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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**

Work Opportunities – Week of December 9, 2019

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**



NIMH Intramural Research Training Award Position

The Section on Mood Dysregulation and Neuroscience (SMDN), Section on Development and Affective Neuroscience (SDAN), and Neuroscience and Novel Therapeutics Unit (NNT) of the National Institute of Mental Health (NIMH) in Bethesda, Maryland, seek qualified individuals to fill **Postbaccalaureate IRTA (Intramural Research Training Award) positions, with employment starting May through July 2020.**

SMDN, SDAN, and NNT conduct research on the brain mechanisms of mental illness in youth, with a focus on irritability and anxiety. We also investigate treatments, such as cognitive-behavioral therapy.

These full-time research assistant positions require a bachelor's degree and U.S. citizenship or permanent resident status (resident alien). A minimum commitment of 1 year is expected; however, a 2-year commitment is strongly preferred. Responsibilities include assistance with and participation in all aspects of the research enterprise: patient and healthy volunteer screening, recruitment, and training on research tasks; protocol implementation; data collection, entry, and analysis; and manuscript preparation. This work involves using statistical and graphics software to examine behavioral and neuroimaging data, preparing blood samples, and researching scientific literature. In addition, the position involves regular patient contact during outpatient tasking and treatment visits. Research assistants also observe diagnostic interviews with patients.

Research assistants work as part of a multidisciplinary research team including physicians, psychologists, clinical social workers, and psychiatric nurses at the nation's largest medical research center, the NIH in Bethesda, Maryland.

Successful applicants will be awarded Postbaccalaureate Intramural Research Training Award (IRTA) Fellowships, which provide opportunities for recent college graduates to spend time engaged in biomedical investigation. During their tenure in the program, post-baccalaureate fellows are also expected to initiate the application process for graduate or medical school.

Interested individuals should complete the online application found at the following website (link can be found under "Application Procedure"):

https://www.training.nih.gov/programs/postbac_irta

Following completion of the online application, individuals should forward a letter of interest and resume to:

Emily Jones, B.A.
National Institute of Mental Health
National Institutes of Health
Department of Health and Human Services
emily.jones@nih.gov
301-402-8225

DHHS and NIH are Equal Opportunity Employers

➤ **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/>



Gateway Learning Group is a leader in providing behavior therapy for children with autism. Every day, Gateway advances lives through compassionate, evidence-based treatment.

Come join the Gateway team and become part of a growing organization with a dynamic culture and a passion for making a difference. Become a **Behavior Technician!**

Fulfilling duties:

- Provide 1:1 play-based instruction to clients using techniques from the field of Applied Behavior Analysis.
- Teach children with special needs new skills in adaptive behavior, academics, and social skills.
- Collect onsite data (company iPad provided).
- Attend trainings and meetings as requested.

Employee benefits:

- Comprehensive training including in-field observations, coaching, and ongoing monthly trainings.
- Excellent opportunities for professional growth and competitive pay.
- Mileage reimbursement and paid drive time.
- Paid time off (PTO) and 401k benefits.
- Medical, vision, dental and life insurance benefits for full-time staff.
- Regular social events, sporting events and company-sponsored volunteer activities.
- A responsive mentor for every employee.
- BCBA supervision and reimbursement for those pursuing BCBA graduate coursework.

Requirements:

- A high-level of energy and a passion for working with a diverse population of children.
- Willingness to drive or take Muni an average of 45 minutes to and from client locations.
- Complete company paid training and RBT (Registered Behavior Technician) certification.
- High School diploma required; AA (or equivalent units) or 60 units of college coursework preferred.
- Must pass DOJ & FBI background check and TB test.

In order to promote your success as a Behavior Technician (BT) at Gateway, you will work under the supervision of a Board Certified Behavior Analyst (BCBA), and will be paired with a dedicated mentor from day one.

Want to learn more? Visit our website: www.gatewaylg.com

To join the team, submit your BT application at: www.gatewaylg.com/careers

Or email your resume to Kimberly Gutierrez at: kimberlyg@gatewaylg.com



➤ Science/Health-Related Majors - Job Opportunity

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

(www.scribeamerica.com/faq) has a lot more useful information about our company and other employment opportunities that we have available.



**DOCTORS SAVE LIVES.
SCRIBES SAVE DOCTORS.**

"Being a scribe is a perfect job for anyone wanting to pursue a career in medicine. The job is not only a tremendous learning experience, but you're actually making a difference by assisting the doctors to be more efficient so they can focus more on the quality of care for their patients."

AMY HOGAN, 2010

WHAT IS A MEDICAL SCRIBE?

A Medical Scribe is a revolutionary concept in modern medicine. Traditionally, a physician's job has been focusing solely on direct patient contact and care. However, the advent of the Electronic Health Record (EHR) created an overload of documentation and clerical responsibilities that slows physicians down and pulls them away from actual patient care. To relieve the documentation overload, physicians across the country are turning to Medical Scribe services.

A Medical Scribe is essentially a personal assistant to the physician; performing documentation in the EHR, gathering information for the patient's visit, and partnering with the physician to deliver the pinnacle of efficient patient care.

WHY BECOME A MEDICAL SCRIBE?

For someone interested in medicine, whether it is a personal interest, or part of a career goal to become a physician or physician assistant, the chance to become a Medical Scribe is unlike any other opportunity available. It offers exciting one-on-one collaboration with a physician, and is unprecedented in its level of exposure to real medicine in practice.

A background in Medical Scribing is quickly becoming the standard for pre-medical experience, and is suggested by medical school acceptance committees across the country. The competition to become a Medical Scribe is intense, and the demand for Medical Scribe services across the country has never been higher.

Visit scribeamerica.com/apply to see if we are hiring in your area.

WHAT WE EXPECT

Intelligent candidates who can work positively and cooperatively amidst a stressful and unique environment.

You *need* to have good penmanship and computer skills, your medical expertise is *not* required but is an added bonus. The following traits *are* required for they are not easily learned:


WHAT WE EXPECT FROM YOU:

- Responsibility
- Confidence
- Maturity
- Punctuality
- Ability to multitask
- Self Motivation

COMMITMENT:

Commitment to ScribeAmerica: 2 years part time 8-12 shifts per month or 1 year full time 16-20 shifts per month.

MAKING A DIFFERENCE




"Scribe America is a great program that prepared me in many ways for medical school. Working side by side with doctors in the emergency room gave me an incredible real-life experience to apply to all the classes I am taking now. Diagnosing is intimately related to recognizing patterns in patient symptoms and while working with Scribe America I was able to watch the physicians think their way through patient cases and absorb countless amounts of information. Having also volunteered in hospitals and taken part in research prior to entering medical school, I would say that my time with Scribe America was the most influential factor in giving me confidence in my decision to pursue a career in medicine. The one-on-one experience with physicians, the variety of patient cases and symptoms, the introduction to medical diagnostic techniques, and the vast amounts of medical terminology have all been invaluable to my current student status besides that I thoroughly enjoyed coming to work every day. I have and will continue to recommend Scribe America to any person contemplating medical school with a desire to learn and work hard."

KIM RIEGEL, 2011

THINGS THAT WILL HELP YOU SUCCEED

- A passion for Medicine
- Able to balance school AND work
- Computer skills, this is a must and will accelerate training as most hospitals are transforming to complete electronic charting
- Mature sophomores can benefit throughout college. Also people taking time off before Medical, PA or NP school are favored and the opportunity is highly beneficial to the applicant.

Note: Scribe hours are counted towards clinical training for PA school.




WHAT TO EXPECT

- Hardwork demanded, every shift
- Unlimited learning curve
- Competitive part time pay
- Some full-time positions available

ABOUT US

We are the nation's most frequently used medical scribe company with more than 4300 employees in 41 states providing professional services for over 500 clients. We invest heavily in the professional development of our scribes by providing them with unique resources such as the industry's only academic textbook, paid attendance to our national scribe leadership conference, online education, networking opportunities through social media, and development of the ScribeAmerica Mobile Scribe App™. We are ranked on the INC 500 list two years in a row for fastest growing private companies. In addition Modern Healthcare named us one of the Hottest Healthcare Companies in 2013. In turn, we've been rewarded through successful development of the nation's first "career scribes", that is, individuals with advanced degrees who have chosen to make a career with ScribeAmerica. Our clients have benefitted too, having received the prestigious Press Ganey Summit and Stuart Fleming Patient Safety awards.

**SCRIBEAMERICA**

www.scribeamerica.com/apply

➤ 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

➤ **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-Baccalaureate Certificate Program, including participant recruitment, selection, matriculation, progression, assessment, and preparation for entry in a PharmD program.

Required Qualifications: BA/BS 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://ucsfhr.ucsf.edu/careers> and reference posting #: 54043BR

Review: Review of resumes will begin in mid-December 2019.

UCSF School of Pharmacy Doctor of Pharmacy Degree Program

Office of Student and Curricular Affairs, tel: 415-476-2733, fax: 415-476-6805, osaca@pharmacy.ucsf.edu, web: pharmd.ucsf.edu

➤ Supportiv - Open Team Lead Position

[Supportiv](#), the world's fastest-growing online peer-to-peer support network, is seeking a Team Leader for its Global Community of Peer Support Moderators.

To apply, please send a resume and cover letter to info@supportiv.com with the subject line “Applicant for Team Leader, Moderator Community.”

We are seeking a Peer Support Moderator Team Leader to join us in our Berkeley, California headquarters. As a critical member of the leadership team, you'll have three primary responsibilities:

1. Coaching the members of the moderator community to provide the highest-quality user experiences
2. Improving the work experience for moderators by co-creating new digital platform features, learning tools, and support mechanisms
3. Growing the moderator community

Overview of the role:

- Be the primary interface for resolving moderator questions, requests, escalations, etc.
- Serve as our peer counseling “resident expert” able to provide spot feedback on how user interactions could or should be handled and define best practices
- Provide continual coaching and feedback to moderators on their skill improvement, including review of chat transcripts and usage of crisis protocols, triaging, and referral to specialized services
- Collaborate with the technical team to automate aspects of the transcript review process and help build real-time monitoring dashboards
- Create and lead a moderator-only online community for FAQs, welcoming new moderators to the team, experience sharing, learning materials sharing, de-stressing and re-motivating
- Aggregate and translate moderator feedback into product enhancement suggestions that address community needs
- Partner with our clinical advisor from Stanford University to continually improve our online training course, materials, tools, and learning exercises for moderators
- Administrative management of recruiting, training, and onboarding new moderators, including management of junior recruiting coordinators
- Administrative management of moderator payroll

The following background and experience is preferred:

- Master's degree in clinical or counseling psychology preferred. Talented and capable B.A., B.S. degree holders also encouraged to apply.
- Excellent project management, organization, and communication (both verbal and written) skills
- High moral character, high EQ, and dedication to helping others learn
- Passion for healthcare and mental health
- Obsession with creating the most positive peer-to-peer user experience possible
- Enjoyment of innovating and creative problem solving

- Desire to join a small but rapidly growing team that likes to have fun at work!

➤ **Job Opening at UCSF Memory and Aging Center**

Our team is currently searching for an Assistant Clinical Research Coordinator to join our team full-time.

The Memory and Aging Center is a prestigious research institution devoted to understanding and promoting brain health. Among the diverse projects at our center, our team has created a tablet-based software platform for the administration of clinical and research tools, designed to measure cognitive functioning. Our dream is to implement this platform in primary care setting for the detection of neurodegenerative diseases including dementia, and we need additional assistance in the lab to keep our project running. The Assistant Clinical Research Coordinator would help with data collection (including administration of cognitive tests), data and study management, analysis, engaging clinicians and researchers that are interested in our tool, and more.

For more information about the position, [Apply here!](#)