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➢ **Paid Labor Summer Internship 2020 – 2/26/20 Deadline**

June 22–August 14, 2020
Learn ORGANIZING or RESEARCH AND POLICY SKILLS for Social & Economic Justice

**Applications due: Wednesday, February 26, 2020, 11:59 PM (PST)**
[http://laborcenter.berkeley.edu/labor-summer/](http://laborcenter.berkeley.edu/labor-summer/)

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➢ **Nevada Teacher Corps, 02/25/20**

Nevada Teacher Corps provides an accelerated pathway into teaching for accomplished professionals and recent college graduates. After successful completion of summer training, Fellows begin teaching in the 2020-2021 school year, earning a full salary and benefits while receiving direct coaching and support. We are currently seeking outstanding candidates who are interested in becoming elementary school teachers for schools across Las Vegas. Read more and **apply** before our upcoming February 25th deadline.

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➢ **San Francisco International Airport Summer Internship, 02/28/20 Deadline**
San Francisco International Airport (SFO) is hiring High School and College Students for Summer 2020!

SFO offers paid internships for high school and college students. We are hiring for our 2020 Summer Internship Programs for all majors and our Student Design Internship Program for students majoring in Architecture, Information Technology, Engineering, Infrastructure Management (IIM), and similar majors.

Visit SFO’s internship page: http://www.flysfo.com/internships

San Francisco International Airport (SFO) is a world-class, award-winning airport that serves more than 55 million guests in 2017. SFO offers non-stop flights to 45 international cities on 45 international carriers. The Bay Area’s largest airport also connects non-stop with 83 U.S. cities on 13 domestic airlines. In fiscal year 2016 and 2017, the Airport, an enterprise department of the City & County of San Francisco, accounted for $88.4 billion in business activity and supported nearly 42,800 direct jobs.

SFO’s mission is to provide an exceptional airport in service to our communities and is committed to redefining air travel. SFO has embarked on the renovation of Terminal 1, the largest project in the Airport’s 10-year, $7.3 billion Capital Improvement Plan. For more information about SFO visit: http://www.flysfo.com/internships

2020 SFO Summer College Internship
Deadline to submit application is February 28, 2020
Salary Level: $21.28/hour | Work Schedule: Monday-Friday, 8am-5pm, 40 hours per week
Internship is scheduled for 10 weeks over the summer, from June to August.

Qualifying Majors: Open to All – Students must have earned 60 or more units and be returning to school in the Fall of 2020.

This program will expose students to the daily operations of the world-class San Francisco International Airport, which serves more than 55 million travelers annually and is a leading economic driver in the region. Students will have the opportunity to gain knowledge, skills, and experience in various offices. Participating sections may include Accounting, Airport Operations, Aviation Security, Business, Environmental Operations, Environmental Policy and Sustainability, Finance, Marketing, and Communications, Social Media, the SFO Museum, and more.

SFO interns have a full summer experience, including tours of the airport, “Meet and Greets” with executive staff members, and professional development training.

Questions about SFO’s Summer College Internship? Please email SFOInternships@flysfo.com

To Apply please follow this link:
Visit www.flysfo.com/internships.

Students who wish to be considered for both programs must submit a separate application for each program. Interns will receive training in Microsoft Word, PowerPoint, Outlook, and Excel prior to placement.

➢ Kaiser Permanente Internship Opportunity, 3/6/20
Student Intern (Part-time, Oakland, CA):
Kaiser Permanente is seeking interns in the TPMG Consulting Services department. In this position, you will work with healthcare data as part of the analytic team in the TMPG Consulting Services department. This position allows you to better understand how a large healthcare organization uses data to drive improvements in patient care. You will learn what types of questions and hypotheses health care professionals have regarding patient satisfaction and how those questions can be answered using data analytics. This position is ideal for a senior in college or a recent graduate who aspires to become a successful health care analytic consultant.

Job Description:
- Prepares and verifies quarterly reports for accuracy before publication
- Reads and processes patient comments
- Creates graphs and tables
- Performs quality control on surveys
- Conducts data exploration and analysis on healthcare data
- Provides client service to healthcare providers

Job Qualifications:
- An interest in data analysis, health care, or research
- Strong problem-solving skills, attention to detail, and communication skills
- Interest in learning SAS, SQL, Excel, Tableau

Details:
- This is a 12-month position starting in Summer 2020
- 12-32 hours a week; a commitment of 12+ hours/week minimum is required
- This is a paid non-clinical position
- We are located within walking distance of the 19th St. BART station

To Apply: Please email your cover letter, resume, and unofficial college transcripts to: MPS-Team-Hiring@kp.org no later than March 6, 2020. Applications will be considered on a rolling basis. Thank you for your interest in this position.

Project Coordinator Position at Rutgers University, 3/15/2020

Rutgers University is seeking an experienced and highly-organized individual for a full-time project coordinator (PC) position with tasks comprised of activities related to a large, federally funded, multisite treatment grant and other research activities in the Dialectical Behavior Therapy Clinic at Rutgers (DBT-RU; dbt.rutgers.edu). This is a 2-year appointment, with the second year contingent on renewal. The start date is June 1, 2020.

The primary aim of the treatment grant is to evaluate different treatment sequences for suicide ideation and suicidal behavior in 700 college students across four sites, with one site being the
Rutgers Newark Counseling Center. Specific PC responsibilities include 1) assisting in development and maintenance of all study protocols; 2) recruiting participants and serving as a liaison for all study staff; and 3) organizing and overseeing data collection, data entry. Additional DBT-RU activities include 1) data entry and oversight; 2) monitoring participant compliance on a study using ecological momentary assessment and psychophysiological monitoring; 3) maintaining IRB approvals; and 4) conducting literature searches and collecting scientifically and empirically supported relevant data to assist in manuscript, grant, and conference presentation preparation.

The PC will receive substantial training in behavioral treatment theories and methods; suicidology; participant recruitment and retention; data management; general research administration; and preparation of grants, manuscripts, and IRB protocols. This position offers excellent experiences for individuals seeking to apply to clinical doctoral programs or other related programs.

Applicants should have a Bachelors’ or Masters’ degree in psychology or a related field. The position requires previous experience working in psychology research as well as skills in word processing, excel, and SPSS. The person must be able to travel regularly between the Rutgers University Piscataway, NJ office and the Rutgers Newark Counseling Center (Newark, NJ). A valid driver's license and car are required to facilitate regular travel.

If you are interested in this position, please apply after 2/24/20 through the Rutgers University job portal at : http://jobs.rutgers.edu/postings/111511.

Required elements include a cover letter, CV/Resume, and list of professional references. Additional inquiries may be sent to SLRizvi@gsapp.rutgers.edu. Review of applications will begin no later than mid-March and will continue until position is filled.

➢ Winter Early Application Deadline for Students, 2/26/20
What are you doing after graduation?

The Student PIRGs are looking for graduating seniors who are ready to make a difference and help us increase the youth vote in November. We are gearing up to help register 100,000 students to vote and make 250,000 Get out the Vote (GOTV) contacts in 16 states. We are also continuing our campaigns to commit states to 100% Renewable Energy, phase out the use of single use plastics and make college more affordable.

Does this sound like something you want to do post graduation? Apply today before our Winter Early Application deadline on February 26th!
Students are often at the forefront of movements to build a better future for our country. Whether or not those students make real progress depends on whether they are organized, have the skills to be effective and a strategic plan to get things done. The Student PIRGs have been working for over 40 years to amplify the power of student activism, and help students tackle some of the country’s most pressing problems. If we want to continue this legacy of helping young people make progress- we need more people, like you, to join us!

Our organizers work full-time to provide students the training, professional support and resources they need to move our country forward while also gaining campaign skills themselves. A big bonus is that you will be trained by some of the top organizers in the country. If you want a job where you can make a real impact apply today before our Winter Early Application deadline on Feb 26th.

Here are just a few of the victories the Student PIRGs organizers have accomplished this year:
Nationally we helped thousands of students and counting get registered and ready to vote in their state's Primary Election.
In California, we declared UC Davis and UC Berkeley as "Bee Friendly" campuses with our campaign to Save the Bees.
In Oregon, we banned foam cups and take out containers in the city of Eugene.
In Florida, we worked to get Eckerd College signed on to the Break Free From Plastics pledge and stop the use of single use plastics on campus.
All the while our program involved and trained thousands of students leaders to work on our campaigns!

Learn more and submit your online application by February 26th.

➤ **B.A.T.S. is hiring an Undergraduate STEM Education Assistant**

**Job Title:** STEM Education Assistant

**Site:** Space Sciences Laboratory (with travel to San Francisco April 11, 2020)

**Hours:** 8 hours/week for the remainder of the Spring 2020 semester. **Must be available for the entire day on Saturday, April 11, 2020**

**Duties:** The Multiverse Education Team at the Space Sciences Laboratory is seeking a student to assist with organizing, promoting, and managing the annual **B.A.T.S. Teen Career Conference** for high school students on Saturday April 11th in San Francisco. Job includes: updating websites; securing, managing, and communicating with event partners, volunteers, and
participants; and setup/teardown and overall site/personnel management on the event date. Post-event the assistant is needed for debrief, documentation, and final correspondence, along with additional website updating/management and some assistance with associated education programs through semester end.

**Qualifications:** Keen attention to detail required. Must have excellent written/verbal communication and interpersonal skills and be able to follow direction well yet work independently. Demonstrated experience staying calm under pressure in a team environment a must. Comfort/interest in STEM content preferred. Must know basic html. Prior event planning experience, outreach to high school students, and web design highly desirable.

**Start Date:** ASAP

This is a **PAID** position ($17/hour)

**How To Apply:** Please submit resume and brief cover letter/email highlighting qualifications to Dan Zevin at dzevin@berkeley.edu. The job is also posted at on the [Cal work study site](#) (job number is 9592222126) and [HandShake](#).

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**Haas Research Intern Needed**

Research Intern Position in Computational Sociology and Organizational Culture - Haas School of Business, UC Berkeley.

**Position Summary:** Reporting to Professors Jennifer Chatman and Sameer Srivastava at the Haas School of Business, the Research Intern is responsible for supporting research on the topics of Organizational Behavior, Organizational Sociology, and Culture. This position is ideal for individuals preparing to pursue a PhD in Management, Macro Organizational Behavior, Sociology, or related fields.

**Principal Responsibilities:** Develops and implements procedures to collect, evaluate, and manage statistical data. Reviews and summarizes relevant theoretical and empirical literature. Participates in the design of research studies. Collects data, cleans, and applies statistical and machine-learning techniques including: Cleaning and preparing data sets on organizational and group culture and individual, team, and organizational performance. Helping to develop and implement new measures of culture, including how culture is encoded in cognitive perceptions of culture and linguistic and other behavioral representations of culture. Documenting and sharing code to ensure replicability. Participating in and actively contributing to regular lab and research group meetings.

**Required Qualifications:** Bachelor’s degree in Computational Social Science, Sociology, Economics, Statistics, Psychology, Political Science, or a related field or an equivalent combination of education and experience Proficiency in R and Python. Ability to manipulate large amounts of data, advanced reasoning and analytical skills experience with data collection and cleaning. Demonstrated independent initiative, time management skills and strong verbal and written communication skills.
Preferred Qualifications: Demonstrated understanding of research design and statistical skills. Interest in organizations and concepts and research domains related to sociological and psychological perspectives on organizations and groups.

Application Instructions: Interested applicants must apply through the UC Berkeley jobs portal (job ID 3158). Please submit a cover letter, a CV or resume, and contact information for references. Applications will be reviewed on a rolling basis starting in January 2020.

Appointment Terms: Appointment start date is flexible within the range of February to June 2020. This will be a full time (40 hour per week) position for an initial one-year appointment. This position will be compensated at a competitive level and is eligible for benefits.

Brain Builders Neurotherapy – Part-Time Student Job Opportunity

Attention Psych students: If you are looking for part time work in the field of a cutting-edge approach to emotional and cognitive health, look no further. Brain Builders Neurotherapy/ Optimal Minds Neuropsychology are seeking a part time employee to serve as a treatment technician in a growing practice. This job is flexible around your classwork and we will provide training and guidance as you learn and practice.

* administering qEEG testing and qEEG guided neurofeedback brain training to adults and children.
* maintenance of neurotherapy equipment
* administering and scoring neuropsychological test batteries.

Light administrative duties such as scheduling appointments and managing intake paperwork will also be required.

If you are driven, reliable, enthusiastic about learning, and desire to grow your experience and prospects in neurotherapy or related fields, please send your resume today.

If you have any questions at all, please do not hesitate to contact us.

Thank you!

Holly Sanneman, Patient Coordinator, Brain Builders Neurotherapy
holly@norcalbrainbuilders.com
Phone: 707-867-6964
Fax: 707-433-9084

Autism Behavior Services Inc. – Part-Time Job Opportunities

Autism Behavior Services, Inc. is an Applied Behavior Analysis (ABA) provider in the community that serves Autism and other related developmental disorders. Part-time opportunities are available around California.

Contact Emily Lambert for information: (855)581-0100 x 107
Website: http://www.autismbehaviorservices.com/
Opportunities link: http://www.autismbehaviorservices.com/careers/#!/jobs
Work Opportunities – Week of February 24, 2020

➢ USC’s College Advising Corps Hiring for Full-Time

This Spring, USC's College Advising Corps will be hiring 20 recent college grads as Full Time College Advisers. Advisers deliver personalized and knowledgeable guidance on college admissions, financial aid, and enrollment in high schools throughout Southern California. Advisers are full time employees of the University, and receive benefits. Applicants can review this [video](#) or follow us on [instagram](#) to learn more. [USC’s College Advising Corps](#) works to improve college access for low-income, first-generation, and underrepresented students. Throughout their two years with the Corps, advisers receive 400 hours of professional development, gain unique skills and experience and participate in significant career development. Please encourage qualified candidates to attend an info session and/or [apply here](#).

➢ Paid Tutoring Opportunities

Interested in a paid tutoring opportunity? SPAAT is offering tutoring positions those who want to teach high school students in the Oakland area. If you're interested you can check out their website [HERE](#) and/or express your interest by contacting [admin@spaat.org](mailto:admin@spaat.org).
Position requirements [HERE](#)
Hiring Research Assistants

RESEARCH ASSISTANTS WANTED

Blind professor seeks reliable assistants for work in libraries and at home.

$15/hour. Flexible hours, approx. 4-8 hours/week.

Graduate students preferred, but mature undergraduates will be considered.

General responsibilities include:
- Searching for primary and secondary sources.
- Reading aloud newspaper articles and microfiche records from the 1940s and beyond.
- Proofreading draft book chapters.

Successful candidates will possess the following:
- Research experience.
- Fluency in English with wide vocabulary.
- Ability to read aloud quickly and clearly.
- Compulsive attention to detail.
- Interest in 20th-century American history and international relations.

To apply, please send resume and cover letter to: Z@ZacharyShore.com
➢ Summer Teaching Positions Available, Summer 2020

Teach Reading Classes to Students of All Ages

Now Accepting Applications for Summer 2020

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. Since 1970, the Institute’s teachers have helped over 3 million students master valuable reading skills and develop a lifelong love of reading. Programs designed by the Institute give students the right skills, books, and experiences that result in greater success in school and beyond. We are currently hiring hard-working, encouraging people with a passion for reading to teach our summer programs. As an Institute teacher you will:

Earn more than $10,000 in one summer. Our full-time teachers typically earn $815-$950 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

Learn more about teaching for us and apply today: Summer Teaching Jobs

➢ UCSF Assistant Clinical Research Coordinator – Department of Neurology

https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=6495&siteid=5226&Areq=54493BR#jobDetails=3010145_5226

Under the supervision, the Assistant Clinical Research Coordinator (Assistant CRC) will perform entry-level duties related to the support and coordination of clinical studies in the Clinical Affective Neuroscience Laboratory, and may receive training and development to prepare and advance for journey-level work at the next level within the series.

Virginia Sturm, PhD - Virginia.Sturm@ucsf.edu
tel: 415.476.8618 | fax: 415.476.0213

➢ UCSF Assistant Research Assistant – Weill Institute of Neuroscience
Dr. Xianhua Piao at Weill Institute of Neuroscience UCSF is seeking highly motivated, independent, and organized individuals for a full-time Research Assistant in a neurobiology lab. The appropriate candidate will be assisting in research to understand the role of glial cells in the developing and adult brain. The work will be at the new Weill Neuroscience Building on the Mission Bay campus, and the individual will have close mentoring.

The principal duties and responsibilities of the position include, but are not limited to, participating in ongoing studies of mouse models; and writing and editing manuscripts.

Qualifications
The successful candidate will have knowledge of theories, principles, and concepts typically acquired through the completion of a Bachelor's degree in Biology, neuroscience, or a closely related field, as well as some lab experience. Meticulous record keeping and organizational skills are a must, and good communication skills are essential. Applicants with strong academic interests and excellent writing skills are highly desirable. The candidate is expected to commit for a minimum of 2 years for this position.

Application:
Interested applicants should send a brief description of their research interests and a cv that includes contact information for three references to: Xianhua.piao@UCSF.edu

Research Assistant: Stanford Cognitive and Systems Neuroscience Lab

Research Assistant
Stanford University invites applications for the post of a Cognitive Neuroscience Research Assistant in the Cognitive & Systems Neuroscience Laboratory. This is an exciting opportunity to work on brain imaging studies of cognitive function and dysfunction, cognitive development and learning disabilities. The successful candidate will participate in all aspects of research in the lab, including: acquisition and analysis of functional and structural brain imaging data, assembling and administering neuropsychological assessments, screening and recruiting participants, obtaining informed consent, scheduling participants for testing, tracking progress of the study and behavioral data, verifying data and entering pertinent information into database for statistical analysis, conducting statistical analyses, and assisting with manuscript preparation. **A minimum commitment of two years is required. This is a full-time position with competitive benefits.**

Qualifications
Requires a BS/BA degree in psychology, human biology, neuroscience, biomedical engineering or related fields as well as one to two years of research experience. A strong academic record is essential. Past research experience in cognitive neuroscience is highly desirable. Experience with any of the following would be an added advantage: brain imaging data acquisition, MRI data analysis, neuropsychological assessments, computer programming, MATLAB, signal processing, and statistical analysis. The candidate must have strong organizational and interpersonal skills; the ability to work well with children; a willingness to tackle complex tasks in an independent manner; and a strong work ethic.
How to Apply
Send a resume/CV, a statement of research interests and career goals, and contact information for 3 references to: scsnl.stanford+researchassistant@gmail.com.

Explore our lab website for more information: http://med.stanford.edu/scsnl.html

➢ Part time in-home caregiver in Richmond, CA

Looking for a part time in-home caregiver in Richmond, CA to work with a fun and friendly client. Perfect for psychology or social worker students. Opportunity to learn and work with an easy-going, neurodiverse client with trauma and disassociation background. The ability to help with basic writing skills, basic computer skills, and social media is helpful but not necessary. Assist with meal prep, activities, errands, light housework, gardening, or just hang-out! Meet usually once a week for 4-5 hours, occasionally twice a week, and scheduling is flexible. Salary is negotiable, up to $20/hour. No prior experience necessary. For more info, please email lizziegreynolds@gmail.com.

➢ Paid Tutoring Opportunities: SPAAT
Social Science Research

The Experimental Social Science Laboratory (Xlab) invites you to participate in research! All experiments conducted at Xlab are computerized social science studies that typically last between an hour to two hours. Participants earn $20/hour on average every time they participate. For more information, visit xlab.berkeley.edu, watch our short video or come to one of our tabling sessions! To sign up, visit berkeley.sona-systems.com

We look forward to seeing you at the Xlab! Do science. Get paid.
Full-Time Research Assistant at University of North Carolina at Chapel Hill

FULL-TIME POST-BACC RESEARCH ASSISTANT
UNC Chapel Hill

A full-time research assistant position is available for individuals at the BA/BS level at the University of North Carolina at Chapel Hill, beginning summer 2020. The position will involve assisting/coordinating a federally-funded study of adolescent girls' depression, self-injury, and suicide. The project involves the use of structured diagnostic assessment, questionnaire, observational, and EMA assessments, longitudinal methods, and physiological data collection integrating biological models of stress reactivity. This position is for 2 years. Research assistants will receive substantial training in developmental psychopathology theories and methods, participant recruitment; data management; supervision of undergraduate research assistants; general research administration; and assistance with the preparation of grants and manuscripts. This position offers excellent experience for applications to doctoral programs in clinical or developmental psychology, as well as other mental health fields.
Applicants with some experience in psychology research are particularly encouraged to apply. A Bachelor’s degree in Psychology or a related field is required. Salary will be commensurate with qualifications. **Interested applicants should submit a vita/resume and the names and emails of two references to mitch.prinstein@unc.edu.** Review of applications will begin immediately. **Applicants will be contacted only if selected for further consideration.**

**Space Science Laboratory Job Opportunity**

The Multiverse Education Team at the Space Sciences Laboratory is seeking a student to assist with organizing, promoting, and managing the annual B.A.T.S. Teen Career Conference for high school students on **Saturday April 11th in San Francisco.** Job includes: updating websites; securing, managing, and communicating with event partners, volunteers, and participants; and setup/teardown and overall site/personnel management on the event date. Post-event the assistant is needed for debrief, documentation, and final correspondence, along with additional website updating/management and some assistance with associated education programs through semester end.

**Qualifications:** Keen attention to detail required. Must have excellent written/verbal communication and interpersonal skills and be able to follow direction well yet work independently. Demonstrated experience staying calm under pressure in a team environment a must. Comfort/interest in STEM content preferred. Must know basic html. Prior event planning experience, outreach to high school students, and web design highly desirable.

**Hours:** 8 hours/week for the remainder of the Spring 2020 semester. Must be available for the entire day on Saturday, April 11, 2020

**Start Date:** ASAP

This is a PAID position ($17/hour)

**How To Apply:** Please submit resume and brief cover letter/email highlighting qualifications to Dan Zevin at dzevin@ssl.berkeley.edu. The job is also posted at on the Cal work study site (job number is 9592222126) and HandShake.

**EOP STEM + BioTech Tutoring/Teaching Position Application Open**

We are proud to partner with Biotech Partners to offer this tutoring opportunity at Berkeley High and/or Oakland Tech! We are looking to hire 3-4 undergraduate students for this Spring 2020 semester!

Biotech Partners is an award-winning non-profit organization that coordinates a comprehensive hands-on science-based education and job-training program for academically at-risk youth
Work Opportunities – Week of February 24, 2020

typically underrepresented in the biosciences. We are seeking a responsible, punctual, dependable, and mature candidate who is strong in working with youth. Our goal is to enhance the academic performance of our students by improving their skills, self-confidence, and understanding of the subject matter.

http://www.biotechpartners.org

Rate: $18-21/hr (DOE)
Months: March 2020 – June 2020 with potential to continue next academic year
Schedule: 20 hours per week
Hours needed: Morning & Afternoon 3-5 days/week; plus additional flexible hours
Location: Berkeley High School, 1980 Allston Way, Berkeley, CA 94609

Summary of Qualifications:
• Knowledge of biological sciences including but not limited to Microbiology, Chemistry, Cellular Biology, Molecular Biology, Genetics, and Biochemistry
• Strong Lab Skills preferred
• Excellent communication skills in English (oral and written)
• Prior tutoring experience strongly preferred
• Ability to work in a fast paced environment
• Ability to work well with high school students and a belief that all students can be successful
• Respect for low income communities
• Flexibility in schedule

Responsibilities and Duties:
Under the direction of 2 Biotechnology teachers and the Biotech Partners staff:
Tutoring:
• Provide tutoring to students, either individually or in a group setting
Teaching Assistant:
• Grade Weekly Quizzes and Exams, Manage Quiz retakes
• Grade Lab Notebooks using a rubric designed to prepare students for industry and research settings
• Assist in the organized storage of Biotech equipment and supplies
• Work with small groups during biotech class and perform the following laboratory assistant tasks:
  • Prepare solutions (buffers, media) and dilute stock as needed
  • Maintain bacteria and yeast cultures
  • Set up labs for biotech classes
  • Work as a lab assistant during lab periods
  • Stock and prepare biotechnology kits
  • Tutoring I basic math algebra skills for lab work
  • Assist students with lab report writing skills

Apply at http://tinyurl.com/eopstembiotech.
Transfer-to-Excellence Hiring Spring/Summer Program Assistants

The Transfer-to-Excellence (TTE) summer research program is currently hiring program assistants. TTE is a paid internship for California community college students to conduct scientific research at UC Berkeley and prepare to transfer to a four-year university. The program assistant role is an on-campus position, hired by the Center for Energy Efficient Electronics Science. We are seeking two students to work part-time during the Spring term, performing administrative tasks to prepare for the summer program. This is a full-time (or close to full-time) position during the summer, as the Program Assistants will serve as a liaison for the visiting community college students, helping with event set-up and clean-up, collecting and reviewing weekly homework, etc.

The position will pay $16+ an hour and is work-study eligible. All applicants will be considered; Junior transfer students and STEM students are strongly encouraged to apply. Please email your resume to nicolemcintyre@berkeley.edu if interested.

Part-time/Remote Assistant for Clinical Psychology Practice
Part-Time Administrative/Personal Assistant for Small-Business Owner

-- PSYCHOLOGY, HEALTH CARE, PRIVATE PRACTICE --
(Oakland, San Francisco, Remote/virtual)

I am a licensed clinical psychologist in private practice, with offices in Oakland (Tues-Thurs) and San Francisco (Mon & Fri), in search of an assistant to help with administrative tasks.

This position is ideal for a student or recent graduate who is interested, seeking experience, and/or pursuing a career in one or more of the following:
- BUSINESS: small business start-up, ownership, management
- ACCOUNTING: keeping books, billing, tax preparation
- HEALTH CARE: especially mental health care, the practice of psychology or psychiatry

This may also be a great opportunity for a retired or otherwise non-employed person looking to supplement income.

REQUIRED SKILLS/ABILITIES:
- Exceptionally detail-oriented and organized
- At least 95% reliable and responsive
- Comfortable navigating new online platforms and technology in general
- Willing to jump in and learn new things
- A collaborative spirit—we’ll be figuring some things out together, as we go!
- Down-to-earth and pleasant to work with

ADDITIONAL IDEAL/BONUS SKILLS/ABILITIES:
- Savvy with Microsoft Office suite, including xlsx formulas, graphs, etc.
- Aesthetically attuned
- Passionate about psychology, or health care broadly
- I want to learn from you, too

JOB PARAMETERS:
- I’m currently in need of 8-16 hrs/wk, but this may shift (in either direction) in the future. Also negotiable.
- I’m open to you working remotely the majority of the time, with the occasional get-together in San Francisco or Oakland.
- Hourly rate starts at $20/hour; negotiable based on experience and performance.
- Start date: ASAP. That said, this is a position that requires much trust, personal connection, and confidentiality (ethics/HiPAA training required, but you’ll be paid for that time), so I will certainly hold out for the right person, in terms of qualifications and maturity.

JOB DUTIES: These can absolutely be tailored to your preferences. I just need some help with at least half of the below. Depending on your own interests, talents, and willingness, tasks may include:
- Building patient questionnaires (based on validated, gold-standard psychological assessments) within a secure, HiPAA-compliant platform.
- Scoring patients’ regular assessments, creating graphs and reports of treatment progress.
- Filtering the barrage of emails that I get.
- Patient billing, creation of insurance statements, etc.
- Basic accounting tasks: help tracking income/expenses (primarily for tax preparation purposes).
- Literature reviews on the latest research in certain specialty areas. For example, recent patient driven research has included suicide bereavement, moral injury, dissociative symptoms in PTSD.
- Occasional random errands and busywork. For example, getting office keys copied at the hardware store, printing copies of therapy worksheets, ordering more coffee pods for the Nespresso machine, etc.

BENEFITS:
Work Opportunities – Week of February 24, 2020

- For those pursuing a career in related fields, I’m happy to provide 1 hr/wk (for which YOU get paid) of devoted one-on-one mentorship. Though this experience will be tailored to your specific interests/goals, do check out my consultation page and CV for an overview of my mentorship/teaching experience.
- Very flexible schedule, with most tasks able to be completed remotely.
- Unlimited coffee, tea, La Croix while you’re in the office. You can even take one for the road!
- A great resume-building experience in terms of:
  - Health care practice and administration
  - Small business administration and management
  - The integration of science and practice

TO APPLY:
- Please email your resume to lindsey@lindseyhopkinsphd.com.
- In lieu of a formal cover letter, in the body of your email, please just BRIEFLY…
  - introduce yourself
  - explain why you’re interested
  - note which of the above listed “job duties” are most appealing to you, and why
  - how you’re qualified
  - what you’d like to learn/gain from this part-time experience

Please feel free to contact me with any questions.

Sincerely,

[Signature]

Lindsey B. Hopkins, Ph.D.
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