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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.

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.
Work Opportunities – Week of March 11, 2019

- 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.
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.

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 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:
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- 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.

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- 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

➤ Career Center Social Impact Events
Looking to hire a postdoc and two RAs to work on my newly-funded R01 grant. 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.  

**Clinical Research Coordinator – Cancer Outcomes Research Program**

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

➡️ ScribeAmerica Now Hiring Medical Scribes

Want a truly unique employment opportunity for students interested in careers in medicine? Our company is currently looking to recruit students / alumni to work as Medical Scribes in your local area of Oakland & Berkeley, CA.

The scribe will work one on one with board certified physicians assisting with documentation for each patient evaluated by the doctor. It is an exceptional opportunity for anyone interested in medicine to gain first-hand experience following a physician in an emergency department setting.

We offer paid classroom & clinical training. Each employee will have multiple training sessions both in the classroom and the department during which we teach extensive medical terminology and appropriate medical/legal charting documentation.
Work Opportunities – Week of March 11, 2019

If interested in applying or learning more information, go to
http://www.scribeamerica.com/apply. Please contact this email address if you have any questions about the program: alessandra.santantonio@scribeamerica.com.

➢ Hiring RA at UPenn Center for Psychotherapy Research

Opportunities
Our coordinators help organize and execute an NIMH and foundation-funded research program focused on evaluating the effectiveness and mechanisms of change of interventions for mental disorders, including studies of those with HIV and mental disorders. We primarily conduct our research in the community setting, partnering with a large community mental health clinic.

Duties include preparing study materials, managing diagnostic interviewers at community sites, documenting and reporting adverse events, coordinating study-related IRB paperwork, providing statistical summaries and reports of progress for studies, assisting with subject recruitment, assisting with coordination of database, assisting with data analysis and manuscript preparation.

Opportunities for presentation and publication are available.

Qualifications
This position is a fantastic fit for a recent college graduate with a psychology degree and interest in pursuing graduate education in clinical psychology (2019 seniors, please apply!). By your first day, you must hold a BA or BS, preferably in psychology.

Candidates must be able to work independently, communicate effectively, and be detail-oriented. Candidates are required to be computer literate and have working knowledge of Microsoft Word and Excel packages. Knowledge of SPSS a plus.

Interested?
Please promptly send a cover letter and CV/resume to Aggie Rieger at agrieger@pennmedicine.upenn.edu. Be sure to highlight your previous research experience. No calls, please.

➢ Final Chance to Apply: Summer Teaching Positions

Teach Reading Classes to Students of All Ages
Now Accepting Applications for Summer 2019
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• Will be patient and supportive with students

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

➢ Full Time Research Data Analyst @ SF VA Medical Center

Position Open

Position Title: Research Data Analyst
Contact: Cover letter and CV/Resume to Cody at Cody.Barlow@va.gov
Hours: Full time with benefits as a Federal employee

For more information about the Center of Imaging of Neurodegenerative Disease (CIND) at the San Francisco Veteran Affairs Medical Center: https://cind.ucsf.edu/

Position Definition:
The Research Data Analyst will join a team of scientists utilizing MRI to study aging and neurodegenerative disease at the Center of Imaging of Neurodegenerative diseases located at the San Francisco Veterans Affairs Medical Center. The incumbent will conduct research collecting, processing, and analyzing imaging data on a variety of research studies, primarily for Gulf War and Dementia studies. Additionally, the individual will also be responsible for record keeping, maintenance, and general lab organization. The position will be under direct supervision from the PI, Linda Chao Ph.D., and will be provided training to acquire skills and knowledge of professional concepts in research data analysis.

Major Duties and Responsibilities:
• Acquire and analyze magnetic resonance imaging (MRI) data from research participants
• Conduct pre-procedural interviews of each research participant to determine if the subject has a contraindication for the MRI study
• Explain the MRI exam to the study participant so that the participant understands what is to be done as well as what hazards, if any, are possible.
• Perform data quality checks of all imaging data.
• Archive and back-up all imaging data, implement data quality control procedures as needed.
• Work with study team to develop new procedures when deemed necessary.
• Process brain imaging data, using a variety of in-house software
Job Requirements:
- Bachelor’s degree in related area and / or equivalent experience / training
- Computer literacy with full working knowledge of MS Word, Excel, Access, and the Internet
- Acquiring knowledge of research function. Acquiring ability to perform research analysis duties
- Ability to effectively manage time, multiple projects, tasks, priorities and see assigned parts of projects through to completion on deadline
- Basic consultation and communication skills: verbal and written
- Self-motivated for a fast-paced learning environment
- Ability to exercise tact and discretion in handling a variety of confidential material
- Must commit to at least a year

Preferred Qualifications:
- Knowledge of brain anatomy and function
- Knowledge and use of MRI
- Knowledge of statistical analysis techniques and programs
- Previous research experience in field of Radiology, Neurology, Biology, or Psychology