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Career Center Spring 2019 Career Fairs and Career Connections

The Career Center is excited to announce our Spring 2019 Career Fairs and Career Connections (flyers attached).

- Students can learn more and RSVP in Handshake
- Like the Career Center Facebook for event reminders

Note: Events are open to currently registered Berkeley students and Career Center Alumni Advantage members.

Research Fellowship Opportunities in Social Developmental Neuroscience

The Marcus Autism Center, in conjunction with the Emory University School of Medicine and Children’s Healthcare of Atlanta, is offering four fellowships: the Cohen Fellowship in Developmental Social Neuroscience, the Marcus Fellowship in Speech Science and Engineering, the Simons Fellowship in Computational Neuroscience, and the Education Sciences Fellowship. Students who will receive a bachelor’s degree by June 2019 will be eligible for the positions. The fellowships will commence in July 2019, and they are 2 years in duration. Students can find further details at: http://www.cohenfellowship.org and http://www.simonsfellowship.org

The Cohen Fellowship in Developmental Social Neuroscience will involve cutting-edge social neuroscience research in infants, toddlers and adolescents. Fellows will work to further the
understanding of autism through eye-tracking research, guiding a project from the point of data collection to publication of results.

The Simons Fellowship in Computational Neuroscience will involve integrating computational strategies with clinical research goals. Fellows will develop methods for the analysis of visual scanning and eye-tracking data, computational models of visual salience, and data visualization techniques, all with the aim of advancing the understanding of autism and efforts at early diagnosis.

The Marcus Fellowship in Speech Science and Engineering will involve researching early vocal development, including speech production and speech perception, as part of a program to map out both typical and atypical development of spoken communication in early childhood.

The Education Sciences Fellowship will involve research in educational innovations in autism, from early child care through high school. Fellows will learn about classroom-based interventions to increase social emotional engagement and inclusion, gaining experiences with observational research methods, cutting-edge intervention research, and implementation science approaches.

All three fellowship tracks are paid, two-year positions, with full health care coverage.

**National Institutes of Mental Health (NIMH) Research Assistant Positions**

Getting close to graduating? The Emotion and Development Branch at the National Institute of Mental Health in Bethesda, MD is interested in hiring graduating seniors!

The Branch seeks qualified individuals to fill Research Assistant positions, with employment starting May/June 2019. Our branch conducts research on the pathophysiology, treatment, and prevention of pediatric mood and anxiety disorders. Research assistants are involved in all aspects of the clinical research process, including analyzing data and interacting with patients.

The full-time positions require a bachelor’s degree and a U.S. citizenship or permanent resident status (resident alien). A minimum commitment of one year is expected; however, a two-year commitment is strongly preferred.

Duties and responsibilities include assistance with and participation in all aspects of the research enterprise: patient and healthy volunteer screening and recruitment; protocol implementation; data collection, entry, and analysis; and manuscript preparation. This work involves using computer statistical and graphics programs, preparing blood samples, and researching scientific literature. In addition, the position involves regular patient contact during outpatient cognitive behavioral therapy (CBT) treatment clinic visits. IRTAs can observe diagnostic interviews with patients and become familiar with standard psychometric procedures. IRTAs are also involved in training subjects to participate in neuroimaging and analyzing neuroimaging data. IRTAs will 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 post-baccalaureate 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 also forward a letter of interest and resume to:

Hannah Grassie
National Institute of Mental Health
National Institutes of Health
Department of Health and Human Services
hannah.grassie@nih.gov
301-594-1690

DHHS and NIH are Equal Opportunity Employers
Become a Camp Ramapo Counselor—Summer Camp Position

Camp Ramapo serves a diverse mix of children with a range of cognitive, social and emotional abilities. Some of our children bring with them the challenges of Autism Spectrum Disorders or other cognitive disabilities. Some bring with them the challenges of trauma or stress. ALL of our children are at risk of being relegated to the margins of their schools and communities. Experience an unmatched professional opportunity, and make a difference in the lives of children with special needs.

A FEW DETAILS
- Free room and board on our 250-acre campus in Rhinebeck New York. Three meals per day, travel reimbursement, and a stipend
- Supervisory and Bunk Counselor positions are available, as are program positions in areas such as Waterfront, Reading and Technology, Performing Arts, Ropes Course Facilitation, and Science and Discovery.
- Make a 9-week commitment from mid-June to mid-August. Some positions require additional training prior to mid-June. A limited number of short-term, 5-week positions are available from late July to late August.

CONNECT WITH US!
Call 845.876.8423 or email staffing@ramapoforchildren.org
Applications are accepted through June and can be completed at www.ramapoforchildren.org/jobs

WHY JOIN US?
- Earn up to SIX COLLEGE CREDITS through an on-site course “Fieldwork in Special Education”
- Develop the skills you need to succeed with a range of children
- Learn to understand a child’s behavior as communication
- Emerge with a heightened ability to meet children’s needs and to teach them new skills
- Create environments that celebrate strengths and enable all children to feel a sense of belonging
- Work hard every day you are here, and learn more than you ever thought possible

Ramapo for Children
Rhinebeck Campus
P.O. Box 266, Rt. 52/Salisbury Tpke | Rhinebeck, NY 12572 | 845.876.8403
www.ramapoforchildren.org
facebook.com/ramapoforchildren
twitter.com/ramapoforchildren
instagram.com/ramapoforchildren
As a Ramayear, your work will impact thousands of children, young adults and educators as you help them realize their full potential and create positive change in their lives. Your work will include:

- Coordinating outdoor, adventure-based retreats for school and community groups of 10-100 children, educators and group leaders
- Leading group activities like high-ropes course challenges, hikes, campfires and ice breaker games, and encouraging participants
- Serving as a role model, mentor and roommate for young adults on-campus with social, emotional and learning differences
- Assisting with activities during Camp Ramapo, our residential summer camp program for children ages 6-16 who face social, emotional and learning challenges
- Creating emotionally safe environments for group participants

CONNECT WITH US!
Please contact us any time with questions or for more information by calling 845.876.3423 or emailing staffing@ramapoforchildren.org.

www.ramapoforchildren.org/ramayear

THE LENGTH OF TIME YOU’RE CONTRACTED TO WORK ON-CAMPUS WILL RANGE FROM A MINIMUM OF 15-18 MONTHS, WITH THE OPTION TO EXTEND YOUR CONTRACT. APPLICATIONS ARE ACCEPTED ON A ROLLING BASIS.

Full-time, salaried positions. Includes room and board with full benefits.
TalentDesk Career Finder for Psych Students

TalentDesk, a job search and career development website, has just launched a resource that helps psychology students find a career path based off their degree.

Career Finder makes it easy for psychology students and graduates to find career inspiration for their degree. The guide gives a visual breakdown of the most popular, highest paying, and fastest growing jobs that psychology graduates are working, as well as the most relevant job listings from 12,000 companies. The results are based on government data from over 2 million respondents representing 360 careers and 148 majors.

This free, easy-to-use tool brings long-term employment data and the latest job postings together to help students find direction in the job search after graduation.

Jobs at Fred Finch Youth Center

Fred Finch Youth Center (FFYC) is a non-profit organization in Oakland, CA that provides innovative, effective, caring mental health and social services to children, young adults, and their families that allows them to build on their strengths, overcome challenges, and live healthy and productive lives.

We serve children, adolescents, young adults, and families facing complex life challenges. Many have experienced trauma and abuse; live at or below the poverty line; have been institutionalized or incarcerated; have a family member that has been involved in the criminal justice system; have a history of substance abuse; or have experienced discrimination or stigma.

Fred Finch Youth Center is like a family for many people. A cohesive team is necessary to deliver the very best in quality, participant-focused services. Qualified and passionate people are essential for us to achieve our mission. We have 2 full-time residential programs called Avalon and New Yosemite. Avalon provides residential treatment as well as education at our onsite non-public school. The program is specialized to address the specific needs of adolescents with intellectual disabilities and severe emotional disturbance. New Yosemite is a residential crisis stabilization and assessment program for youth with developmental disabilities and/or autism.

For both these programs, candidates with a Bachelors level education in Psychology are preferred.

Residential Youth Counselor – New Yosemite: https://www.appone.com/MainInfoReq.asp?R_ID=2220372

Residential Youth Counselor – Avalon: https://www.appone.com/MainInfoReq.asp?R_ID=2220391
Institute of Reading Development Summer Teaching Jobs, Summer 2019

The Institute of Reading Development offers summer reading skills programs in partnership with the continuing education departments of more than 100 colleges and universities nationwide. Each year we hire hard-working, encouraging people with a passion for reading to teach our summer programs.

As an Institute teacher you will:
- Earn more than $8,500 in one summer. Our full-time teachers typically earn $750-$900 per week.
- Improve your teaching skills and confidence during our comprehensive, paid training program.
- Gain over 400 hours of classroom teaching experience with a variety of age groups from 4-year-olds to adults.
- Help your students become successful readers with a love of great books.

We are seeking applicants from any academic discipline. All applicants must have an undergraduate degree or higher in their field before the start of our teaching season.

Successful Institute teachers:
- Have strong reading skills and read for pleasure
- Are responsible and hard-working, with good communication and organizational skills
- Will be patient and supportive with students

Sound like you? Learn more about teaching for us and apply today: https://instituteofreadingdevelopmentteachingjobs.com/

Study Smarter SAT and ACT Coaches

Study Smarter is looking to hire and train SAT and ACT coaches.

Study Smarter, a small, top-level tutoring business based in the East - Bay Area, is looking to hire and train enthusiastic new test preparation tutors. We’re searching for strategy-oriented people who can help every student achieve a personal best. This position comes with a fun, casual work environment as well as extensive support and job mentoring.

The ideal applicant is conscientious with a dynamic personality, has strong interpersonal ability, and has an interest in skill development. Although applicants should be enthusiastic and willing to learn, no prior teaching or SAT/ACT coaching experience is required. Paid training begins after hiring.
Unlike many other tutoring positions, our test prep tutors have the advantage of working full-time hours. This position also provides fully paid health, dental, and vision benefits. Start date and schedule are flexible. The hourly rate will start at $30/hr.

If you’re interested in teaching, learning about learning, fantastic coworkers, and flexibility accompanied by fiscal stability, please get in touch.

Requirements:
- Proven excellence on a standardized test – SAT: 650+ per section, ACT: 29+, GRE scores, or an exam administered by Study Smarter
- Minimum one-year commitment (with flexible scheduling throughout)
- Reliable personal transportation

Please apply by calling 510.350.8444 and submitting a resume and cover letter to jobs@studysmarter.com.

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Study Smarter, LLC
510-350-8444
studysmarter.com

**Assessment Clinic Coordinator at the Autism Center of Northern California**

The Autism Center of Northern California (ACNC) is a non-profit child and family service agency located in downtown San Francisco. ACNC is committed to providing top-level diagnosis and care for families with children on the autism spectrum. In our Neurodevelopment Assessment Clinic, we see families from throughout the Bay Area who are in need of a diagnostic assessment or further consultation regarding ongoing services and treatment planning. ACNC is dedicated to serving families who may otherwise have limited access to care; two-thirds of our clients are on Medicaid, and half are non-English speaking. The team consists of licensed clinical psychologists, doctoral students, speech pathologists, and BCBAs. For more information, see [www.acnc.org](http://www.acnc.org).

Working in collaboration with the wider clinical team, the Assessment Clinic Coordinator will correspond with patients (including clinical screening, scheduling, and report review), manage insurance contracts and billing, participate in diagnostic assessments, and oversee general office management. The position is approximately 25 hr/week, with two mandatory in-clinic days (Wednesday & Thursday) and remaining hours flexible.

An ideal candidate will:
- Have a demonstrated interest in children's healthcare and/or psychology (this position is ideal for someone considering a psychology PhD or MD program in the future)
- Have experience working with children with developmental disabilities or autism
- Be empathetic, kind, approachable, and team-oriented
• Be able to take initiative, multi-task in a fast paced environment, and use excellent communication skills to manage phone calls, emails, and detailed client tracking
• Be familiar with or interested in nonprofit administration, including financial reporting, outreach, and office development
• Proficiency in Spanish or Cantonese is a benefit (but not necessary)

**Opportunities include:**
• Extensive experience with children with a wide array of neurodevelopmental diagnoses
• Mentorship and training opportunities including daily supervision by licensed clinicians
• Education in psychological testing such as the ADOS, WISC, BAYLEY, etc., as well as behavioral techniques such as ABA and Floortime
• Potential opportunity to participate in research projects leading to publication of abstracts or papers
• Ability to make a difference in the lives of San Francisco families

Start date in late March or early April 2019, with several weeks of paid cross-training. Please contact Raizel DeWitt at rdewitt@acnc.org with any questions or to discuss the position further. To apply, email in a CV and cover letter to info@acnc.org.
Research Positions Summer 2019 – NYU Anxiety and Complicated Grief Program

Clinical Program Coordinator

The Clinical Program Coordinator will be responsible for managing studies focusing on the phenomenology, biology, and treatment of anxiety, grief, and stress-related disorders. She will also be responsible for program oversight-related administrative duties, including budget management, advertising, grant preparation, and maintenance of program billing, salaries, and hiring. Applicants must be available to start the position in June 2019.

Administrative Responsibilities:
- Assists the director with program oversight, including the tracking, forecasting, and managing of center-wide and grant-specific budgets
- Manages and coordinates with administrative offices on salaries, hiring, new hire training, and other administrative tasks
- Prepares federal and foundation grant applications, in collaboration with research investigators and the grants management office at NYU School of Medicine
- Tracks and drafts reports for submission to the NIH and other funding organizations, ensuring compliance and professional communication with grant sponsors
- Serves as the point person on day to day administrative tasks and concerns, under the supervision of the director

Research Responsibilities:
- Manages federally-sponsored and privately-funded research on the etiology and treatment of anxiety, traumatic stress disorders, and complicated grief, including oversight of research data, organization of regulatory binders, and management of study databases
- Serves as the liaison between the Principal Investigator and Institutional Review Board. Responsibilities include preparing and modifying ethics committee proposals and communicating with the IRB regarding ongoing studies
- Designs and manages advertisement campaigns to recruit specific populations for research studies
- Performs data entry, cleaning, and analysis
- Conducts literature reviews for grant submissions and ongoing research work at the center
- Assists in dissemination efforts on finding of research studies, including preparation of posters, presentations, and manuscripts

Clinical Responsibilities:
- Conducts phone interviews to assess fit with study inclusion/exclusion criteria and match participants to studies for initial screening visit
- Observe and assist with treatment groups, as necessary for ongoing treatment studies
- Provides referrals for patients who do not qualify for current research studies
- Acts as the primary research contact for patients enrolled in studies
- Manage patient charts and visit schedules
- Administers laboratory tests, including vital signs, electrocardiogram, urine toxicology, and phlebotomy
- Collects and processes patient blood and saliva samples

Qualifications:
- To qualify you must have a BA or BS in psychology or related field. A MA or MS in psychology or related field is preferred.
- Minimum of two years of progressively responsible project coordination experience, preferably in a research setting.
- Excellent interpersonal skills for work in collaborative research environment and with clinical population
- Attention to detail and flexible in fast-paced work environment
- Exceptional organizational and time-management skills
- Statistical knowledge and experience with data management and analysis
- Competency in Microsoft Office, as well as standard statistical analysis tools
- Proficient written and verbal communication skills
- Prior experience working in research laboratory or related clinical setting preferred

Interested applicants should email the program coordinator, Rebecca Lubin, at Rebecca.Lubin@nyu.edu with their cover letter, unofficial transcript, and curriculum vitae or résumé.
Research Data Associate

The Research Data Associate will provide support for the coordination of studies focusing on the phenomenology, biology, and treatment of anxiety, grief, and stress-related disorders. Applicants must be available to start the position in June 2019.

Responsibilities

- Assists in the coordination of federally-sponsored and privately-funded research on the etiology and treatment of anxiety, traumatic stress disorders, and complicated grief, including oversight of research data, organization of regulatory binders and study folders, and management of study databases
- Serves as the liaison between the Principal Investigator and Institutional Review Board. Responsibilities include preparing and modifying ethics committee proposals and communicating with the IRB regarding ongoing studies
- Assists with the design and management of advertisement campaigns to recruit specific populations for research studies
- Performs data entry, cleaning, and analysis
- Conducts literature reviews for grant submissions and ongoing research work at the program under the direction of the Principal Investigator
- Assists in dissemination efforts on finding of research studies, including preparation of posters, presentations, and manuscripts
- Conducts phone interviews to assess fit with study inclusion/exclusion criteria and match participants to studies for initial screening visit
- Observes and assists with treatment groups, as necessary for ongoing treatment studies
- Provides referrals for patients who do not qualify for current research studies
- Acts as the primary research contact for patients enrolled in studies
- Manages patient charts and coordinates visit schedules
- Administers laboratory tests, including vital signs, electrocardiogram, urine toxicology, and phlebotomy
- Collects and processes patient blood and saliva samples

Qualifications

- To qualify you must have a BA or BS in psychology or related field
- Minimum of two years of progressively responsible project coordination experience, preferably in a research setting.
- Excellent interpersonal skills for work in collaborative research environment and with clinical population
- Attentive to detail and flexible in fast-pace work environment
- Exceptional organizational and time-management skills
- Statistical knowledge and experience with data management and analysis
- Competency in Microsoft Office, as well as standard statistical analysis tools
- Proficient written and verbal communication skills
- Prior experience working in research laboratory or related clinical setting preferred

Interested applicants should email the program coordinator, Rebecca Lubin, at Rebecca.Lubin@aycnc.org with their cover letter, unofficial transcript, and curriculum vitae or resume.

➢ Research Assistant Position at the SFVAHCS

Dr. Shira Maguen is a researcher at the San Francisco VA Health Care System who is looking for a part-time Research Assistant to help with a new study. Please see attached position description for details. Interested students should contact Rebecca Gloria at Rebecca.Gloria2@va.gov
Position Title: Research Assistant (part-time)  
Reports to: Principal Investigator  

FLSA: Exempt  
Department: Research, Mental Health Services  

Supervisory Responsibilities: No  

Position Definition:  
The incumbent will work as a Research Assistant in the Stress & Health Research Program at the San Francisco VA Medical Center under the supervision of Dr. Shira Maguen on a study designed to develop new screening procedures for Veterans with eating disorders to help them get referred to appropriate care within the VA.  

Essential Functions:  
- Compiling and mailing recruitment materials to participants  
- Conducting phone screens to assist in participant eligibility determinations  
- Performing informed consent procedures with participants by phone  
- Scheduling and tracking phone appointments  
- Entering, reviewing and coding self-report and interview data  
- Assisting study Coordinator with other duties as assigned  

Job Requirements:  
- BA/BS in psychology, social work or related field (undergrads with research experience will be considered)  
- Previous experience in participant recruitment for research  
- Knowledge of Microsoft Office programs  
- Ability to work part-time (12-20 hrs/week)  
- 2-year commitment to study preferred  
- Interest in the assessment of eating disorders preferred  

Working Conditions/Environment:  
The work environment for this position is an indoor office environment or inpatient hospital room at the San Francisco VAMC. The incumbent may sustain posture in a seated position and may utilize a computer terminal for prolonged periods of time.  

If interested please contact Rebecca Gloria at Rebecca.Gloria2@va.gov  

Summer Teaching Positions Available  

Rewarding & Enjoyable Summer Teaching Jobs  
Teach Reading Classes to Students of All Ages  
Now Accepting Applications for Summer 2019  

The Institute of Reading Development offers summer reading skills programs in partnership with the continuing education departments of more than 100 colleges and universities nationwide. Each year we hire hard-working, encouraging people with a passion for reading to teach our summer programs.  

As an Institute teacher you will:
Work Opportunities – Week of February 18, 2019

- Earn more than $8,500 in one summer. Our full-time teachers typically earn $750-$900 per week.
- Improve your teaching skills and confidence during our comprehensive, paid training program.
- Gain over 400 hours of classroom teaching experience with a variety of age groups from 4-year-olds to adults.
- Help your students become successful readers with a love of great books.

We are seeking applicants from any academic discipline. All applicants must have an undergraduate degree or higher in their field before the start of our teaching season.

Successful Institute teachers:
- Have strong reading skills and read for pleasure
- Are responsible and hard-working, with good communication and organizational skills
- Will be patient and supportive with students

Sound like you? Learn more about teaching for us and apply today: Summer Teaching Jobs

➢ Paid Teaching Fellowship

We anticipate that we’ll be able to offer almost 100 fellowships this summer! Teaching Fellows will be paid $18 per hour and can expect to earn ~$3,000 - $4,000 pre-tax from June 11th to August 11th.

To learn more and apply for our Teaching Fellowship, please visit: https://www.practicemakesperfect.org/summer

The deadline to apply for our 2019 Teaching Fellowship is Friday, March 1st.
Career Center Social Impact Events

SPRING 2019
Social Impact Programs

29 JAN  Career Connections: Tech For Good
            6 pm - 8 pm
            Toll Room - Alumni House

MAR 01  First Generation Conference
            1 pm - 6 pm
            Blue & Gold Room @ Career Center

FEB 13  Americorps Leadership Compass
            12 pm - 1:30 pm
            Blue Room @ Career Center

MAR 12  Social Impact Career Fair
            3 pm - 6 pm
            Pauley Ballroom - MLK Jr. Student Union

FEB 21  Career Connections: Education & Non-Profit
            6pm - 8pm
            Toll Room - Alumni House

MAR 20  Social Responsibility Careers
            6pm - 7:30pm
            Gold Room @ Career Center

FEB 26  Grad Degrees/Fellowships in Social Impact
            5:30 pm - 7 pm
            Gold Room @ Career Center

APR 11  Americorps Meet & Greet
            6 pm - 8 pm
            Blue & Gold Room @ Career Center

Postdoc & RA positions

Looking to hire a postdoc and two RAs to work on my newly-funded R01 grant. I included a description of the postdoc position below and the advertisement for the RA positions is posted here: https://udjobs.ead.udel.edu/psp/RESUME/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=106233&PostingSeq=1
Applications are being sought for a postdoctoral fellow with experience in neuroimaging methods, data collection, and analysis in the PD Lab (Personality and Dysregulation Lab) of Dr. Naomi Sadeh at the University of Delaware. The lab is currently conducting studies examining brain networks that contribute to impulsive and harmful behaviors in adults with and without mental illness. The ideal candidate will have a strong background in functional/structural MRI (e.g., FSL, FreeSurfer), programming (e.g., MATLAB), and an interest in impulsivity, self-regulation, and/or externalizing psychopathology (e.g., antisocial personality disorder, alcohol/substance use disorders). Clinical training is not required, but would be considered an asset. The position is open to individuals who have completed a Ph.D. in Psychology or related field or an M.D. Preference will be given to individuals with strong organizational skills, written and oral communication skills, experience working in research teams, and a demonstrated ability to work well with others. Applications from any area of Psychology are encouraged, especially from individuals who have an interest in externalizing disorders. In addition, the fellow will have the opportunity to learn cutting-edge network-analysis methods (e.g., graph theory). The postdoctoral researcher will be heavily involved in data analysis and the preparation of findings for manuscript publication and conference presentations. The anticipated start date is Summer 2019 (with flexibility) and would last for a two-year period with potential for renewal.

If you are interested in being considered for the position, please send a current CV, a brief statement of interest that outlines your qualifications for the position, reprints of selected papers, and the names of three professional references to Dr. Naomi Sadeh at nsadeh@udel.edu.

➢ Child and Adult Group Navigator – Langley Porter Psychiatric Hospitals and Clinics

Job ID: 17905
Job Title: Child and Adult Group Navigator - Langley Porter Psychiatric Hospitals & Clinics (PAT NAVGTR NON-CLIN 3)
DBS: 708461
DBS Name: LP Parn General Psychiatry Cli
Recruiter: Vivian Lam

Affirmative Action Goals:

If you have any questions regarding your AA goals please contact Vivian Lam directly at Vivian.Lam2@ucsf.edu.

Click here to view the job posting through the external careers site.

➢ Career Connections: Education & Non-Profit

Career Connections: Education & Non-Profit
Thursday, February 21st, 6-8pm
Alumni House, Toll Room
Are you interested in careers where you can make a positive social impact? Come explore the possibilities through an evening of casual conversations with Cal alums and other professionals working in the Education and Nonprofit fields. All majors are welcome. Please sign up on Handshake

Participating Cal Alumni and Professionals:
- Siya Raj Purohit, Business Operations at Springboard
- Wendy Lo, Learning Consultant at Self-employed - BA Political Economy of Industrialized Societies (PEIS) ’94
- Connie Hsu, Assistant Director/Finance & Capital Asset Strategy at UC Berkeley - BA Political Science and Applied Math ’05
- Hemel Gandhi, Sr. Dir - Sr. Director, Product Strategy and Operations at PowerSchool Inc - MBA ’07
- Purva Dandona, Head of Talent at Goalbook
- Bianca Beyrouti, Series Associate Producer at Independent Television Service (ITVS) - BA Film Studies ’09
- Kelly Rippetone, Vice President, Human Resources at Pearson - BA Psychology and Sociology ’82
- Amy Chou, Corporate Partnerships Manager at AI4ALL - BS Business, MBA ’16, BA Sociology ’15
- Shayda Azamian, Production Manager at Inequality Media (non-profit company) - BA Peace and Conflict Studies ’17
- Bayani Manilay, AVP/Director Treasury & Investments at University of the Pacific - BA Asian-American Studies ’91
- Marc Gordon, HS Science Teacher - AP Environmental Science; Biology at San Leandro HS/San Leandro USD - BA Psychology ’92
- Clayton Koo, Acquisition Strategist at LIFT Agency, Inc. - BA Political Science ’11
- Vivi Nguyen, K-12 Research & Operations Assistant at MDRC - BA Philosophy ’16
- Rebecca Thompson, General Counsel and VP, Human Resources at Special Olympics Nor Cal & Nevada - BA, Social Welfare (& JD, UC Hastings) ’77
- Robert Barron, National Recruitment & Selection Specialist at Urban Teachers
- Charlotte Brockman, Administrative Manager at San Francisco Playhouse
- Ashley Boling, HR Manager at Behavioral Intervention Association
- Raghav Bhandari, Business Development Specialist at Fair Trade USA - BA Rhetoric ’15
- Jessica Rossoni, Campus Relations Manager at Teach For America - BA Political Science ’13
- Kerry Carmichael, Recruiter at Peace Corps
Clinical Research Coordinator – Cancer Outcomes Research Program (For Graduating Seniors!)

GENERAL SUMMARY/ OVERVIEW STATEMENT:
Through the Department of Psychiatry, the Cancer Outcomes Research Program (CORe) at the Massachusetts General Hospital is recruiting a full-time Clinical Research Coordinator to join its multidisciplinary team. Working with a diverse group of oncologists, palliative care clinicians, psychiatrists, psychologists, advanced practice nurses and other specialists, the clinical research coordinator will assist with collaborative studies in supportive care. The specific focus for this position will be to help coordinate a range of supportive care projects and program initiatives.

The clinical research coordinator will assume responsibility for study coordination. This role includes: recruiting patients in both inpatient units and outpatient clinics; administering screening instruments, interviews, and surveys with patients; managing data; corresponding with the IRB and other regulatory groups; assisting with preparation of manuscripts, protocols, and grants; and completing other special projects in collaboration with principal investigators.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
Managing multiple studies and maintaining comprehensive knowledge of study procedures
Verifying patient eligibility for studies via medical chart reviews
Recruiting patients for study participation and obtaining informed consent
Coordinating study visits with patients and oncology providers
Performing data collection (face-to-face surveys, chart reviews) and data quality assurance checks
Monitoring study inventory and purchasing supplies
Maintaining study data using REDCap (Research Electronic Data Capture) or other programs.
Preparing study reports, annual reviews, and Institutional Review Board documentation
Monitoring and evaluating protocol compliance
Assisting with data analysis and preparation of manuscripts and conference presentations

Qualifications
EDUCATION:
Bachelor’s degree required.
EXPERIENCE:
New graduates with some relevant course/project work or those without any prior research experience will be considered for the Clinical Research Coordinator I position outlined above.

Qualified applicants should have a willingness and ability to learn about conducting studies in diverse medical settings, be able to work independently, have excellent communication and organizational skills, and have an interest in working with people with serious illnesses (often with poor prognoses).

Additionally, qualified applicants should be comfortable working in a team-oriented environment, often reporting to multiple principal investigators and collaborating with other
clinical research coordinators. Ideal candidates will have an attention to detail, the ability to handle fluctuating priorities and deadlines, and strong interpersonal skills.

Proficiency in Microsoft Office is required. While not mandatory, proficiencies in analysis software (e.g., SPSS, NVivo) and skills in statistical programming are beneficial.

A bachelor’s degree is required, preferentially focusing in the social or health sciences. This is an ideal position for individuals interested in applying to graduate or medical school.

Previous experience in research is preferred. A background or interest in psychology, medicine, nursing or public health is preferred, but not required.

Please complete the online application attaching both a cover letter and resume.

The ideal start date for this position is approximately June 3, 2019.

EEO Statement
Massachusetts General Hospital is an Equal Opportunity Employer. By embracing diverse skills, perspectives and ideas, we choose to lead. Applications from protected veterans and individuals with disabilities are strongly encouraged.

Primary Location: MA-Boston-15 Parkman - MGH
Work Locations:
15 Parkman - MGH
15 Parkman Avenue
    Boston 02114
Job: Clinical
Organization: Massachusetts General Hospital(MGH)
Schedule: Full-time
Standard Hours: 40
Shift: Day Job
Employee Status: Regular
Recruiting Department: MGH Psychiatry
Job Posting: Jan 18, 2019