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Career Center Spring 2019 Career Fairs and Career Connections

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

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

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

Institute of Reading Development Summer Teaching Jobs, Summer 2019

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

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

We are seeking applicants from any academic discipline. All applicants must have an undergraduate degree or higher in their field before the start of our teaching season. Successful Institute teachers:
• Have strong reading skills and read for pleasure
• Are responsible and hard-working, with good communication and organizational skills
• Will be patient and supportive with students

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

➢ **Study Smarter SAT and ACT Coaches**

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

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

The ideal applicant is conscientious with a dynamic personality, has strong interpersonal ability, and has an interest in skill development. Although applicants should be enthusiastic and willing to learn, no prior teaching or SAT/ACT coaching experience is required. Paid training begins after hiring.

Unlike many other tutoring positions, our test prep tutors have the advantage of working full-time hours. This position also provides fully paid health, dental, and vision benefits. Start date and schedule are flexible. The hourly rate will start at $30/hr.

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

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

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

➢ **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

➢ Postdoc & RA positions
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.

Final Chance to Apply: Summer Teaching Positions

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:

- 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

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

➢ National Student Leadership Conference Hiring

The National Student Leadership Conference is a summer academic and leadership program for high school students. This program will provide students with a remarkable opportunity to meet healthcare professionals, established healthcare facilities, and develop their leadership skills through hands-on clinical simulations in diverse fields of healthcare. We have a great Psychology & Neuroscience program that has been well received by staff and students alike.

I am currently in the process of hiring staff for this summer and am interested in the position being advertised to every student studying psychology and/or neuroscience at your university. Our Team Advisor (TA) and Assistant Team Advisor (ATA) positions are amazing employment experiences and networking opportunities for undergraduate students, specifically those studying psychology and/or neuroscience, and I would love to have some students on my staff representing your university. More information about the position and requirements for it can be found here https://www.nslcleaders.org/about-summer-youth-programs/summer-job-opportunities/

We are looking for rising sophomores, juniors, and seniors. We are in need of male applicants, in particular, so if you could heavily market the position towards male students that would be great. Applications should be submitted as soon as possible, as positions are filled on a rolling basis.

I would greatly appreciate it if you could forward this information to your psychology/neuroscience students through an email blast or through a job portal. For more information about NSLC and our programs, please visit www.nslcleaders.org. Please let me know if you have any questions.

➢ Tutoring Job Opportunity with Tutor Me SF

UC Berkeley Job Opportunity

Hiring Private Tutors in San Francisco

Pay: $20-65/hr

What you need to know
- Tutors needed for ALL subjects
- Tutoring sessions take place at the student's home or online.
- Create your own schedule and hours. No Minimum Required.
- Only work with students you approve.

Requirements
· Expertise in your subject
· Transportation
· Pass background check
· Previous tutoring experience *Preferred

About Us
We are a premier private in-home tutoring and test-preparation agency. We service Los Angeles, San Francisco, New York, Chicago, Boston, & more. Please visit www.tutormesf.com for more information.

APPLY HERE
(Application just takes a few minutes!)

➢ Tutoring Job Opportunity with Chegg

Did your summer internship only give you college credit? Join Chegg Tutors and make some extra cash this semester. It’s the perfect part-time contract work for busy college students and professionals. Get started today!

Perks of Being a Chegg Tutor:
• Set your own schedule
• Make $20+/hour
• Work from anywhere
• Bask in the good karma of helping others!

Signing up takes less than 10 minutes! Just visit https://www.chegg.com/tutors/department1

If you have any questions please email tutors-support@chegg.com

➢ Lab Manager Position at University of Michigan

The Evolutionary Social Psychology Lab and the Psychology of Inequality Lab at the University of Michigan are looking for a full-time lab manager to work jointly in both labs.

The Evolutionary Social Psychology Lab, directed by Professor Joshua Ackerman, investigates a variety of psychological topics by asking not only what people do, but why and how our ancestral histories might have influenced such behaviors. Current work considers the impact of infectious disease and physiological immune system factors on decision-making and interpersonal behavior, as well as the influence of child and adult social settings on social cognition, romantic relationships, and time perception.
The Psychology of Inequality Lab, directed by Professor Arnold Ho, uses survey and experimental methods to examine the psychological underpinnings of intergroup conflict and inequality. Current research in the lab examines: 1) how sociopolitical motives influence racial categorization and 2) how individuals’ preferences for hierarchy (v. equality) affect intergroup attitudes, perception, and behavior.

This opportunity is ideal for students who are interested in pursuing a PhD in psychology. We would greatly appreciate it if you could pass this information along to any motivated students at your University who might be interested. The complete job posting can be found here.

bold ➢ Stanford Yoon Lab Job Posting

Full-time Research Assistant Position

Yoon Lab

Department of Psychiatry and Behavioral Sciences

Stanford University and VA Palo Alto Healthcare System

The Yoon Lab in the Stanford University Department of Psychiatry and the Palo Alto VA is seeking applicants for a full-time research assistant. The main focus of the lab is the investigation of the brain mechanisms involved in psychosis and schizophrenia. We are currently conducting functional functional MRI, EEG, rTMS, MR spectroscopy and behavioral studies. The ideal candidate will have both strong interpersonal and technical skills in order to fulfill the diverse roles required by this position. S/he will be involved in all aspects of operations, including: subject recruitment, scheduling, and coordination; maintaining clinical and experimental data and paperwork; conducting neuroimaging experiments, neuroimaging processing and analysis. Experience with neuroimaging and computer programming in Matlab or related platforms, as well as in conducting human research, will be very helpful. This position would be ideal for individuals who will be applying for medical school or graduate studies in neuroscience or cognitive psychology.

We are looking for a two-year commitment. We offer a competitive package of salary and benefits. Applications, including a cover letter, CV, list of relevant courses, GPA, work experience, and references should be sent to Jong Yoon at jhyoon1@stanford.edu.

Contact Name: Jong Yoon
Contact Email: jhyoon1@stanford.edu

bold ➢ Stanford University Job Opportunity: Cognitive Neuroscience 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. Please send a resume/CV, cover letter, and contact information for 3 references to: scsnl.stanford+researchassistant@gmail.com.

**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.

**Explore our lab website for more information:** [http://med.stanford.edu/scsnl.html](http://med.stanford.edu/scsnl.html).

**➢ Harvard Business School Job Posting**

A researcher at Harvard Business School is hiring RAs for a large-scale field experiment that they are running in collaboration with Yelp. The work involves calling and visiting local businesses for data collection, for a minimum $13/hour. RAs must be based in New York, Chicago, Los Angeles, or the Bay area. The position begins on May 1st and RAs must be able to work a minimum of 8 hours for at least 10 weeks. If interested, please email hkim@hbs.edu and sarah.xu7@gmail.com with your resume, location (city and specific areas), and availability (dates and number of hours per week).

**➢ Career Peer Advisor Position with the Career Center**
Come develop your job skills, earn money, and learn from professionals by joining the Career Services team as a Peer Advisor! Open to all majors!

Apply through Handshake below:

https://berkeley.joinhandshake.com/jobs/2553224

Now Hiring - YMCA Program Tutors and Counselors

Would you like to guide high school students on their pathway to college and success in life? Interested in a career in education and youth development? Y-Scholars Program is a college readiness program at the YMCA Teen Center in Downtown Berkeley. We are hiring part-time tutors and counselors for the 2019-20 academic year. As a member of our team, you will work with us to achieve our mission of supporting first-generation, college-bound high school students so they will attend and graduate from college.

To learn more about these open positions, we invite you to join us for an info session on Friday, April 19th, from 1:30 to 2:30 pm in Moffitt Room 103 on the UC Berkeley campus. The session will be an opportunity for you to get the details on what it’s like to work with us, meet current Y-Scholars Program staff, and understand how being a tutor or counselor can serve our students and also help you along your career journey. Free food and drinks will be provided.

To RSVP for the info session, please go to http://info.yscholars.org.

Seeking student for Neuropsych admin position

Pediatric neuropsychologist in private practice seeking psychology graduate student for test scoring, data preparation, and general administrative support
My practice largely consists of assessing developmental issues in school-aged children, adolescents, and young adults. Common referral questions include ADHD, learning disabilities, high functioning autism spectrum disorder, anxiety, and depression. Less frequently, I also assess adults with developmental conditions, complex psychological questions, or for immigration-related reasons.

I am seeking a part-time administrative support person, preferably with a background in administering and scoring child and/or adult psychological testing. The ideal candidate is responsible, conscientious, trustworthy, and passionate about deepening their learning of child and adult psychological assessment measures, possesses excellent communication skills, and is ridiculously detail-oriented. This role requires knowledge and sensitivity to following HIPAA rules about confidentiality. If hired, you will be asked to sign a confidentiality agreement.

What this position primarily entails:

- Tracking and scoring questionnaires to parents, teachers, and clients
- Scoring tests
- Report preparation (e.g. creating data tables, inputting scoring, formatting, editing, etc.)
- Ordering and restocking test materials
- Archiving test materials for electronic storage
- Other practice-related administrative duties as they arise, such as appointment reminders and preparing invoices

This position is 10-15 hours per week, $20/hour as a contract employee (issued 1099 at the end of the year). Starting ASAP. Duties must be performed in the office since access to confidential files is a must. Thus, scheduling of hours would be on Fridays, Saturdays, and Sundays (when I am not in the office) or weekday evenings between 4:30-8pm. My office is located in Berkeley at the corner of Shattuck and Channing.

This is an administrative position, not a clinical one. However, you will gain knowledge and understanding of many important aspects of a psychological/neuropsychological assessment practice. If you are interested in this position, please send a cover letter and resume to Sumana Kaipa, PsyD., info@drkaipa.com.

🔗 **Assistant Clinical Research Coordinator at UCSF**

**Pediatric neuropsychologist in private practice seeking psychology graduate student for test scoring, data preparation, and general administrative support**

My practice largely consists of assessing developmental issues in school-aged children, adolescents, and young adults. Common referral questions include ADHD, learning disabilities, high functioning autism spectrum disorder, anxiety, and depression. Less frequently, I also assess adults with developmental

**Assistant Clinical Research Coordinator**
Neurology

Full Time

52004BR

Job Summary

JOB OVERVIEW
Under the supervision of a Clinical Research Supervisor or Principal Investigator (PI), the Assistant Clinical Research Coordinator (Assistant CRC) will perform entry-level duties related to the support and coordination of clinical studies, and may receive training and development to prepare and advance for journey-level work at the next level within the series. The employee will be joining Dr. David Perry’s lab, where we investigate reward processing behaviors and their physiological and neuroanatomical correlates in neurodegenerative and affective disorders.

The Assistant CRC may be responsible for the coordination of one or more single or multi-site, active or follow-up clinical studies; help prepare protocols for study initiation; help design flow sheets, data forms and source documents; gather and interpret medical, surgical and laboratory data regarding clinical study subjects; may apply understanding of inclusion / exclusion eligibility criteria for protocols; help recruit, enroll, register, schedule and retain study subjects; record protocol specific treatments and assure collection and shipment of samples; assist research personnel to keep patients on study schedules; 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; attend team meetings.

NEUROLOGY
Throughout the Department of Neurology at UCSF, our mission is to deliver superb patient care, to apply state-of-the-art translational research methods to discover the causes of, and treatments for human nervous system disorders, and to educate each generation of medical students, neurology residents and postdoctoral fellows. By fostering cross-disciplinary interactions among scientists around the world, we accelerate the pace of discovery and champion the University's global health initiatives.

ABOUT UCSF
The University of California, San Francisco (UCSF) is a leading university dedicated to promoting health worldwide through advanced biomedical research, graduate-level education in the life sciences and health professions, and excellence in patient care. It is the only campus in the 10-campus UC system dedicated exclusively to the health sciences.

Required Qualifications

- HS graduation and sufficient experience and demonstrated skills to successfully perform the assigned duties and responsibilities
- Proficiency with Microsoft Word, Excel, PowerPoint, and Windows
Work Opportunities – Week of April 29, 2019

- Excellent verbal and written communications and presentation skills; excellent organizational skills; and excellent interpersonal skills to work effectively in a diverse team
- Excellent analytical and problem-solving skills
- Ability to work effectively in a fast-paced, team-based environment; project management and coordination skills; ability to prioritize tasks and meet multiple deadlines on concurrent projects
- Ability to establish cooperative working relationships with patients, co-workers, & physicians

Preferred Qualifications

- Has completed an independent research project (e.g., undergraduate honor’s thesis)
- Has taken relevant coursework such as Human Neuropsychology, Biological Psychology, and Neuroscience
- Training / experience in the conduct of clinical research in an academic research environment
- Demonstrated proficiency with medical terminology
- Experience working with patients or study subjects
- Ability to abstract data from medical records and transfer it to data collection forms or directly into databases
- Knowledge of, or willingness to, learn image processing software such as SPM, Matlab, and Python
- Knowledge of basic neuroanatomy

License/Certification: n/a

Job Code and Payroll Title: 9336 Assistant Clinical Research Coordinator

Organization: Campus

Appointment Type: Career

Percentage: 100%

Location: Mission Bay / SFSU

Work Days: TBD

Shift: Days

Shift Length: Other

Equal Employment Opportunity
The University of California San Francisco is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=6495&siteid=5226#jobDetails=2837122_5226

➢ Fall 2019 Writing Tutor

Dear writers,

As the end of the semester approaches, we know many of you are considering opportunities for Fall semester. Well, look no further! Our Fall 2019 tutor application is live.

As a tutor, you’ll have the opportunity to support fellow students one-to-one, contribute to a vibrant writing culture, and join a community of over 50 dedicated and driven peer tutors. More importantly, tutors are an integral part of shaping the community and conversations at the Writing Lounge, and we believe that those who use our services make strong tutors.

We accept applications on a rolling basis; our first review date is Friday 4/26. Starting pay is $15.57/hour. We highly encourage you to apply. Feel free to share the word with friends.

➢ Research Positions with Checkster
Checkster is a Software company based in the North Bay of San Francisco. Checkster's products are chosen by many Fortune 500 companies and providers of HR services. The company aims to improve the world's productivity and harmony by increasing job fit and work achievement, as well as personal career satisfaction and fulfillment.

We are looking for several research minded students that can review the IO psychology literature specifically around employment selection and promotion. Monthly summary and reviews will be expected. Preference for students interested in IO psychology and psychology applications to business, with relevant past courses.

Make $20+/hr
Set your own schedule
Work from anywhere

Send your profile or Resume to Yves@checkster.com with subject title: Berkeley Research Position