

Work Opportunities – Week of December 13th, 2021

Table of Contents

Assistant Clinical Research Coordinator at UCSF	2
Full-Time Research Positions - Cincinnati Children's Hospital	4
Clinical Research Assistant Position at Dartmouth College	5
ISSI Work Study Student Assistant	6
Clinical Research Assistant Job Opportunity	7
Full-Time Research Assistant position at Miriam Hospital/Brown	8
Research Opportunities for Graduating Seniors	9
Child and Adolescent Patient Navigator for the Wavefront Program Job Opportunity!	10
UW Part Time Research Assistant Position: War/Refugee Trauma-Focused	11
New positions available at Purdue University!	12
Lab Manager Position, Georgetown Lab for Relational Cognition	12
Neurofeedback Technician Position	14
Clinical and Implementation Science Program Assistant Judge Baker Children's Center	15
PhD position available-collaborative research on Earth and Planetary Sciences & Geology and Geophysics	19
Employment Opportunities with La Cheim	21
Stanford RegLab Job Position	21
Attractive Financial Analyst positions for Cal grads	22
D-Lab is hiring Undergrads! - Infosessions 12/8 & 12/9	23
Hiring Opportunity - Yale Child Study Center Fellowships	24
Part-Time Internship at UDAR in Spring Opportunity	25
Part-Time Youth Sports Coach at Ants Sports	27
Campus Ambassador Application-VPS	27

Assistant Clinical Research Coordinator at UCSF

Assistant Clinical Research Coordinator
Neurology-Memory and Aging Center
Full Time
61299BR

Job Summary

Under the supervision of a Clinical Research Supervisor or Principal Investigator (PI), the Assistant Clinical Research Coordinator (Assistant CRC) will perform entry-level duties related to the support and coordination of clinical research projects on the impact of genetics on neurodevelopmental differences and neurodegenerative diseases. This position may involve training and development to prepare and advance for journey-level work at the next level within the series.

The Assistant CRC' responsibilities include helping with recruitment, registration, scheduling, and retention of study participants as well as data collection, data entry and analysis. The Assistant CRC will make outgoing calls to research participants to collect questionnaire data. Duties will include: preparing datasets for papers and presentations, preparing and maintaining the compliance of research study ethics approvals, preparing reports and tables using excel and database management tools, completing study forms to submit to sponsors and/or appropriate agencies.

The Assistant CRC will be exposed to either neuroimaging techniques or computer science.

The Assistant CRC may be responsible for:

- The coordination of one or more single or multi-site, active or follow-up studies; help in preparing protocols for study initiation
- Help designing flow sheets, data forms and source documents
- Gathering and interpreting medical, surgical and laboratory data regarding study subjects
- Applying understanding of inclusion/exclusion eligibility criteria for protocols
- Helping to recruit, enroll, register, schedule and retain study subjects; record protocol specific treatments and assure collection and shipment of samples
- Assisting research personnel to keep patients on study schedules
- Completing study forms to submit to sponsors and/or appropriate agencies

Work Opportunities – Week of December 13th, 2021

- Collecting and entering quality data into study databases, maintaining data quality
- Assisting with data analysis; assist with preparation of reports and tables; and attend team meetings.

Department Description

The UCSF Memory and Aging Center (MAC) (<https://memory.ucsf.edu/>) is located at the Mission Bay campus in San Francisco, CA. The MAC has over 300 employees and is the largest center in the United States focused on the study of neurodegenerative diseases. Our center includes a multidisciplinary team of neurologists, neuroscientists, neuropsychologists, postdoctoral fellows, nurses and research coordinators who form a rich and highly collaborative learning environment for trainees. The current National Institutes of Health (NIH) rankings show that UCSF Neurology is ranked #1 nationally among departments of neurology at US medical schools (<https://neurology.ucsf.edu/fast-facts>).

Required Qualifications

- HS graduation and sufficient experience and demonstrated skills to successfully perform the assigned duties and responsibilities
- Fluent in written and spoken Spanish
- Proficiency with Microsoft Word, PowerPoint, and Windows
- Excellent verbal and written communications and presentation skills; excellent organizational skills; and excellent interpersonal skills to work effectively in a diverse team
- Excellent analytical and problem-solving skills.
- Ability to work effectively in a fast-paced, team-based environment; project management and coordination skills; ability to prioritize tasks and meet multiple deadlines on concurrent projects
- Ability to establish cooperative working relationships with patients, co-workers, & physicians

Preferred Qualifications

- Background or certification in medical Spanish
- Demonstrated proficiency with medical terminology in English and Spanish
- Ability to abstract data from medical records and transfer it to data collection forms or directly into databases
- Experience working with children

Work Opportunities – Week of December 13th, 2021

- Familiarity with UCSF processes and systems; experience and knowledge of Committee on Human Research (CHR)/Institutional Review Board (IRB) policy and procedure

About UCSF

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 and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences. We bring together the world's leading experts in nearly every area of health. We are home to five Nobel laureates who have advanced the understanding of cancer, neurodegenerative diseases, aging and stem cells.

The full posting and application is [here](#).

Note: Highly recommend that interested students read Dr. Suzee Lee's research papers to get a sense of the work

Full-Time Research Positions - Cincinnati Children's Hospital

FULL-TIME RESEARCH POSITIONS AVAILABLE FOR NEW GRADUATES
in the BEHAVIORAL AND NEURODEVELOPMENTAL PSYCHIATRY & NEUROSCIENCE
RESEARCH GROUP

The goal of our research group is to understand causes and advance novel, personalized treatment approaches for autism spectrum disorders (ASD) and related neurodevelopmental disorders. Our current laboratory and clinic-based research projects focus on human biomarker development as well as increasing successful outcomes through clinical research and treatment in children and adolescents with Fragile X Syndrome (FXS), idiopathic ASD, Angelman Syndrome (AS), and other neurogenetic syndromes. Projects with individuals with neurodevelopmental disorders include clinical measures of behavior and cognitive ability, neuroimaging studies of brain development using Electroencephalography (EEG), functional Near Infrared Spectroscopy (fNIRS), functional Magnetic Resonance Imaging (fMRI), and transcranial magnetic stimulation (TMS), and medication treatment trials. In our translational neuroscience lab, we use human induced pluripotent stem cells, several mouse models of autism, FXS, and AS, and patient blood/saliva samples to better understand the pathophysiology of these disorders. Our projects

Work Opportunities – Week of December 13th, 2021

also focus on integration of human and animal research in order to identify potential pharmacotherapy targets and biomarkers of treatment response.

We are currently hiring research coordinators for both our human clinical research projects and in our basic science labs. These positions are varied, but generally require a bachelor's degree in neuroscience, biology, computer science, psychology, or related field, and are for a minimum of 2 years. Successful applicants are bright, motivated post-baccalaureate students with a passion for research, neuroscience and autism and related neurodevelopmental disorders.

INTERESTED IN WHAT WE DO?

CONTACT US AT shelley.randall@cchmc.org

PLEASE INCLUDE YOUR RESUME OR CV FOR CONSIDERATION

Clinical Research Assistant Position at Dartmouth College

Full Time Clinical Research Assistant Position at Dartmouth College

The Center for Technology and Behavioral Health (CTBH: <http://www.c4tbh.org/>) at the Geisel School of Medicine at Dartmouth is seeking a full time Research Assistant to work with Dr. Catherine Stanger on a large randomized trial testing web based health coaching for young adults with a chronic medical condition (type 1 diabetes). Research assistants will deliver the clinical intervention and will receive extensive training and supervision in health coaching that includes motivational interviewing and goal setting. Research assistants will also engage in participant screening as well as diverse data and project management tasks.

Research staff will benefit from the rich academic environment of the CTBH. This position provides excellent experience for persons interested in pursuing graduate study in psychology or other health fields.

RESPONSIBILITIES

The Research Assistant will serve as a web health coach implementing a manualized intervention to promote healthy behavior among young adults with type 1 diabetes. The Research Assistant will also conduct participant screening and onboarding and will engage in data management and prepare materials for the IRB. Opportunities are offered to work with senior investigators and postdoctoral fellows on data analyses, manuscript preparation, and research presentations.

REQUIREMENTS

Work Opportunities – Week of December 13th, 2021

One year of experience in research with human subjects and/or health coach certification
Bachelor's degree in a Human Service field preferably in psychology, human biology, neuroscience, or related fields.

Experience with Redcap and other database, data management, or statistics software is highly desirable

A 2-year commitment to the position is preferred. The successful candidate will be enthusiastic, responsible, able to work independently, and have strong interpersonal and communication skills as well as meticulous attention to detail.

Date position available: Immediately

Please email resume or CV and cover letter to Dr. Stanger to apply:

catherine.stanger@dartmouth.edu

ISSI Work Study Student Assistant

The Institute for the Study of Societal Issues is hiring students with work study funding.

Monday - Friday 9am-5pm; (8-15 hrs/week depending on your availability and the availability of our other students)

DUTIES:

- Provide Front Desk assistance at large interdisciplinary research institute:
- Outreach to various groups for prizes, grants, etc
- Updating spreadsheets and other documents with new data
- Updating our websites with news, improving website accessibility
- Researching organizations for outreach
- Assisting with managing our social media presence
- Checking ISSI email inboxes daily
- Answer phones, take messages, greet visitors and guests, accept deliveries, answer questions.
- Assist with publicity for Institute events - flyers, announcements, web postings, etc.
- Perform routine office tasks such as photocopying, scanning, filing, ordering supplies, submitting reimbursements.
- Other office duties as assigned

QUALIFICATIONS:

- Some office experience
- Proficiency with MS Office, Google Suite

Work Opportunities – Week of December 13th, 2021

- Able to learn new software programs easily
- Familiarity with typical office equipment (printer, copy machine, etc)
- Professional demeanor
- Dependable
- Willing to commit for the school year (academic year)
- Detail-oriented

PREFERRED QUALIFICATIONS:

- Willing to commit for the school year (summer)
- Working knowledge of Adobe Photoshop
- Lived or academic experience with the projects and topics that are the focus of ISSI
- Expertise in creating images for social media
- Video recording/editing

For more information on how to apply, please see the full posting here:

https://workstudy.berkeley.edu/JobRequestForm.aspx?job_num=9423967643

Clinical Research Assistant Job Opportunity

Full-Time Research Assistant Position at the Nathan Kline Institute for Psychiatric Research

The Clinical Research Department at the Nathan Kline Institute for Psychiatric Research (NKI) in Orangeburg, NY invites applications for a Research Assistant position. Our research involves clinical trials and investigations into the neurobiology of psychiatric disorders including schizophrenia, neurocognitive disorders, and mood disorders. The RA will work on an experienced multi-disciplinary team of psychiatrists, psychologists, social workers, and research nurses. They will coordinate schizophrenia studies, with potential involvement in cognitive impairment and depression studies, under the supervision of Drs. Dan Iosifescu and Matthew Hoptman. This is an excellent opportunity for obtaining research and clinical experience prior to applying for graduate or medical school. NKI fosters a collaborative environment where research assistants have the opportunity to gain excellent clinical and research experience, with the potential for publication.

Job Duties:

- Coordinating clinical trials and/or imaging studies in Schizophrenia and potentially Major Depressive Disorder and Mild Cognitive Impairment
- Community outreach and recruitment
- Pre-screening potential study participants
- Conducting and documenting the informed consent process

Work Opportunities – Week of December 13th, 2021

- Managing day to day activities of the study including scheduling, problem solving, communication and protocol adherence
- Conducting clinical interviews and administering self-report scales
- Performing medical tasks such as measuring vital signs, drawing blood, and administering EKGs
- Data management including data entry, reviewing data for completeness and accuracy
- Preparing progress and other reports for sponsors and other quality assurance/ethics oversight
- Assisting in the preparation of grant proposals, manuscripts, other professional presentations
- Assisting in preparation and maintaining regulatory documents and IRB submissions
- Other technical and administrative support activities may be assigned

Job Qualifications:

- BS/BA in psychology or related field
- Two-year commitment required
- Prior research experience required
- Clinical and/or research experience with psychiatric or medical populations is preferred
- Willing to complete a phlebotomy certification course and perform blood-draws
- Competent and comfortable with computers and technology
- Excellent communication and interpersonal skills
- Comfort in interacting with adult research participants
- Excellent organizational skills and attention to details
- Ability to work independently following initial instruction
- Ability to work on a multi-disciplinary team

This position would begin in the Winter of 2021.

If you are interested, please send a CV/resume and cover letter to Allison Sparpana at Allison.sparpana@nki.rfmh.org

Full-Time Research Assistant position at Miriam Hospital/Brown

The **Center for Behavioral and Preventive Medicine at The Miriam Hospital**, a Brown University teaching hospital, is seeking a full-time research assistant for a project examining the impact of childhood maltreatment among adolescents. This project is part of the **Brown Initiative on Stress, Trauma, and Resilience (STAR)** <https://www.brown.edu/initiatives/star/home> and funded by a Center of Biomedical Research Excellence (COBRE) from the National Institute of General Medical Sciences based at the Miriam Hospital.

Overview:

Work Opportunities – Week of December 13th, 2021

The research assistant will work in a research context performing face-to-face interviews, administering laboratory based executive functioning batteries, handling biological specimens (e.g., saliva), managing a smart-phone based study application, assisting with study logistics (e.g., participant recruitment procedures), and data management/analyses. This is an in-person full-time research position.

Skills/Qualifications:

1. BA, BS, or Master's degree in psychology, public health, or related sciences.
2. Minimum of 1 year of undergraduate or postgraduate research experience.
3. Strong organizational and time management skills.
4. Excellent written and oral communication skills with strong attention to detail.
5. Ability to work independently.
6. Research experience, background in statistics/R and REDCap programming is an asset.
7. Ability to commit to the laboratory for a minimum of 2 years.
8. Ability to speak conversational Spanish is preferred, but not required.
9. Availability to regularly work some evenings and Saturdays is required.

The position is offered contingent upon the availability of funding. This position will be supervised by Dr. Vergara-Lopez <https://vivo.brown.edu/display/cvergara>.

To be considered for this position, please send a resume/CV and cover letter to Chrystal Vergara-Lopez, Ph.D. (Chrystal_Vergara-Lopez@brown.edu).

Dr. Vergara-Lopez is committed to mentorship for highly motivated research assistants. This is an excellent position to gain valuable experience for individuals interested in pursuing graduate school in psychology or related fields. Opportunities to conduct independent research, submit presentations to conferences, and prepare papers for publication are available.

Research Opportunities for Graduating Seniors

I write to announce the beginning of this fall's pre-doc hiring cycle at the [University of Chicago Booth School of Business](#), and to provide information on how these pre-doctoral positions can help your students. Pre-docs (sometimes called Research Professionals or full-time RAs) are two-year appointments working directly for faculty on their research in the quantitative social sciences (QSS). Students who are interested in graduate study in QSS fields but do not yet feel ready for a PhD program, or who are uncertain whether they want to pursue a PhD, find these positions to be especially useful. Students with rigorous quantitative backgrounds outside of the social sciences (e.g., physics, engineering) have used the pre-doctoral path to transition into QSS

Work Opportunities – Week of December 13th, 2021

programs. Through their work for faculty, pre-docs expand their research toolkit, learn more about the research process, and pick up important credentialing through faculty letters of reference. These are competitively paid positions with full benefits.

If you know of students at any stage in their undergraduate career who might be interested in a research career, please encourage them to [visit our website](#) to learn more. Students can [sign up](#) to hear about new job opportunities when they are ready to apply (e.g., a freshman could sign up to hear about new postings in three years).

The [PREDOC Consortium](#) also provides a wealth of [programming and information sessions](#), as well as [guides to the pre-doc application process](#). PREDOC's offerings are growing rapidly, so students should check back frequently.

Staff at Booth and PREDOC are more than happy to answer any questions you have about pre-doctoral opportunities. Please reach out to ResearchProfessional@lists.chicagobooth.edu or info@predoc.org with any questions or to arrange a meeting. Please don't hesitate to reach out as one of our goals at Booth is to reduce as much as possible the informational frictions surrounding these positions, to help you advise your students effectively.

Child and Adolescent Patient Navigator for the Wavefront Program Job Opportunity!

The UCSF Wavefront Program provides evidence-based treatment, training, and research to improve emotion regulation for young people impacted by mood, anxiety, suicide, trauma, and obsessive-compulsive related disorders. We are housed in the Department of Psychiatry and Behavioral Sciences at the University of California, San Francisco. Our clinical services consist of a variety of robust cognitive behavioral groups and workshops, individual and family therapy (CBT) for ages 5-25, and a comprehensive dialectical behavior therapy (DBT) program for families with youth ages 13-25.

Our eventual hire will have the opportunity to work closely with highly trained clinicians delivering empirically supported treatments in an academic medical center environment. You will also interact with families seeking care and help them navigate our complex health care system and Department. While this is not a research position, we collect data on all of our

Work Opportunities – Week of December 13th, 2021

patients and infuse research into all of our programs. You will be immersed in a supportive team culture that values collaboration and innovation.

The right candidate is independent, responsible, enthusiastic, and interested in the treatment of common (and not so common!) challenges with mood dysregulation across development.

You can apply [here](#) or reach out to our directors for more information!

Sabrina Darrow, PhD, Overall Program Director: sabrina.darrow@ucsf.edu

Natalie Todd, PsyD, Clinical Director, CBT: natalie.todd@ucsf.edu

Esme Shaller, PhD, Clinical Director, DBT: esme.shaller@ucsf.edu

UW Part Time Research Assistant Position: War/Refugee Trauma-Focused

The Center for Anxiety and Traumatic Stress at the University of Washington (Seattle, WA) will be hiring a Bachelor's level research assistant responsible assisting U.S. and internally-based trials examining the effectiveness and implementation of a brief faith-based, lay-led intervention addressing the mental health of those who have undergone war and refugee trauma, using community participatory research methods.

This involves supporting administrative and project management, specifically facilitating materials and data collection for various agencies and mosques, community events, training, and groups. Other duties include submission of administrative oversight and funder materials and data management.

Preference will be given to candidates with related content experience and those who have prior research experience, such as a research assistant or senior honor's thesis. The position begins Nov. 15, though negotiable, and is a 20-25% percent time position. Initial remote work is

Work Opportunities – Week of December 13th, 2021

possible, though position likely entails in person work in the future based in the Seattle area and possibility of converting to a full-time RA position. Initial inquiries about the position may be directed to Lori A. Zoellner, Ph.D., at zoellner@uw.edu.

New positions available at Purdue University!

We are excited to share several openings to work on our new National Institutes of Health (NIH) funded clinical trial on service dogs for military veterans with posttraumatic stress disorder (PTSD) and their families. The focus of our lab's research is the psychology of human-animal interaction (HAI). Job descriptions can be found [here](#). We will fill the positions for which we receive the best candidates. If you are interested and would like to learn more, send a cover email and your CV/resume to Dr. O'Haire at mohaire@purdue.edu. We look forward to hearing from you!

Openings include:

- Lab Manager
- Research and Operations Manager
- Postdoctoral Research Fellow
- Research Assistant – Participant Communication

Lab website: www.humananimalinteraction.org

Lab Manager Position, Georgetown Lab 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 late May/early June 2022. 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

Work Opportunities – Week of December 13th, 2021

- 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 postgraduate 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 Grace Porter at gp548@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

Work Opportunities – Week of December 13th, 2021

Resources. Compensation is based on Georgetown pay scales, depending on qualifications and experience.

Neurofeedback Technician Position

Brain Builders Neurotherapy offers a unique opportunity to individuals who are interested in starting a career in the cutting-edge industry of Neurotherapy. We educate and train you as Neuro-Technicians in one of our clinics in the Bay Area.

Brain Builders Neurotherapy specializes in non-medication, cutting edge approaches for optimal brain recovery and performance across the lifespan. We use EEG Neurofeedback and Neuromodulation to help clients learn how to self-regulate their brain's activity and regain a healthier brain and better quality of life. We have clinics in Walnut Creek and Santa Rosa, CA.

We serve a diverse group of clients ranging from children to older adults, presenting with a variety of medical and psychiatric disorders such as traumatic brain injury, cerebral vascular accident, movement disorders, neurodegenerative disorders, ADHD, learning disability, sensory processing disorders, depression, anxiety, trauma, and sleep disorders.

Job Type: Part-time (15hrs/week)

Pay: \$18.00 - \$20.00 per hour

Job Duties:

- Implementing neurofeedback protocols and monitoring clients during neurofeedback sessions
- Monitor client responses to training sessions, coordinate with clinical supervisor if training adjustments need to be made
- Collect EEG data for processing
- Administrative duties such as client scheduling, record keeping, and responses to inquiries
- Ensures that medical record documentation protocols are complied with in an ethical and timely manner
- Keep clear, detailed, and concise records of training sessions, goals, and treatment response in a timely manner
- Clean and sterilize equipment, monitor supplies levels, and notify appropriate parties when supplies are low
- Model and promote healthy communication, customer service, and positive representation of the organization

Work Opportunities – Week of December 13th, 2021

Benefits:

- Gain valuable experience in the psychology and neurotherapy field
- Pays hourly
- Flexible schedule but availability on Sundays preferred

COVID-19 considerations:

Due to the nature of our work, telehealth is not available as a treatment option and all services are provided in person. We strictly follow COVID-19 guidelines and are diligent in taking the necessary precautions to prevent the spread of COVID-19. Please refer to our COVID-19 safety plan for details. Employees are asked to follow these guidelines and to have either been vaccinated or be willing to undergo vaccination in order to work in our clinic. All clients are required to wear a mask and fill out Covid-19 screening.

Education/Qualifications:

- Associate's
- Bachelor's (preferred)
- Good verbal and written communication skills
- Good time management and organizational skills
- Interpersonal relationship skills necessary in order to relate to a wide variety of internal and external contacts including clients, families, referral sources, other employees, etc.

Work Location: Walnut Creek, CA.

Thank you for your interest in the position!

Please send your resume and a cover letter to Dr. Nehring at drnehring@norcalbrainbuilders.com

Clinical and Implementation Science Program Assistant Judge Baker Children's Center

Job Overview: Judge Baker Children's Center (JBCC), a Harvard Medical School affiliate, is currently accepting applications for a full-time position split between the Center for Effective Child Therapy (CECT), JBCC's outpatient training clinic (60%) and the Quality Care Initiative (QCI) (40%). In the CECT portion of the position, the Program Assistant will provide a wide

Work Opportunities – Week of December 13th, 2021

range of support services to the Clinical Director and Director of Clinical Operations, as well as to staff clinicians and internal trainees at CECT. In this role, the Program Assistant will provide direct administrative and operational assistance in support of business operations at CECT. The efforts of the Program Assistant will help support JBCC in providing the highest quality of behavioral health care and other services for the children and families we serve. In addition, the Program Assistant will help support early career mental health professionals and clinical training students, who provide treatment at CECT or who are trained by JBCC faculty.

The Program Assistant will also provide support for activities within Judge Baker's Quality Care Initiative (QCI) within the Department of Training and Implementation. The QCI works to create lasting improvements in the quality of behavioral health care and other services for all children and families through the internal training program and community-based implementation and quality improvement initiatives. The Program Assistant will report to the Director of Implementation and will provide substantial support to the Associate Director of Implementation and Quality Improvement.

We are looking for an individual who is excited about supporting a collaborative, dynamic team of professionals working to improve mental health care for youth and families. Individuals seeking experience in the mental health field prior to applying to graduate school in clinical psychology or another related field are strongly encouraged to apply. A minimum two (2) year commitment is required for the position. JBCC also has an active Cultural Humility, Diversity, Equity, and Inclusion Program to promote diversity in service delivery and staff/faculty recruitment and retention. Applicants representing a diversity of individual and cultural backgrounds are strongly encouraged to join our team!

Essential Duties and Responsibilities:

- Coordinate the intake process for families by conducting in-depth clinical phone interviews with caregivers, coordinating with providers regarding client referrals, answering clinic questions, managing assessment scheduling, facilitating case assignment, and maintaining client waitlists.
- Work in conjunction with the current CECT Program Assistant to supervise a team of undergraduate volunteers, including a full-time co-operative education student.

Work Opportunities – Week of December 13th, 2021

- Assist with necessary documentation collection and data entry required for electronic medical records.
- Provide families and clinicians with billing support for treatment services.
- Administer, score, and interpret standardized assessment questionnaires and support undergraduate volunteers in these efforts.
- Assist in writing portions of diagnostic assessment reports and pediatrician letters.
- Administer behavioral assessments of children's emotional and social development during initial evaluation.
- Use skills and principles of Parent Child Interaction Therapy to effectively engage in play with young children.
- Participate in weekly supervision, assessment, and evidence-based practice meetings.
- Support clinical staff by managing confidential documents and preparing supplies and equipment for assessments and treatment sessions.
- Assist with office management services such as: checking in clients, processing payments, and communicating with clients via phone and email.
- Coordinate with the Director of Clinical Operations and Clinical Director to maintain compliance with Department of Public Health standards.
- Manage the application and interview process for incoming co-operative education students and volunteers.
- Produce and distribute meeting minutes.
- Work collaboratively with the Associate Director of Marketing & Communications to keep the department website updated and to develop public relations documents.
- Assist in advertising and marketing efforts, such as creating, updating, and distributing brochures and other marketing materials.
- Coordinate meetings, professional training, contracts, invoices, and other activities supporting the work of QCI.
- Work with QCI staff to coordinate and assist with data systems development and maintenance, data collection, coding, management, and reporting of both process and outcome data
- Conduct literature and data searches/reviews
- Facilitate the preparation and submission of grant applications and grant reports
- Facilitate submission and tracking of Continuing Education credits for trainings

Work Opportunities – Week of December 13th, 2021

- Assist in the tracking operations of internal training programs
- Facilitate tracking of mental health provider certification process

Qualifications and Skills:

Candidates must meet all of the following requirements:

- A Bachelor's degree (or foreign equivalent) in Clinical, Community, Counseling, School, or Educational Psychology; Social Work; or Public Health from an accredited academic program
- Excellent interpersonal, organizational and communication skills allowing for skillful interactions with caregivers, children, JBCC staff, undergraduate volunteers, and professionals from other fields.
- Must be extremely organized, efficient, adaptive, and a good team player that likes to work in a collaborative environment
- Strong project coordination skills.
- Proficient with Microsoft Office (Word, Excel, PowerPoint).
- Experience with SPSS or other statistical software preferred
- Oral and written fluency in English
- Must be able to demonstrate discretion and independent judgement while collaborating with a team, bringing flexibility, a sense of confidence and humor, strong time management skills, and an ability to handle multiple projects to this position

Strong applicants will have:

- A career interest in mental health services.
- Knowledge of mental health, education, child welfare, and/or juvenile justice systems.
- Experience with statistical analysis using SPSS for quality improvement or evaluation purposes.
- Experience using online database systems and/or survey tools.

Physical Requirements: Must be able to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear and be capable of repetitive motion. Position requires exerting up to 20 pounds of force occasionally and/or 10 pounds of force

Work Opportunities – Week of December 13th, 2021

frequently, and/or negligible amount of force constantly. Work requires close visual acuity. Position is not substantially exposed to adverse environmental conditions.

Salary and hours:

- Full time, salaried position commensurate with experience.
- A generous benefits package is provided.

Judge Baker Children's Center is dedicated to the achievement of equality of opportunity for all its employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, marital status, age, national origin, disability, veteran status or any other protected group status under federal, state or local law. Judge Baker Children's Center is an Equal Opportunity/Affirmative Action Employer.

The preceding statements shall not be considered a detailed description of all the work requirements of the job. There may be other duties and responsibilities required to achieve the principal functions of the position and to advance the mission of Judge Baker Children's Center.

Applications

Interested candidates send the following materials to training@jbcc.harvard.edu: a cover letter specifically addressing your experience related to the job responsibilities above, and a curriculum vitae. Applicants should also have two (2) reference letters emailed directly from your writer to training@jbcc.harvard.edu.

Please make sure to include the position title in all materials. Applications will be reviewed as they are received until the position is filled. Anticipated start date is January or February 2022.

PhD position available-collaborative research on Earth and Planetary Sciences & Geology and Geophysics

We invite applications for a funded PhD student position for an NSF funded project spanning **high-pressure mineral physics, computational fluid dynamics, and seismology**, aimed at

Work Opportunities – Week of December 13th, 2021

studying **Earth's core**. This project is a collaboration between Earth and Planetary Sciences at **UC Berkeley** and the Department of Geology and Geophysics at the **University of Utah**. We are seeking a student to be hosted at UC Berkeley who will focus on computational fluid dynamics and seismology. Any potential applicants interested in working on the mineral physics aspect of this project are encouraged to contact **Lowell Miyagi** at the University of Utah. The student at UC Berkeley will work in collaboration with the group at University of Utah. This interdisciplinary project will touch on: geomagnetism, fluid mechanics, thermodynamics, crystallography, and geophysics. **The research aims to explore how the mineralogical properties of solid iron controlled how it crystallised, and how this influenced the outer core convection and the seismic velocity structure of the inner core.**

The applicants will work under the supervision of **Bruce Buffett** and **Dan Frost** (UC Berkeley) and **Lowell Miyagi** (University of Utah). We emphasise the collaborative nature of this project. The students on the project at UC Berkeley and the University of Utah will be encouraged to engage in the other disciplines. Moreover, the students will be supported to visit and work at the partner institution with the other supervisors. The students will also be supported to attend the American Geophysical Fall Meeting and other relevant workshops and conferences.

We welcome students with backgrounds in physics, material science, engineering, computer science, and geoscience. A master's or bachelor's degree in science, engineering, or related fields is required. Programming skills in Python, C++, or MATLAB are preferred. Motivated applicants with strong communication skills, especially experience in scientific writing and presentation are encouraged. These positions are open to students from all countries.

The position will remain **open until filled** and **begin either Spring or Fall of 2022**. We invite interested students to contact Daniel Frost (dafrost@berkeley.edu), Bruce Buffett (bbuffett@berkeley.edu), and Lowell Miyagi (lowell.miyagi@utah.edu). We strongly encourage applications from individuals with disabilities, women, minorities, non-traditional students, and members of other underrepresented groups.

Employment Opportunities with La Cheim

La Cheim provides educational and mental health services throughout Alameda and Contra Costa County at our nonpublic schools, community mental health center, therapeutic behavioral services program, and residential treatment center. They are actively recruiting early career professionals in search of employment opportunities in their chosen careers. They currently have several positions that they are recruiting for, one being for our STRTP program that works with adolescent boys ages 12-17.

These are the job opportunities with La Cheim:

- [STRTP Direct Care Staff AM Shift La Cheim](#)
- [STRTP Direct Care Staff PM Shift La Cheim](#)
- [TBS Specialist PT-BA-Internship-Practicum La Cheim](#)

We ask that interested applicants send their resumes to careers@lacheim.org or directly to erika@lacheim.org.

Stanford RegLab Job Position

The [Regulation, Evaluation, and Governance Lab \(RegLab\)](#) at Stanford University is hiring full-time pre-doctoral Research Fellows (Computational Science) to join our research team. This is a minimum one-year position, with the option of renewal.

Stanford RegLab is a social impact lab that partners with government and nonprofits to use machine learning and data science to modernize the public sector. We are an interdisciplinary team of data scientists, social scientists, engineers, and lawyers who are passionate about building high-impact demonstration projects for the future of governance. Some of our partners include the Environmental Protection Agency (EPA), the Internal Revenue Service (IRS), the Department of Labor (DOL), and the Santa Clara County Public Health Department (Covid-19 response).

This position is a great next step for those considering graduate school, law school, and/or business school in the future. Prior Research Fellows have been accepted by PhD programs in computer science, economics, and political science and JD programs at top schools (e.g.,

Work Opportunities – Week of December 13th, 2021

Harvard, Stanford, Princeton, Yale). In recent years, fellows have been coauthors on RegLab publications for PNAS, JAMA Health Forum, Nature Sustainability, the American Economic Journal: Economic Policy, the American Law and Economics Review, the Journal of Law, Economics, and Organization, ACM FAccT, the Journal of Empirical Legal Studies, and the Stanford Law Review.

The deadline for the first round is 12pm PST on Monday, November 22, 2021. The deadline for the second round is 12pm PST on Monday, December 20, 2021. Applications will be evaluated on a rolling basis and preference will be given to first-round applicants. To be considered, please submit a CV, transcript (unofficial is ok), and project/code samples with your online application.

APPLY HERE:

<https://careersearch.stanford.edu/jobs/research-fellow-computational-science-regulation-evaluation-and-governance-lab-reglab-stanford-law-school-14689>

Attractive Financial Analyst positions for Cal grads

Portola Partners is a large, independent wealth-management firm. We welcome seniors, non-MBA master's degree candidates, or recent Cal graduates to apply for attractive Financial Analyst positions based in Silicon Valley for a July 2022 start. Our current analysts graduated from Amherst, University of Chicago, Cornell, Columbia, UCLA, Penn, Pomona, Princeton, Stanford, and Yale. Past Financial Analysts have a very strong track record of admission to top-tier business schools. We hope to hire great team players who have the long-term potential to become partners in our firm.

Students may learn more by visiting us online at www.portolapartnersllc.com. We invite students to submit resumes and interview materials to our job application portal:

<https://portolapartnersllc.bamboohr.com/jobs/view.php?id=90>. This position is also posted on Handshake. We are actively selecting candidates to participate in first round video interviews. Please feel free to share this information with Cal friends who might be interested.

Portola Partners provides sophisticated investment advice and integrated comprehensive planning to respected families, foundations, and endowments, many of whom have made significant contributions to the world. Our business model allows us to do what is right for our clients. Careful to minimize conflicts of interest with our clients, we neither sell products nor

Work Opportunities – Week of December 13th, 2021

receive commissions. We grow through word-of-mouth referrals; no one on our team engages in any cold-calling activities.

We welcome candidates who wish to join a close-knit team with a high degree of camaraderie, collaboration, mentorship, and professional standards. We give substantial early responsibility and client contact to Financial Analysts. We provide many opportunities for learning, enrichment, and career development. We are committed to a healthy work-life balance, and our Financial Analysts work significantly fewer hours than analysts in comparable positions. Nevertheless, compensation is highly competitive with top-tier banks and consulting firms.

We seek colleagues who are highly ethical, empathetic, team-oriented, analytical, motivated, and intellectually curious. Ideal candidates will possess great interpersonal skills, excellent judgment, broad problem-solving skills, and a professional, service-oriented demeanor.

Thank you very much for your interest.

D-Lab is hiring Undergrads! - Infosessions 12/8 & 12/9

Open UTech positions at D-Lab!

D-Lab is hiring UC Berkeley undergraduate students for our Undergraduate Technician (UTech) positions for the spring 2022 semester! Please see below for information about our open UTech positions and the upcoming information session.

We are holding info sessions on **Wednesday, Dec 8 from 4pm-5pm and Thursday, Dec 9, from 4pm-5pm** for folks to learn more about D-Lab, the open UTech positions, and hear from current UTech. If you are interested in learning more and applying to be a UTech, **please [sign up here](#) to attend the info session**. Once we receive your sign up, we will follow up with a calendar invite to the info session.

Applications will be open starting Friday, December 10 until January 11, 2021. For more detailed information about the position, you can [visit our website](#).

D-Lab UTech:

UTechs are the face of D-Lab's virtual front desk, offering assistance to anyone who drops-ins by aligning them with the proper service or resource. This position is the front line support for D-Lab, and is often people's first (and lasting) impression of D-Lab. Among other things,

Work Opportunities – Week of December 13th, 2021

UTechs manage the “D-Lab Frontdesk” email inbox, contribute our weekly newsletter, contribute to workshop production and video curation, and assist with consultation requests and assignment to the proper resource or consultation service.

D-Lab is an open, inclusive culture that values diversity and open exchange. We will let you develop leadership in your particular area while working collaboratively with other students and staff.

We look forward to seeing you at one of our info sessions on **Wednesday, Dec 8 from 4pm-5pm and Thursday, Dec 9, from 4pm-5pm.**

Hiring Opportunity - Yale Child Study Center Fellowships

The Yale Autism Center of Excellence (ACE) and Yale Social and Affective Neuroscience of Autism Program (SANA) is interested in recruiting highly qualified students for exciting pre-doctoral fellowships for current graduates or graduating seniors. **Anticipated start date is July 2022.**

I. Yale Fellowship in Developmental Psychopathology and Social Neuroscience

Successful applicants will be involved in a 1-to-2-year training program involving clinical research experience in a developmental disabilities research lab. The primary training experience will be in daily activities related to behavioral, psychophysiological, eye-tracking, and neuroimaging studies involving fetal, neonatal, infant, and school-aged participants. Fellows have opportunities to be involved in multiple aspects of each study, ranging from implementation of experiments, to data processing and analysis, to participating directly in subject characterization by conducting structured parent interviews and assessing participants. With research mentorship, the selected applicant will be expected to lead a research project from data processing and analysis of results to presentation at an international conference.

Completed applications including cover page, CV, transcripts, letters of recommendation, and personal statements are due no later than **January 15, 2022.**

Additional information about the fellowship opportunity and our lab can be found on our website: <https://medicine.yale.edu/lab/chawarska/jobs/postgrad/>

Questions regarding the Yale Fellowship in Developmental Psychopathology and Social Neuroscience may be directed to sanalab@yale.edu.

Work Opportunities – Week of December 13th, 2021

II. Yale Fellowship in Developmental Neuroscience of Autism

The recipient of the fellowship will be involved in a 1-to-2-year training program in data science in a clinically based developmental disabilities research lab. The primary experience will be in activities related to training in development and management of translational technologies, which may include eye-tracking, functional near-infrared spectroscopy (fNIRS), physiological sensing technologies, and other experimental paradigms. In addition, fellows are involved in daily activities related to studies with fetal, neonatal, infant, and school-aged participants. With research mentorship, the selected applicant will be expected to lead a research project from data processing and analysis of results to presentation at an international conference.

Completed applications including cover page, CV, transcripts, letters of recommendation, and personal statements are due no later than **January 15, 2022**.

Additional information about the fellowship opportunity and our lab can be found on our website: <https://medicine.yale.edu/lab/chawarska/jobs/translational/>

Questions regarding the Yale Fellowship in Developmental Neuroscience of Autism may be directed to sanalab@yale.edu.

Part-Time Internship at UDAR in Spring Opportunity

Student Giving Campaign Assistant

University Development and Alumni Relations, Digital Philanthropy

Note: This position also qualifies for Work Study. See job #3119639344 on the Work Study jobs site. To apply, please send a resume and cover letter (optional) to Alex Rodríguez, Assistant Director, Digital Student Giving, at alexander.rodriguez@berkeley.edu.

Responsibilities:

- Commitment of 5-10 hours per week (1/10/22 - 5/6/22, opportunity to continue again in the next academic year)
 - o Note: hours will increase during week of and week before Big Give in March

- Serves as the campaign lead for the “Keeping Cal Golden” crowdfunding campaign in Spring, which includes but is not limited to leading student

Work Opportunities – Week of December 13th, 2021

volunteers, monitoring fundraising goals, and creating copy.

- Creates social media content that spreads awareness of philanthropy at Berkeley in relevant, eye-catching ways for the Cal Student Philanthropy Instagram and Facebook account.
- In collaboration with the Assistant Director of Digital Student Giving, creates and executes a communications calendar for email newsletters, social media posts, and texting campaigns.
- Helps create monthly Cal Student Philanthropy newsletters that will go out to both graduating Seniors and the undergraduate student body.
- In collaboration with Cal Student Philanthropy and the Digital Philanthropy team, creates and executes a campaign plan for Bears Give Back Week / Big Give (events, marketing, messaging).
- Organizes and supervises volunteer schedule for events as needed.
- Assist with Digital Philanthropy projects as needed (i.e., Giving Days).
- Assist with data analysis for student giving-related projects.

Qualifications:

- Must be a current undergraduate student at UC Berkeley.
- Prior experience in fundraising, marketing and communications, data analysis, and/or a strong interest in learning more about these areas.
- Confident leader with the ability to inspire others.
- Adept public speaker, confident making presentations in both small and large crowds.
- Knowledgeable about student life, culture, and resources at UC Berkeley.
- Pride in UC Berkeley and commitment to Diversity, Equity, and Inclusion.
- Organized, self-starter.
- Strong written and verbal communication skills.
- Proficiency in Canva and social media platforms, especially Instagram, is a plus.

Benefits:

- 5-10 hours of work per week at \$18-\$20 per hour
- Letter of Recommendation
- Experience in fundraising, marketing, and development
- Networking with Cal staff, alumni, and more
- Opportunity to make a positive impact on the Cal community

Part-Time Youth Sports Coach at Ants Sports

Coach FUN & introductory recreational sports classes to kids ages 10 & under

Starts at \$25/hour with growth opportunities

Experience not necessary, in depth training provided

Make an impact on our community's youth

Part-time & flexible W2 position (1-8 hours/week in afternoons at local elementary schools in SF and East Bay)

APPLY AT [ANTSSPORTS.COM/COACH](https://antsports.com/coach)

Campus Ambassador Application-VPS

Are you ready to share your Berkeley Story?

Our 2021-2022 Campus Ambassador application is now open! We want to hear from you.

Campus ambassadors are some of the most influential people on campus. For 175,000 annual campus guests, a student ambassador is the first person they have contact with, shaping visitors' first impressions of the university. Campus ambassadors lead tours, serve visitors at campus landmarks, support parent programs, staff special events such as Cal Day and Homecoming, as well as work on a growing number of other unique assignments. As representatives and advocates for the university, they personify the excellence and diversity of the campus community. You can find more information about the role at our website: <https://visit.berkeley.edu/becoming-a-campus-ambassador/>.

Please find the application form at this link: tinyurl.com/CALVPS2021. The form closes on Wednesday, December 15th at 11:59pm. Make sure to take your time completing it and to tell your Berkeley story! Note that the application requires a 2-minute video submission.

We look forward to getting to know you! If you have any questions please feel free to contact us at vps.hiring@berkeley.edu. Thanks, and go bears!

Best,

Visitor and Parent Services Hiring Team