinate and conduct research on learning, reasoning, and creativity in high school students and young adults. The lab manager will contribute to ongoing large-scale grant funded projects and help in development of new projects. The preferred start date is early-June 2020. For more information on the lab, see cng.georgetown.edu.

**Primary Responsibilities:**
- Collection of brain-imaging data (primarily fMRI), as well as behavioral and survey data
- Recruitment of study participants
- Coordination of lab members to conduct ongoing projects
- Organization of professional and informal lab activities
- Administration of grant budgets for multiple ongoing and developing projects
- Many other duties as needed and depending on interest/motivation, including direct involvement with planning research projects and analysis of collected data

**Required Skills and Qualifications:**
- Bachelor’s degree
- One or more years of undergraduate or post-graduate research experience, ideally in the biological or psychological sciences
- Willingness to learn new skills and enthusiastically take on new projects and responsibilities
- Attention to detail, high level of self-motivation, and strong interpersonal and organizational skills
- Strong computer skills

**Preferred Skills and Qualifications:**
- Experience gathering and analyzing fMRI data
- One or more years of leadership experience
- Programming experience (e.g., E-Prime, MATLAB, Python)

**To apply for this position:**
Applicants should send a cover letter describing relevant experience and career goals, a current resume/CV, an unofficial college transcript, and contact information for two or more people who can readily comment on the applicant’s qualifications to cnglab@georgetown.edu. Please address any questions to Griffin Colaizzi at gc815@georgetown.edu.

Georgetown University is an Equal Opportunity/Affirmative Action Employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. If you are a qualified individual with a disability and need a reasonable accommodation for any part of the application and hiring process, please see the Georgetown website for more information, or contact the Office of Institutional Diversity, Equity & Affirmative Action (IDEAA) at (202) 687-4798. This position requires a criminal background check performed by Human Resources. Compensation is based on Georgetown pay scales, depending on qualifications and experience.

➤ **Junior Specialist (Research Assistant) Position at UC Davis**
The Translational Cognitive and Affective Neuroscience laboratory (PI: Dr. Cameron Carter), is recruiting for a Junior Specialist (research assistant) position at the UC Davis Medical Center. Our research focuses primarily on studying the neural mechanisms of cognitive dysfunction in psychotic disorders with additional interests in neuroimmune models of psychosis and mental health services research.

Applications can only be accepted via the UC Davis Recruit website. You can only be considered for the positions for which you apply, so please read the detailed descriptions available via each link. Positions have a one year appointment with an additional year based on performance, and we strongly consider applicants who are able to consider a two year commitment.

For any additional questions about the positions, please contact Vanessa Zarubin (vczarubin@ucdavis.edu).

ROCS Study Junior Specialist (1 position open)

Broadly, the Translational Cognitive and Affective (TCAN) Laboratory studies the neural mechanisms of cognitive dysfunction in psychotic illness. This position is to serve as a technical study coordinator for the “Effects of DLPFC tDCS on Cognition, Oscillations and GABA Levels in Schizophrenia” project at UC Davis Medical Center under Dr. Cameron Carter. The goal of the proposed research is to use a non-invasive brain stimulation technique, transcranial direct current stimulation (tDCS) to test a systems-neuroscience model of cognitive control deficits in schizophrenia. Specifically, we will use tDCS in combination with electrophysiology (EEG) and magnetic resonance spectroscopy (MRS) methods to examine stimulation-induced changes in neural activity related to cognitive control in schizophrenia.

The incumbent will coordinate many aspects of the research study. The incumbent will conduct tDCS, EEG and MRS experiment sessions. This will require the incumbent to consent study participants, schedule research appointments, and monitor progress through the study procedures. The incumbent will use a variety of in-house and commercially available software to process the data, and will receive training on analysis pipelines for collected data. The incumbent will also assist in recruiting research participants and conducting clinical interviews for research purposes under the supervision of a faculty member. The incumbent will manage study IRB protocols, adhering strictly to privacy and confidentiality laws. The incumbent will also manage data collection and organization, including mentoring undergraduate volunteers in the input of data to multiple databases. Furthermore, the incumbent will be expected to actively participate in weekly lab meetings, journal club presentations, presentations from outside speakers, and weekly workshops to help research assistants in the lab to develop their career goals. Depending on their contribution and role in the lab the incumbent may have the opportunity to contribute to writing and review of relevant manuscripts. Furthermore, the incumbent may have the opportunity to creatively contribute to the research project by proposing alternative analysis strategies, generate novel projects with existing data, review literature for manuscript preparation, and the ability to submit data for presentation at relevant conferences, such as Society of Biological Psychiatry or Society for Neuroscience (if funding is available). The incumbent will be actively and significantly involved in publishable research activities, including reviewing journal articles and
engaging in discussions on research and the interpretation of research results with the PI and others in the lab. The incumbent will also participate in one or more of the following activities: appropriate professional/technical societies or groups, such as our weekly career development group and other educational and research organizations; and review research proposals, journal manuscripts, and publications related to area of expertise. The ideal candidate will have strong interpersonal, communication, and decision-making skills, as well as the ability to work well independently and as part of a team. Previous experience with data collection and processing, particularly with MATLAB, tDCS, EEG and/or MRS, is desirable.

To apply, please visit the following page: https://recruit.ucdavis.edu/JPF03194

➢ Part-Time Opportunity with Mental Health Accelerator

Ignite Mental Health is a non-profit mental health accelerator and mobilizer incubated by the Harvard Innovation Labs Venture Incubation Program which is working towards accelerating solutions in mental health focused on university and high school campuses throughout the United States.

They have reached out and mentioned it may be of interest to share with our members. They have several openings for part-time on-campus (<10 hours per month) term positions such as ‘Social Impact & Advocacy College Campus Lead’, ‘Political Advocacy Campus Ambassador’ & ‘Marketing/ Communications & Advocacy Campus Ambassador’ which you can learn more information about on www.ignitemh.org/campus-openings

They’re accepting applications (takes less than 3 minutes to complete) over the next 4 days with start dates throughout October/November for well suited candidates.

➢ NIMH Intramural Research Training Award Position
Research Assistant Position at NIH, Deadline 1/15/20

Mood, Brain & Development Unit, National Institute of Mental Health
Are you interested in neuroscience research and working with children/adolescents?

The Mood, Brain and Development Unit (MBDU) is seeking qualified applicants for a two-year, paid Intramural Research Training Award (IRTA) Fellowship, with employment starting in June 2020. IRTAs are part of a multidisciplinary research team of physicians, psychologists, clinical social workers, and psychiatric nurses at the nation’s largest medical research center, the National Institutes of Health in Bethesda, Maryland.
Within the Emotion and Development Branch of the NIMH, the Mood, Brain and Development Unit is led by principal investigator Argyris Stringaris, MD PhD, and conducts research using fMRI and MEG data to study the pathophysiology, treatment, and prevention of childhood-onset mental illness. Our studies are on the cutting edge of longitudinal research studying children and adolescents with major depression.

As a research assistant with MBDU you will gain experience working with patients in inpatient and outpatient settings. You will be involved in all aspects of the research process including observing diagnostic interviews with patients, administering standard psychometric measures, training subjects to participate in neuroimaging, and analyzing neuroimaging data. Duties and responsibilities include patient and healthy volunteer screening and recruitment; protocol implementation; data collection, entry, and analysis; and manuscript preparation. This work involves using statistical and graphics programs and researching scientific literature.

Successful applicants will be awarded post-baccalaureate IRTA Fellowships, which provide opportunities for recent college graduates to engage in biomedical investigation. The full-time, two-year position requires a bachelor’s degree and a U.S. citizenship or permanent resident status (resident alien). Post-baccalaureate fellows are also expected to initiate the application process for graduate or medical school. DHHS and NIH are Equal Opportunity Employers.

Please complete the MBDU application found at the following website no later than midnight December 15, 2019. Please note we are accepting applications on a rolling basis: https://forms.gle/E3VcWobJYQfwEro76

Please forward an updated resume and unofficial transcript to:
Lisa Gorham, lisa.gorham@nih.gov, (301) 480-8117
Please complete the universal NIH IRTA application no later than January 15, 2020: https://www.training.nih.gov/programs/postbac_irta
Mood Brain & Development Unit
Emotion and Development Branch
National Institute of Mental Health

➢ Research Positions in Neurodevelopmental Disorders Available for New Graduates

FULL-TIME RESEARCH POSITIONS AVAILABLE FOR NEW GRADUATES in the NEUROBEHAVIORAL & NEUROSCIENCE RESEARCH GROUP

The goal of the Neurobehavioral and Neuroscience Research Group at Cincinnati Children’s Hospital Medical Center in Cincinnati, OH is to advance the field of knowledge of the causes and treatment of autism spectrum disorders (ASD) and related developmental disabilities by spanning laboratory based scientific investigation, human biomarker development, and clinical research and treatment in affected populations. Our long-term goal is to advance personalized treatment approaches and successful outcomes for children and adults with
developmental disabilities. To this end, we develop and participate in projects focused on novel approaches to the treatment of social and communication impairments in children with autism, Fragile X Syndrome (FXS), and Angelman Syndrome (AS). Our current quantitative outcome measure development is focused on electrophysiology (EEG), imaging (MRI and near infrared spectroscopy), expressive language sampling, use of a new social preference eye tracking procedure, and quantifying cortical plasticity using transcranial magnetic stimulation (TMS). In our translational neuroscience lab, we use human induced pluripotent stem cells, several mouse models of autism, FXS, and AS, as well as patient blood/saliva samples to better understand the pathophysiology of these disorders and to identify potential pharmacotherapy targets and biomarkers of treatment response. We have openings in both human clinical research and in our basic science lab.

INTERESTED IN WHAT WE DO?
CONTACT US AT AUTISM@CCHMC.ORG
PLEASE INCLUDE YOUR RESUME OR CV FOR CONSIDERATION

WE SEEK BRIGHT, MOTIVATED UNDERGRADUATES WITH A PASSION FOR RESEARCH, NEUROSCIENCE, AUTISM AND RELATED DEVELOPMENTAL DISORDERS

➢ Hiring Entry Level Behavior Technicians at Gateway Learning Group

Gateway Learning Group is an Applied Behavior Analysis (ABA) provider in the East Bay. ABA is an applied science devoted to the development of strategies that produce socially significant changes in behavior. It is currently being utilized to treat individuals with ASD, ADHD, TBI, dementia/Alzheimer's, ODD, and many other diagnoses.

A background in ABA can help those working in the field of psychology with techniques not only to support individuals with special needs, but also to help anticipate, mitigate and eventually avoid problem behaviors altogether.

Gateway Learning Group currently has openings for entry-level part-time Behavior Technicians. We are hiring both undergraduate and graduate students, and offer flexible work schedules to accommodate school schedules.

To learn more about Gateway, visit our website: https://www.gatewaylg.com/
ScribeAmerica is a company that hires and trains Medical Scribes for Board Certified Physicians. We are currently recruiting University of California-Berkeley students and alumni to work in our Oakland / San Francisco, CA facilities. To apply go to: https://www.scribeamerica.com/career-opportunities/. Lastly, our FAQ page
Work Opportunities – Week of November 18, 2019

(www.scribeamerica.com/faq) has a lot more useful information about our company and other employment opportunities that we have available.
Positions Open at CoPsyN Sleep Lab at Stanford University

The Computational Psychiatry, Neuroimaging and Sleep Laboratory (CoPsyN Sleep Lab) is currently recruiting for 2 motivated and compassionate Assistant Clinical & Neuroimaging Research Coordinators for projects investigating the relationships between sleep disturbances, brain function, and emotional well-being. The CoPsyN Sleep lab is focused on translational clinical research and utilizes human neuroimaging, high density EEG, computational methods, and clinical psychology to examine the role of sleep physiology in the development, maintenance, and treatment of psychopathology across the lifespan.
Current projects include:

- An NIH funded clinical trial studying sleep disturbance and emotion regulation in individuals with Mild Cognitive Impairment (MCI) and mild Alzheimer’s Dementia.
- NIH and VA funded clinical trials examining mediators and moderators of response to non-drug treatments for insomnia in older adults and Gulf War Veterans.
- A Stanford funded pilot examining sleep as a mediator/moderator of rTMS antidepressant effects in those with treatment resistant depression.
- A Kleine-Levin Syndrome (KLS) Foundation funded study which aims to identify actigraphy derived subtypes of KLS.

We are looking for an Assistant Research Coordinator to be an active contributor to all aspects of study operations and work closely with the Principal Investigator, Dr. Andrea Goldstein-Piekarski. The right person for this job will be able to hit the ground running and take responsibility for participant recruitment, fMRI scanning, hdEEG data acquisition, and data organization. We are looking for someone who is detail oriented and can trouble-shoot independently while recognizing when to ask questions. Comfort and skill with working with a diverse patient population is essential. There will also be opportunities to gain research experience in additional areas, such as in data analysis, fMRI and EEG pre-processing procedures, actigraphy, basic wetlab training to process genetic samples, scientific presentations and reports to NIH.

The position will be based within a collaborative team and the CoPsyN Sleep Lab values diversity, cooperation, fairness, efficiency, and conscientiousness. The CoPsyN Sleep lab is committed to maintaining an inclusive and supportive environment for all members regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status.

Interested candidates should include a CV and Cover Letter addressing how your education and experience relates to the position as described above.

Duties include:

- Serve as primary contact with research participants, sponsors, and regulatory agencies
- Attach and calibrate polysomnography and EEG equipment in clinical setting
- Coordinate functional MRI scanning sessions and pre/post scan procedures
- Coordinate studies from start-up through close-out
- Determine eligibility of and obtain informed consent from study participants according to protocol
- Assist in developing recruitment strategies
- Coordinate collection of study specimens and processing
- Administer study cognitive and neuropsychological tests and collect medical information according to protocols
- Collect and manage patient and laboratory data for clinical research projects
- Manage research project databases, develop flow sheets and other study related documents, and complete study documents/case report forms
• Ensure compliance with research protocols, and review and audit case report forms for completion and accuracy with source documents
• Prepare regulatory submissions, and ensure Institutional Review Board renewals are completed
• Other duties may also be assigned

DESIRED QUALIFICATIONS:
• 1-2 years of related hands-on experience in acquiring and/or processing data that requires a high level of technical skill and attention to detail (including but limited to functional MRI, EEG, lab-based assays etc.)
• Experience working with cognitively impaired, anxious, or sensitive populations
• Previous research experience in psychological test administration, research design, and statistical analysis
• Hands-on experience administering structured diagnostic interviews such as the SCID, MINI, and/or ADIS
• Strong interest of human neuroscience techniques and experimental design including EEG and fMRI
• Effective communication skills, both orally and in writing
• Highly reliable with demonstrated organizational ability
• Accurate record keeping and attention to detail

EDUCATION & EXPERIENCE (REQUIRED):
Two year college degree and one year of relevant experience or an equivalent combination of experience, education, and training.

KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):
• Strong interpersonal skills.
• Proficiency with Microsoft Office.
• Knowledge of medical terminology

Undergraduate Research Positions – Berkeley Center for New Media, December 1, 2019

We are offering three research assistant positions with our amazing graduate students! Each position is worth $1,000 and requires approximately 65 hours of work. You'll be paid the full amount after your supervisor confirms you have worked 30 hours and they anticipate you will complete the remaining portion. You will also receive BCNM new media certificate credit for EITHER engagement OR graduate level research upon completion of the project!
To apply, read the descriptions of projects here and fill in the application online and here!
If you are interested in multiple projects, please submit separate applications for each project.
Applications are due on December 1, 2019.
Lara Wolfe
Program Officer
Berkeley Center for New Media
UCSF School of Pharmacy – Outreach & Recruitment Coordinator

The UCSF School of Pharmacy Office of Student & Curricular Affairs is conducting a search for our Outreach & Recruitment Coordinator position (Admissions Recruitment Specialist III).

We expect to begin reviewing applications/candidates in mid-December.

Please feel free to forward this email. I'd be happy to answer any questions.

Joel W. Gonzales
Director of Admissions
UCSF School of Pharmacy
415.502.5368
UCSF School of Pharmacy
Professional Opening

Job Title: Outreach & Recruitment Coordinator (Admissions Recruitment Specialist III)
Posting Date: November 21, 2019

About UCSF School of Pharmacy:
The UCSF School of Pharmacy offers one of the top-ranked Doctor of Pharmacy (PharmD) programs in the United States. Our faculty members are known worldwide as leaders in pharmacy professional education and research. We, in turn, educate our PharmD students to be leaders and innovators in pharmacy practice, policy, and science. We teach them to be lifelong experts in the safe and effective use of medicines and to be effective members of health care teams alongside physicians, nurses, and others. Because of the quality of our program, the expertise of our graduates is highly prized. All students are eligible for licensure as a registered pharmacist upon graduation. The highly personal and individual attention we offer our students has resulted in exceptional retention and graduation rates. The majority of our students pursue, and are highly competitive for, postgraduate training or education in the form of residencies, fellowships, or advanced degrees. www.pharmacy.ucsf.edu

The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences, health professions and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences.

Job Summary: The Outreach and Recruitment Coordinator will plan, implement and assess outreach and recruitment programs/efforts for the PharmD program in the School of Pharmacy under the direction of the Admissions Director and in consultation with School leadership. This position will manage an Enrollment Marketing Platform (EMP) to provide strategic management of our recruitment contacts and targeted follow-up to attract a diverse and talented applicant pool. This individual will plan and coordinate participation in Graduate School Fairs and the school’s Speaker Request program, manage all administrative aspects of our participation in outreach and recruitment initiatives including recruitment of faculty, staff, students and alumni to serve as ambassadors of the PharmD program. This position will develop relationships with undergraduate Health Professions advisors who work with students in preparing them for admission to pharmacy school. These relationships cultivate access to prospective undergraduate students and, ultimately, application to our program. The Outreach & Recruitment Coordinator plans and presents events for prospective students online, locally, and throughout the state and works closely with the Communications unit to develop publications, and messaging through social media which reflects the School’s branding efforts.

The Coordinator attends professional conferences, symposia, meetings, fairs, etc. with the goal of successfully recruiting applicants to the PharmD program. The Outreach & Recruitment Coordinator will develop and nurture relationships with feeder institutions and will need to converse authoritatively about pharmacy education, both one-on-one and with large groups. The Coordinator will monitor and evaluate success of recruitment strategies in conjunction with the Admissions Director, Associate Dean for Student Affairs, and Vice Dean.

The Outreach and Recruitment Coordinator oversees the School of Pharmacy’s participation in the UCSF Interprofessional Health Post-Bachelor’s Certificate Program, including participant recruitment, selection, matriculation, progression, assessment, and preparation for entry in a PharmD program.

Required Qualifications: BA/BSc and/or three to five years of progressively responsible experience in higher education, recruitment, admissions, student affairs or related field; excellent oral and written communication skills; experience conducting presentations (small- and large-group format and web-based); highly organized and detail-oriented with superior problem solving and analytical skills; ability to establish priorities and meet deadlines; demonstrated ability to take initiative and initiate process improvements and to work in a fast paced environment with multiple responsibilities; strong interpersonal skills; ability to work effectively in a team environment and to build productive working relationships with both external and internal constituencies; excellent computer skills with experience in database system management and data analysis.

Preferred Qualifications: Graduate degree in higher education or related field; Experience planning, implementing and assessing marketing and outreach initiatives/campaigns; recruitment or admissions experience in a graduate or professional school setting; ability to manage Enrollment Marketing Platform or Customer Relations Manager software.

To Apply: Visit UCSF’s jobs website http://careers.ucsf.edu and reference posting #: 54043BR