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**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](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.

**Full-Time Research Coordinator position at Stony Brook, 3/25/20**
Candidates are being considered for a **full-time Research Support Specialist** position in Dr. Matthew Lerner's [Social Competence and Treatment Lab](#) in the [Department of Psychology at Stony Brook University](#).

This position is to support a NIMH R01-funded study of an intervention to improve social functioning in children and teens with autism spectrum disorders. For more information and to apply, please see [here](#).

Additional details below:

**Required Qualifications:** *(Evidenced by an attached resume)*
Bachelor's degree in a related field in hand or to be obtained by July 2020. Experience in a research setting with individuals with autism spectrum disorders (work experience, internship, student, training, etc.) Ability to demonstrate professional competence in research activities. Specialized training and experience in operating equipment, carrying out test procedures, and using special methods for data collation and interpretation.

**Preferred Qualifications:** Bachelor's degree in Psychology in hand or to be obtained by July 2020. Experience with data collection with individuals with autism and/or their families. Experience with data management in a research setting, including but not limited to using tools such as REDCap. Experience with recruitment of and/or outreach to youth and families. Experience with EEG or other psychophysiological data collection. Experience working with children and/or families. Research experience.

**Brief Description:** Within defined test or analytical protocols, operate equipment, carry out test procedures, as well as collate and interpret data using special methods in support of a research project or program for Dr. Lerner in the Department of Psychology.

The successful incumbent will have excellent customer service and interpersonal skills, exercising strong organizational and time-management skills with an exceptional attention to detail. Essential for this role is the adeptness to work independently as well as part of a team with a collaborative approach to problem solving. Strong organizational and time management skills with exceptional attention to detail.

In support of a study examining interventions for teens with autism spectrum disorder, including effects on behavioral, electrophysiological, and peer-based outcomes:
- Running laboratory visits
- Scheduling study visits
- Coordinating contact with schools & families to include outreach & recruitment
- Conducting research visits including psychophysiology
- Assist with managing lab materials, ordering, and data
- Assist with IRB compliance, progress reports

Other duties or projects as assigned such as assist in a related study.
Special Notes: The Research Foundation of SUNY is a private educational corporation. Employment is subject to the Research Foundation policies and procedures, sponsor guidelines and the availability of funding. FLSA Nonexempt position, eligible for the overtime provisions of the FLSA.

Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please call the university Office of Institutional Diversity and Equity at (631) 632-6280 or visit OIDE.

➢ Paid Tutoring Opportunities: SPAAT
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 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:
Now Hiring for L&S Peer Advisers

University of California, Berkeley L&S Peer Adviser Application | 2020-21 Academic Year

APPLICATION INSTRUCTIONS DEADLINE: 11:59pm, Friday, March 13, 2020

Please email your COMPLETED application to AskLnS@berkeley.edu AND jesus@berkeley.edu.

Only completed applications will be considered. Your application materials should be submitted combined in a single PDF file. A complete application includes:

● Application cover page included in this packet
● Interview schedule worksheet: Using the attached form, cross off all of the hours you will NOT be available to interview. This schedule is used to determine interview times for selected applicants.
● Essay response page: Submit typed responses to the two essay questions listed in this packet. These essays are the principal means we have of gaining insight about you. Limit each essay response to a maximum of 400 words.
● Resume: Include relevant co-curricular activities, as well as your paid employment history. We encourage you to consult with the Career Center in developing a professional resume.

L&S PEER ADVISER POSITION DESCRIPTION

Position Overview: The College of Letters and Science (L&S) peer advisers serve as an extension of the Undergraduate Advising Office, providing information on college policy and procedures to students at several campus locations. Peer advisers are trained to provide accurate and friendly service, and to address a variety of student questions and concerns with objectivity. This position provides an excellent opportunity for students to gain practical skills in public speaking, communication, learn about college advising, and build an understanding of how a student service office works.
**Duties:** Peer advisers work at any of the following locations: Evans Hall, the residential units, and Dwinelle Hall. Peers provide information regarding university and college requirements, rules, and procedures to Letters and Science undergraduates, and make referrals to a wide-variety of campus services and resources. In addition, L&S peer advisers answer questions sent to our email service (AskLnS), answer phone inquiries, staff the front desk at 206 Evans Hall and 156 Dwinelle Hall, and staff the L&S table on Cal Day. Peers serve on panels, assist professional staff with programs and presentations, and perform other duties as assigned.

**Scope of Role:** Peer advisers do not have access to students’ records, transcripts, or files and do not process or sign student petitions.

**Qualifications:** Applicants must have completed at least one full fall or spring semester at Berkeley as a Letters and Science student. FPF and London fall terms meet this requirement. Summer coursework does not count toward the one semester requirement. Applicants must have a cumulative UCB GPA of 3.0 or higher. Applicants must have outstanding presentation, interpersonal and general communication skills, and be able to respond to a wide-range of student concerns. Counseling, mentoring or customer service experience is helpful, but is not required. Familiarity with campus departments and resources is preferred. NB: Consideration of any exception to minimum eligibility requirements is made by the hiring manager after proper consultation and review.

**Time Commitment:** Peer advisers must be willing to commit to working for the full Fall 2020 - Spring 2021 academic year. The official Fall 2020 start date is Wednesday, August 19. It ends Friday, December 11. For the Spring 2021 semester, the start date is Tuesday, January 12. The job appointment end date is Friday, May 7. Work hours vary depending on a peer adviser’s schedule. Most shifts are Monday through Friday between the hours of 9am-4pm; however, some weekend/evening hours will be required (including Cal Day). Peers do not work on designated campus holidays. Successful candidates must be available for the paid training between August 24 and September 4, with specific times to be determined. All new peers must also commit to attending weekly (Friday: 9-10am) mandatory staff meetings for the Fall 2020 - Spring 2021 academic year.

**Compensation:** $15.59/hour – Students may opt to earn course credit instead of pay. Supervisor contact: Jesús Arciniega, Jr. (jesus@berkeley.edu)

For more information, please visit:
https://ls.berkeley.edu/sites/default/files/ls_peer_app_2020_21_2.pdf

Application link:
https://ls.berkeley.edu/ls-office-undergraduate-advising