Work Opportunities – Week of June 7, 2021

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UCFTR Peer Coordinator, 6/10

Good afternoon Golden Bears!

We hope that you are well and that you're enjoying your first days of summer break! Since the semester has ended, we understand that you may be considering your employment and extracurricular options.

The Undergraduate Course Facilitator Training and Resources (UCFTR) program is currently recruiting Peer Coordinators for Summer and Fall 2021. UCFTR is a program within the Student Learning Center that provides campus-mandated training for first-time facilitators as well as consultation services for ongoing DeCal facilitators. UCFTR Peer Coordinators are enthusiastic, highly motivated student leaders who are committed to the vision of Democratic Education at Cal and fellow student facilitators.

If this sounds like you and if you have experience as a facilitator, we invite you to apply to join the UCFTR team and become a Peer Coordinator! To view additional information about the position and to apply, visit bit.ly/ucftr-app. For more information about the program and its services, please visit https://slc.berkeley.edu/ucftr.

We look forward to hearing from you!
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**UC Berkeley Career Center Communications Assistant Position, 6/15**

The Career Center is currently hiring for a communications/marketing student for the 2021-2022 academic year. Students in these positions will have access to and work directly with all the professionals in the Career Center, exposing them to the latest trends, industry leaders, and other resources related to career development.

Communications Assistants will support the counseling staff in a variety of ways:
* Researching and writing material for mass distribution through Handshake (CareerMail)
* Assist with preparation of promotional materials
* Produce/design program materials when needed
* Leveraging media to build brand awareness
* Conduct market research
* Media coverage of events and/or assist with production of short, fun video clips
** Hours are flexible depending on the student's availability. Ideal candidates will be able to work 10-12 hours a week.
** Must be eligible for Work Study.

To apply, please submit a cover letter and resume via Handshake. Deadline to apply is June 15, 2021
Click here for more details and to apply: [https://berkeley.joinhandshake.com/jobs/4750168](https://berkeley.joinhandshake.com/jobs/4750168)

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** Whitney Lab Paid Undergraduate Position Available **

The Whitney Laboratory for Perception and Action ([https://whitneylab.berkeley.edu/](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.

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 for more information.

**Part-Time and Full-Time Positions at Kyo**

ABA is an applied science devoted to the development of strategies that produce socially significant changes in behavior. It is currently being utilized to treat individuals with ASD, ADHD, TBI, dementia/Alzheimer's, ODD, and many other diagnoses. As it is one of the only insurance authorized treatments for Autism, it is also becoming increasingly common in both private and school settings. Even a basic understanding of ABA principles can enable individuals to identify and implement interventions that will help reduce problem behaviors and promote general behavior management at all ages.

A background in ABA can help those working in the field of Child Development, Sociology, Psychology, Education, and many more, with techniques not only to support individuals with special needs but also to help anticipate, mitigate, and eventually, avoid problem behaviors altogether.

Kyo (formally known as Gateway Learning Group) is an Applied Behavior Analysis (ABA) provider in the East Bay. Kyo currently has openings for entry-level part-time and full-time Behavior Technicians. We are hiring both undergraduate and graduate students, and offer flexible work schedules to accommodate school schedules.

To learn more about Kyo, visit our website: [https://kyocare.com/](https://kyocare.com/)
Cardinal Education Position

Our company is searching for talented individuals who are passionate about education to join our team both remotely and in the San Francisco Bay Area. Here is a list of open positions:

- Educational Consultant, in-person, SF Bay area
- Part time opportunities in test prep, AP language and STEM tutoring, Writing tutoring

Interested applicants are encouraged to apply on our website or email hiring@cardinaleducation.com for more information.

Clinical Research Project Coordinator II - PTSD Research

Application link: [https://www.applicantpro.com/openings/pavir/jobs/1797675](https://www.applicantpro.com/openings/pavir/jobs/1797675)

Palo Alto Veterans Institute for Research (PAVIR) is looking for a full-time Clinical Research Project Coordinator to support the conduct of a PCORI randomized controlled trial testing the effectiveness of prolonged exposure and medication and their combination among Veterans with PTSD. This is a multisite trial; VA Palo Alto is one of the study sites and the overall study Principal Investigator (PI) is at the University of Pennsylvania.

ABOUT THIS PROJECT COORDINATOR ROLE

The Project Coordinator will manage day-to-day study conduct while supporting the VA Palo Alto PI, Dr. McLean, in the study management activities, and coordinating communication with other study sites and the overall study PI.

Dr. Carmen McLean is clinical psychologist and researcher with the Dissemination and Training Division of the National Center for PTSD at the Palo Alto VA Health Care System. Dr. McLean's research focuses on increasing the implementation and reach of evidence-based treatments for posttraumatic stress disorder (PTSD).

This a full-time position allowing work from home flexibility. The office space is available at the VA campus in Menlo Park, CA, which is part of the Palo Alto VA Health Care System.

PAVIR offers generous benefits, including comprehensive health insurance, vision, dental, 13 paid holidays, paid vacation time, sick pay, a 401(k) with a fully vested 6% company match
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**and 3% profit share**, a wellness program, commuter benefits, and professional development training. Plus, we pay for life, short-term disability, and long-term disability insurance.

**ABOUT PALO ALTO VETERANS INSTITUTE FOR RESEARCH (PAVIR)**

PAVIR engages in the administration of funds and providing support for the conduct of clinical research at the Veterans Affairs Palo Alto Health Care System (VAPAHCS) to find new and improved ways to combat human disease and help people with disabilities. At PAVIR we work with more than 160 uniquely talented medical scientists.

Our researchers have an active appointment with the VA Palo Alto Health Care System and maintain academic appointments. We recruit and retain talented employees who believe in making a difference in the lives of others through innovative health research.

**JOB RESPONSIBILITIES OF A PROJECT COORDINATOR**

**Managing staff communication and project activities:**

- Manage and coordinate day-to-day project and office activities;
- Coordinate communication across study team members, organize meetings and conference calls and coordinate with study team members;
- Organize and maintain a system for tracking and scheduling all components of the project as delineated in the Statement of Work (SOW);
- Assist in the dissemination of site-specific project information and study progress to coordinating institutions;
- Organize and track team expenses, budgets and expense reports;
- Propose and enhance processes and tools for improving team workflow, identifying ways to streamline activities.

**Managing and maintaining regulatory compliance, procedures, and study materials:**

- Contribute to, develop and review assessment and intervention materials, study staff recruitment materials, and study specific standard operation procedures (SOPs);
- Maintain Stanford Institutional Review Board approval;
- Ensure that all monthly and annual reporting requirements are met in a timely fashion;
- Coordinate the implementation of the study protocol.

**Other project related responsibilities:**

- Format reports, manuscripts and presentations consistent with style requirements of peer-reviewed scientific journals;
- Review published literature and perform other study-related duties as needed.
QUALIFICATIONS FOR A PROJECT COORDINATOR

- Bachelor's degree or equivalent experience;
- 2 years or more of relevant professional experience in a research environment;
- Organized, detail-oriented, self-directed, and dependable;
- Ability to work as part of a team;
- Effective interpersonal skills, excellent verbal communication and written skills;
- Strong time management skills and ability to prioritize workload;
- Experience using computer programs such as Endnote and Microsoft Office products;
  Excellent Microsoft Office computer skills;
- Able to learn VA regulations and procedures regarding research.

DESIRED QUALIFICATIONS

- Master's degree;
- Experience working with Veterans or experience working in the area of PTSD.

READY TO JOIN OUR RESEARCH TEAM? Please fill out our initial 3-minute, mobile-friendly application. We look forward to meeting you!

PAVIR is a nonprofit foundation affiliated with the Veterans Affairs Palo Alto Health Care System (VAPAHCS). As a condition of employment, all PAVIR employees are required to have an approved appointment with VAPAHCS and complete a background check before they can commence work.

PAVIR is pleased to be an Equal Opportunity Employer. Minorities, Women, Veterans, and Individuals with a Disability are encouraged to apply. We welcome and encourage diversity in the workplace regardless of race, color, religion, age, gender, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law. If you need special assistance or an accommodation to apply for a posted position, please contact jobs@pavir.org - Human Resources department.

Location: 94025

#ZR
SLC Language Exchange Program Coordinators

The SLC is building its student coordinator team for the fall. We seek candidates who are passionate about cultural exchange and eager to serve the global campus community. More information can be found on our website.

Application link: bit.ly/ApplyLEP or https://docs.google.com/forms/d/e/1FAIpQLScL4fZi3Lbnu6b6QOdeW-odFaowbLWKFrfn4PaM99780yuScw/viewform
Join our team!

SLC Language Exchange Program | Fall 2021

REQUIREMENTS

- Commit a minimum of 5 hours/week and up to 15 hours during event weeks
- Attend weekly team meetings, Wednesday 3-5pm, starting week 2 of instruction

QUALIFICATIONS

- Cumulative GPA of 3.0 or higher
- No more than two "Incomplete" grades
- Not on academic probation
- Proficiency in at least one language other than English

BENEFITS

- Earn $16.53 to $19.60/hour
- Bolster your ability to communicate & thrive in a multicultural environment
- Expand your social & professional connections
- Join a diverse, dynamic, & inclusive learning culture
- Contribute to Cal’s culture of service

Applications accepted on a rolling basis
Apply at bit.ly/ApplyLEP
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Work-Study Positions Open at CSCCE

The Center for the Study of Child Care Employment is hiring student assistants through the work-study program, and summer hours are available. Apply today.