

## Work Opportunities – Week of April 26, 2021

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## **Berkeley Food Institute Summer 2021 Urban Agriculture Assistant, 4/28**

Application Deadline: 5PM, Wednesday, April 28, 2021

Appointment: May 24 – August 13, 2021 at 20 hours/week (12 weeks)

Compensation: \$18 per hour

The role of the Summer Urban Agriculture Assistant is to help with on-site logistics and implementation of a series of summer short courses at the UC Gill Tract Community Farm, as well as communication and evaluation for other BFI urban agriculture work. This position will work closely with the BFI Administrative Coordinator, Communications Director, partnering contractors, and potentially the full BFI staff. This position will require the student to be physically present at the UC Gill Tract Community Farm during the weekend courses will be held. All other work will be remote.

See position details here: <https://food.berkeley.edu/jobs/12856/>

## **Seeking Undergraduate Writing Tutors for Fall 2021, 5/7 & 5/21**

The UC Berkeley Student Learning Center (SLC) is thrilled to announce that the Writing Program is seeking new tutors for Fall 2021. The SLC hopes to recruit the next cohort of undergraduate writers eager to empower the writing journeys of their Berkeley peers.

As tutors, students have the opportunity to hone their communication skills, cultivate their professional acumen, and contribute to a transformative writing culture. Starting pay is \$16.53/hr and we accept applications on a rolling basis until our cohort is filled. Our next review dates are May 7 and May 21.

### Qualifications

- Cumulative GPA of 3.0 or higher
- No more than two “Incomplete” grades
- Not on academic probation
- Must have fulfilled the UC Berkeley R&C requirement
- Satisfactory completion of the application

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### Benefits

- Starting pay of \$16.53 per hour
- Deepen your subject-matter knowledge
- Contribute to Cal's culture of service and academic excellence
- Enhance your ability to work collaboratively
- Expand your social and professional connections
- Join a dynamic and inclusive learning environment

### Requirements

- Must be able to attend Weekly Seminar
- Must be able to commit at least 8 hours per week

Visit <http://tinyurl.com/writor> to apply! Applications will be reviewed on a rolling basis until our Fall 2021 cohort is filled.

## **UCSF Assistant Clinical Research Coordinator Position**

Virginia Sturm, PhD is looking to hire a new Assistant Clinical Research Coordinator (ACRC) this summer to join the UCSF Clinical Affective Neuroscience Lab.

[https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=6495&siteid=5861&PageType=JobDetails&jobid=3128330#jobDetails=3128330\\_5861](https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=6495&siteid=5861&PageType=JobDetails&jobid=3128330#jobDetails=3128330_5861)

## **Whitney Lab Paid Undergraduate Position Available**

The Whitney Laboratory for Perception and Action (<https://whitneylab.berkeley.edu/>) is looking for a capable undergraduate to serve as a part-time lab manager.

This is a paid position with duties that include maintaining the lab's Institutional Review Board protocols, tracking subject payments & consent forms, filing reimbursements, scheduling lab meetings, planning lab events, taking care of lab equipment, organizing outreach opportunities, managing the lab website, updating grant-related forms, and attending to some other administrative needs. The manager is necessary for supporting day to day operations in the lab and is expected to work in-person, once campus health conditions allow. This role requires working cross functionally with lab members, professors, department staff, and various other university entities.

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Strong candidates will have keen organizational and communication skills along with a willingness to support lab members and their cutting-edge research. The successful candidate will also have the unique opportunity to collaborate on research projects and have a front row seat in a variety of research activities.

The position is approximately 10-20 hours per week, but the number and timing of those hours is flexible. Please email Cristina Ghirardo at [cghirardo@berkeley.edu](mailto:cghirardo@berkeley.edu) for more information.

### **Job Opportunity at Ellman Lab at Temple University**

Under the supervision of Dr. Ellman, the research assistant will aid in collecting and managing data in a multi-site study aiming to identify biomarkers and associated predictors of clinical and behavioral outcomes in those at risk for psychosis. The research assistant will be involved in data collection at all time points and will administer semi-structured clinical interviews and cognitive tasks, as well as the collection and/or processing of biosamples, including EEG data, MRI data, and blood samples. The research assistant will also assist lab staff with daily lab operations such as recruiting participants, managing data, and supervising undergraduate volunteers. The ideal candidate will have prior experience working in a psychological research lab. In addition to regular lab duties, research assistants are able to conduct personal research in relation to completed and ongoing studies within the Ellman Lab. Other research opportunities may arise through collaboration with lab staff or volunteers.

Research conducted by members of the Ellman Lab focuses on developmental risk factors for psychosis and related disorders (e.g., schizophrenia and depression) during the pre- and perinatal period and in adolescence/young adulthood. Studies involve multimodal assessments, including (but not limited to) biomarkers, neuroimaging, cognition, and a variety of psychosocial risk factors.

Research assistants will focus primarily on multiple large, multi-site studies examining risk for psychosis in adolescence/young adulthood, but could contribute to any of the ongoing studies in the lab and will have opportunities to develop independent research projects. Interested individuals can read more about the Ellman Lab at our website:

<https://sites.temple.edu/ellmanlab/>

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Interested students may learn more about and apply for the position at the following link:

[https://temple.taleo.net/careersection/tu\\_ex\\_staff/jobdetail.ftl?job=20003045&tz=GMT-04%3A00&tzname=America%2FNew\\_York](https://temple.taleo.net/careersection/tu_ex_staff/jobdetail.ftl?job=20003045&tz=GMT-04%3A00&tzname=America%2FNew_York)

### **Research Coordinator Position at UCSF HALP Program**

The UCSF Hyperactivity and Learning Problems (HALP) Program invites applications for a half-time research coordinator to begin in June of 2021 (specific dates to be decided), for a term of at least 1 year. This is an opportunity to be a key member of a multi-person clinical intervention research team, learn about the development of novel digital and web-based mental health tools, collaborate with community members, and coordinate a NIMH-funded clinical research protocol.

The HALP Program is in the UCSF Department of Psychiatry and Behavioral Sciences and specializes in identifying and treating attention deficit/hyperactivity disorder (ADHD) and other disruptive behavior problems. Research within the HALP Program is focused on developing and testing collaborative home-school treatments for children with ADHD and related problems.

Candidates can find out more about our lab and the work we do here:

<https://psych.ucsf.edu/HALP/research>

We seek a highly motivated individual aiming to continue in psychological science, research, or practice. The coordinator will assist with developing and testing a novel mental health app for youth with ADHD and their parents and assist with coordinating a web-based professional development program for school mental health providers funded by Institute of Education Sciences that brings evidence-based practices to school settings for children with attention and behavioral difficulties.

Example responsibilities of this position may include, but will not be limited to supporting the management and coordinating the tasks of multiple clinical research studies; managing and conducting participant screening, study enrollment, and subject reimbursement; maintaining subject tracking systems; preparing study materials; acting as intermediary between school mental health providers and research team; overseeing data collection and ensuring integrity; cleaning and updating datasets; coordinating staff work schedules; assisting with training of research assistants; manage Investigator's protocols in the Committee on Human Research online system, including renewals and modifications of protocol applications; participate in the review of protocols to ensure institutional review board (IRB) approval within University compliance. The position will report to the Principal Investigator of both projects, Dr. Linda

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### Required Qualifications

- One or more years of research experience
- Experience with recruiting and/or managing study participants
- Clear understanding of maintaining the security and confidentiality of participant data
- Exceptional verbal and written communication skills to coordinate with subjects, team members, other departments and outside institutions
- Attention to detail
- Demonstrate strong problem-solving skills
- Ability to be flexible and manage multiple tasks in a fast-paced environment while working with a diverse subject population

### Preferred Qualifications

- BA/BS degree in Psychology, Education or related fields, with strong academic performance
- Clinical research experience or related coursework
- Experience with data collection, management, and presentation systems (e.g., Excel, SPSS, Qualtrics, PowerPoint, Salesforce website design and management)
- Experience with reviewing IRB protocols
- Experience with conducting research with children or in educational settings

To be considered, please submit your most current c.v. and cover letter to:

[linda.pfiffner@ucsf.edu](mailto:linda.pfiffner@ucsf.edu)

## **Research Study Coordinator Position for SF VA Medical Center**

### Position Title

Research Study Coordinator

### Contact

Please send a cover letter and CV/Resume to Dr. Linda Chao at [linda.chao@ucsf.edu](mailto:linda.chao@ucsf.edu)

### Hours

Full time with benefits

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### Position Description

The Research Study Coordinator will perform entry-level duties related to the support and coordination of clinical studies. The incumbent will be responsible for recruiting, enrolling, registering, scheduling research study participants; helping to assure the collection and shipment of research study samples; complete study forms to submit to sponsors and / or appropriate agencies; collect, enter and clean data into study databases, maintaining data quality; assist with data analysis; assist with preparation of reports and tables; and attend team meetings. The position will be under direct supervision from the study Principle Investigator and will be provided training to acquire skills and knowledge of professional concepts in research data analysis.

### Major Duties and Responsibilities

- Assist with subject recruitment, including placing advertisements, phone screening prospective participants, working with the team to schedule research subjects; interview patients and healthy controls; collect clinical and demographic data
- Conduct pre-procedural interviews of each research participant to determine if the subject has a contraindication for the MRI study
- Maintain and update databases, subject information folders, and subject payment forms
- Work with study team to develop new procedures when deemed necessary.

### 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
- 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

- Previous research experience in field of Psychology, Neuroscience, or Biology

## Online Summer Teaching Positions with the Institute of Reading Development

Teach Reading Classes to Students of All Ages  
Now Accepting Applications for Summer 2021

The Institute of Reading Development is now hiring summer teachers for our live online reading skills programs for students of all ages. Our programs provide students with the skills, books, and experiences they need to achieve greater success in school and beyond.

As an Institute teacher you will:

- Earn between \$600-\$700 per week.
- Improve your teaching skills and confidence during our comprehensive, paid training program.
- Gain valuable teaching experience with a variety of age groups from 4-year-olds to high school students.
- Help your students become successful readers with a love of great books.

We provide comprehensive training and ongoing support for our teachers, so we do not require teaching certification or experience to apply. All applicants must have a bachelor's degree or higher and must be available to teach classes five days a week, including both weekend days. We are looking for full-time teachers with availability to work 37-40 hours per week during the summer. There will be some opportunities for continued employment with the Institute after the summer.

Successful Institute teachers:

- Have strong reading skills and read for pleasure.
- Are responsible and hard-working, with strong communication and organizational skills.
- Are comfortable and confident with technology.
- Are patient and supportive with students and parents.

Please submit your application here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=14137&clientkey=A13833059E8911CFB39D235E9124BB0B>

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Learn more about us and our reading programs at

<https://instituteofreadingdevelopmentteachingjobs.com/>