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➤ Institute of Reading Development 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:

- 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/>

➤ 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.

For more information about NSLC and our programs, please visit www.nslcleaders.org. Please let me know if you have any questions.

➤ **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>.

➤ 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>.

➤ **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
- 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.

SLC WRITING PROGRAM

BECOME A TUTOR

Fall 2019

BENEFITS

- Earn \$15.57/hour
- Deepen your subject-matter knowledge
- Contribute to Cal's culture of service and academic excellence
- Enhance your ability to work collaboratively
- Bolster your ability to communicate and thrive in a multicultural environment
- Expand your social and professional connections
- Become part of a diverse, dynamic, and inclusive learning culture



REQUIREMENTS

- Attend weekly seminar, scheduled for Wednesdays 4-6PM, starting week 2 of instruction
- Commit up to 7 hours per week

QUALIFICATIONS

- Cumulative GPA of 3.0 or higher
- No more than two "Incomplete" grades
- Not on academic probation
- Must have fulfilled UCB writing requirement
- Satisfactory completion of application

APPLY

- tinyurl.com/writer
- Applications reviewed on a rolling basis, until cohort is filled

SERVE CAL'S WRITING COMMUNITY. APPLY TODAY!

➤ **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

➤ **Hiring Behavior Interventionists (RBT) at Easterseals Bay Area**

Start Your Career Here!

Chart your journey in healthcare and clinical care by joining the ESBA team as a Behavior Interventionist (RBT). Career opportunities at all levels provide challenging and fulfilling work and align with short- and long-term career goals. ESBA strives to improve the quality of life for the clients it serves and their families.

Truly make a difference working as a Behavior Interventionist – this position is an entry level role working with children and young adults with special needs. This is an exciting opportunity for someone who wants to join an industry that is continuously growing with a multi-level career path and endless opportunities.

Success Candidates:

- Are at least 18 years old
- Have a high school diploma/GED or equivalent
- Are a licensed driver with at least 2 years of personal driving experience
- Are available to work at least 3 days a week in the afternoon and evenings
- Have a desire to positively influence outcomes for children and their families

Highlights and Benefits

- Competitive compensation structure
- Paid training
- Variable hours accommodating flexible work schedule
- 403b Retirement Account available

Work Opportunities – Week of July 29, 2019

- Paid mileage and drive time
- Paid holidays plus accrued paid time off
- Financial support for tuition reimbursement is available

Locations

- At Easterseals Bay Area, Behavior Interventionists work in their local communities in performing day-to-day responsibilities and are based out of one of our local offices around the Bay:
 - Burlingame, Fairfield, Hayward, Oakland, Petaluma, San Jose, Walnut Creek

To learn more and apply, please visit us at <https://www.eastersealsbayarea.org/>

➤ **Ignite Mental Health – Positions Available**



You will...

join a game changing organization, co-founded by two students who met at the Harvard Innovation Labs; both passionate to transform mental health on university and high school campuses. Within a year, Ignite has become a nationwide movement, a non-profit incubator and venture builder, helping world-class mental health entrepreneurs and groups to do just that.

Join as a

- Mental Health Campus Leader
- Social Impact Campus Change Maker

A few perks?

- On-campus position (no travel req)
- <10 hours avg per month
- Become an influential figure for change on your campus
- Ample professional development opportunities

Learn more @

www.ignitemh.org/careers

➤ **Clinical Trial Coordinator Position at the SF VA Medical Center**

Position Description

Position Title: Clinical Trial Coordinator

Reports to: Principal Investigator

FLSA: Exempt **Department:** Research, Mental Health Services

Overview:

Researchers from the San Francisco VA Medical Center and Northern California Institute for Research and Education (NCIRE) are conducting an investigator-initiated multi-site research study to test a medication for the treatment of insomnia in Veterans with Posttraumatic Stress Disorder (PTSD). The incumbent will serve as the Clinical Trial Coordinator for the project and will provide day-to-day management including trial start-up, conduct, and closeout activities, and coordination with the other study site. Opportunities to assist with data analysis, manuscripts. The lab is seeking **at least** a 2-year commitment for this position.

Responsibilities:

- Coordinate all aspects of the research protocol & manage the daily study operations
- Develop and manage clinical study protocol, Informed Consent Form, Case Report Forms and Standard Operating Procedures
- Develop and oversee systems for tracking / monitoring study progress to ensure adherence to timelines, SOPs, and applicable regulations
- Maintain essential research study documentation
- Conduct telephone screening interviews on psychiatric and medical symptomatology with participants to pre-assess for study eligibility
- Work closely with study recruiters to ensure adherence to the enrollment goals of the study
- Provide and document Informed Consent of participants
- Schedule all assessment study visits and study procedures
- Administer experimental psychophysiology testing
- Coordinate with the multidisciplinary study team (e.g., clinical interviewer, nurse practitioners, research assistants, clinical laboratory) in determining study eligibility, coordinating study procedures, and ensuring adherence to study protocol
- Coordinate all aspects of data management, including entry, verification and analysis
- Maintain rapport with each participant and assist with all study procedures
- Plan and track budget; purchase equipment and supplies, and track study expenditures
- Manage shipment of biological samples to offsite laboratory, sample tracking, correspondence with laboratories
- Work closely with data management team to ensure study data is shared among study sites
- Assist in hiring and training the study staff research associates and psychological technicians
- Perform other duties as assigned

Qualifications:

- Minimum of 2 years clinical trial management experience preferred
- Bachelor's degree in psychology, nursing or related field required
- MA/MS degree in psychology, nursing or related fields preferred
- A thorough understanding of FDA, ICH, and GCP regulations, guidelines, policies and practices for conducting clinical investigations
- Computer literacy with emphasis on Windows operating systems and software applications
- Prior experience in psychophysiology measurement experience using Biopac or similar equipment is preferred
- Prior experience with experimental software applications (e.g., AcqKnowledge, Inquisit, SuperLab, Qualtrics) is preferred
- Prior experience collecting, organizing, and shipping biological samples is preferred.
- Excellent interpersonal, written/oral communication and organizational skills
- Ability to manage research staff, as well as multiple projects, tasks and priorities to achieve desired goals
- Strong accuracy and attention to detail
- Ability to work under minimal supervision

Supervision Received: PI: Dr. Sabra Inslicht at the San Francisco VA Health Care System/UCSF; collaboration with the Stress and Health Research Program at the SFVAHCS

Supervision Exercised: Supervision of research assistants

Background Check: As a federal employee the following background checks are required: License and educational verification, prior employment verification, sex offender registry check, criminal history, US citizenship verification, and fingerprinting.

If interested: please send a cover letter and CV to callan.lujan@va.gov

➤ Reader Position Available



➤ Job opportunity at Stanford Cognitive and Systems Neuroscience Lab

Job Description: Scan Technician

Description:

The Stanford Cognitive and Systems Neuroscience Lab (SCSNL) is seeking a part-time scan technician to assist in the administration of MRI scans of participants for multiple concurrent child development studies. The successful candidates will learn about the specific studies and contribute to the acquisition of critical data while developing valuable interpersonal skills that will prove beneficial to a future career in healthcare.

Duties include:

- Learning and administering up to 7 different protocols.
- Working closely with children and parents to ensure participant comfort in the scanner
- Working closely with research assistants to adequately complete the scan in the given time.
- Arriving on time to scans and acting in a professional and appropriate manner.

Qualifications:

EDUCATION & EXPERIENCE (REQUIRED):

At least some experience with psychology or neuroscience and an interest in the field. Experience with children is also recommended. Must be able to commit to 1 year.

KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED):

- A general understanding of scientific theory and methods.
- General computer skills and ability to quickly learn and master computer programs.
- Strong analytical skills and excellent judgment.
- Ability to work under minimal guidance and supervision.
- Excellent organizational skills and demonstrated ability to complete detailed work accurately.
- Demonstrated oral and written communication skills.
- Ability to work with human study participants.
- Developing supervisory skills.

CERTIFICATIONS & LICENSES: None

PHYSICAL REQUIREMENTS*:

- Frequently perform desk-based computer tasks, grasp lightly/fine manipulation, lift/carry/push/pull objects that weigh up to 10 pounds.
- Occasionally stand/walk, sit, and use a telephone.
- Rarely twist/bend/stoop/squat, kneel/crawl, rarely reach/work above shoulders, operate foot and/or hand controls.

* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

WORK STANDARDS:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues, human study participants (specifically children with autism ages 8-16) and their parents, and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.

HOW TO APPLY:

Send resume/CV, cover letter, and contact information for 3 references to scsnl.stanford+scantech@gmail.com

Job: Research

Location: School of Medicine

Schedule: Part-time

➤ Shape the Global Campus Community: Apply to be a Student Coordinator, 7/1/19

As we begin to build our [Language Exchange Program](#) student coordinator team for Fall 2019, we would greatly appreciate your support in reaching out to potential applicants. We are seeking candidates who are eager to foster an environment for cultural exchange and engage in the language-learning process with their peers.

Applications are reviewed on a rolling basis and our next review date is July, 1st

SHAPE THE GLOBAL CAMPUS COMMUNITY

Become a Student Coordinator
With the SLC Language Exchange Program



Requirements

- Commit a minimum of 5 hours/week and up to 15 hours during event weeks
- Attend weekly team meetings, Thursday 4-6pm, 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 \$15.57/hour
- Deepen your subject-matter knowledge
- Contribute to Cal's culture of service
- Enhance your ability to work collaboratively
- Bolster your ability to communicate and thrive in a multicultural environment
- Expand your social and professional connections
- Become part of a diverse, dynamic, and inclusive learning culture

Applications accepted on a rolling basis

Apply at bit.ly/ApplyLEP


➤ **Easterseals Recruitment: Early Interventionalist Needed**

The position is a great way for students to gain hands on experience in the field, working one on one with clients with a wide range of needs. All of our EIs go through an in depth training to be certified as RBTs (Registered Behavioral Technicians), prior to being placed in the field. The field of ABA is growing rapidly to fit the needs of the growing community of clients and families impacted by Autism.




**Making Profound, Positive Differences
In People's Lives Every Day**

Early Interventionist




Passion

Are you passionate about collaborating with families and developmental professionals to help young children reach their developmental goals? Would you like to use your knowledge and understanding of child development to help a young child reach their developmental milestones? ESBA is searching for enthusiastic and compassionate individuals to join our team!



Support

This service delivery role is about supporting the global development of young children ages 0 - 3 and their families. ESBA Early Interventionists work with children in their home, daycare and community using evidence-based curriculum and family-based models to help our clients reach their fullest potential, whatever that may be!



Quality

In collaboration with the Easterseals Early Intervention Team, the local Regional Center Service Coordinators and other specialists, you will be responsible for developing client goals and curriculum according to the specific needs of the child and the family. You will regularly monitor progress and goals and provide a high-quality level of service for our children, families and community.

Key Performance Indications for Success

- Client families and caregivers are inspired by your knowledge and understanding of child development and family systems.
- You are confident and competent in identifying appropriate strategies and techniques, while being conscientious of cultural norms and considerations.
- You are dedicated to providing home-based Early Intervention services to young children and families across the Bay Area and beyond.
- You have experience working with infants, toddlers and their families, while collaborating with a team of external service providers and professionals
- You keep up to date with new research, trends and developments in Early Intervention and related fields.
- You are open to adventure and a creative, fun work environment!

To learn more, visit www.eastersealsbayarea.org

➤ **GUH Opportunities**

D-Lab is Hiring!

D-Lab is looking to hire people with Stata experience to become instructors. They also seek ATLAS.ti (for Mac) and Dedoose instructors and/or consultants. Finally, if you are interested in teaching Machine Learning in R, let the folks at D-Lab know. Fill out the brief [application](#) if interested.

Ecology Center Seeks a Community Engagement Program Director

OPEN UNTIL FILLED. The Ecology Center is seeking a dynamic, experienced, and inspired person to lead their Community Engagement Programs. They will lead and support the Community Engagement programming through the Ecology Center's store and public resource center, engagement & education programs, and EcoHouse. This position reports to the Executive Director. [More](#)

➤ **Blum Center hiring student workers for the summer and fall**

[The Blum Center for Developing Economies](#) has several positions open for students looking for full-time work this summer and/or part-time work this fall. [Please click here](#) to find out about the administrative, website designer, and Salesforce administrator positions, and share these openings with any interested students!

➤ **Work Study Positions in Student Affairs Data Analytics**

Job Title: Data Analytics and Business Intelligence Assistant (Work Study Position)

The Division of Student Affairs is the largest division on campus, comprising more than 3000 employees and key student services, such as Cal Student Central, Financial Aid & Scholarships, Career Center, University Health Services, Recreational Sports, Cal Housing, and Cal Dining, among others.

Student Affairs Data Analytics provides decision support, reporting, and process improvement solutions to the Division. The unit's main functions are to (a) build and maintain a data analytics infrastructure, (b) develop dashboards for standardized reporting and business intelligence, (c) conduct data analysis to support data-informed decision making, and (d) create automation solutions for process improvement.

Two positions are available for Fall 2019 and Spring 2020 for students with Work Study financial aid awards. A start date in Summer 2019 may be possible; however, these are not summer-only positions.

The work of the Data Analytics and Business Intelligence Assistant may include the following:

- Clean, reshape, merge, and compare data sets using Excel, Python, and other tools

Work Opportunities – Week of July 29, 2019

- Validate data by comparing final reports and dashboards to source systems and intermediate data sources
- Write scripts in Python and Google Apps Script to automate processes, such as API calls, report generation, approval workflows, and reconciliation
- Debug scripts and propose solutions
- Analyze and visualize data for decision support using Tableau, Excel, Google Sheets, Python, and related technologies
- Review the work of other analysts for accuracy and efficiency and provide feedback for improvement
- Conduct testing of scripts and reports for functionality and accuracy
- Update data sets manually when automation is not possible
- Research options for meeting project requirements and present alternatives
- Gather requirements and respond to inquiries from functional partners
- Write project and code documentation
- Assist with administrative tasks of the unit, such as reviewing file and system permissions, responding to emails, organizing files, and other work as assigned.

Expectations

- Commit to 10- 15 of work hours per week, with some flexibility, especially around exam times
- Be fully engaged with job- related tasks during work shifts
- Meet deadlines and achieve project milestones and deliverables
- Arrive on time to all scheduled shifts
- Inform supervisor of planned absences in advance
- Maintain strict confidentiality and objectivity
- Continued employment is contingent upon a satisfactory job performance evaluation by the supervisor

Qualifications

- Strong attention to detail and commitment to accuracy
- Advanced knowledge of programming in Python, Google Apps Script (Javascript), or similar
- Knowledge of data structures and systems (e.g., tabular data, relational databases, JSON)
- Ability to read and transform data using spreadsheet and scripting techniques, such as pivoting, aggregating, reshaping, and joining data
- Ability to analyze data using intermediate statistical techniques, interpret results, and clearly communicate findings visually and in writing
- Ability to understand business processes and project requirements
- Excellent verbal, written, and interpersonal communications skills
- Willingness and ability to learn new technologies and programming techniques
- Ability to follow specific and general instructions
- Upper- division undergraduate student or graduate student

Compensation

The pay rate for this position is \$17.50 per hour.

Application: <https://forms.gle/8Vg5bKq4qCC8hEdT6>

Questions: studentaffairsdataanalytics@berkeley.edu

➤ **ESBA RBT & EI positions available**

Start Your Career Here!

Chart your journey in healthcare and clinical care by joining the ESBA team as a **Behavior Interventionist (RBT)**. Career opportunities at all levels provide challenging and fulfilling work and align with short-and long-term career goals. ESBA strives to improve the quality of life for the clients it serves and their families.

Truly make a difference working as a Behavior Interventionist -this position is an entry level role working with children and young adults with special needs. This is an exciting opportunity for someone who wants to join an industry that is continuously growing with a multi-level career path and endless possibilities.

Successful Candidates:

- Are at least 18 years old
- Have a high school diploma/GED or equivalent
- Are a licensed driver with at least 2 years of personal driving experience
- Are available to work at least 3 days a week in the afternoon and evenings
- Have a desire to positively influence outcomes for children and their families
- Bilingual speaking skills are a plus!

Highlights & Benefits:


- Competitive compensation structure
- Paid training
- Variable hours accommodating flexible work schedule
- 403b Retirement Account available
- Paid mileage and drive time
- Paid holidays plus accrued paid time off
- Financial support for tuition reimbursement is available.

Locations:

At Easterseals Bay Area, Behavior Interventionists work in their local communities in performing day-to-day responsibilities, and are based out of one of our local offices around the Bay:


- Burlingame
- Fairfield
- Hayward
- Oakland
- Petaluma
- San Jose
- Walnut Creek

To learn more and apply, please visit us at <https://www.EastersealsBayArea.org/careers>




Making Profound, Positive Differences
In the Lives of Infants, Toddlers & Families

Early Interventionist




Passion

Are you passionate about collaborating with families and developmental professionals to help young children reach their developmental goals? Would you like to use your knowledge and understanding of child development to help a young child reach their developmental milestones? ESBA is searching for enthusiastic and compassionate individuals to join our team!



Support

This service delivery role is about supporting the global development of young children ages 0 - 3 and their families. ESBA Early Interventionists work with children in their home, daycare and community using evidence-based curriculum and family-based models to help our clients reach their fullest potential, whatever that may be!



Quality

In collaboration with the Easterseals Early Intervention Team, the local Regional Center Service Coordinators and other specialists, you will be responsible for developing client goals and curriculum according to the specific needs of the child and the family. You will regularly monitor progress and goals and provide a high-quality level of service for our children, families and community.

Key Performance Indications for Success

- Client families and caregivers are inspired by your knowledge and understanding of child development and family systems.
- You are confident and competent in identifying appropriate strategies and techniques, while being conscientious of cultural norms and considerations.
- You are dedicated to providing home-based Early Intervention services to young children and families across the Bay Area and beyond.
- You have experience working with infants, toddlers and their families, while collaborating with a team of external service providers and professionals
- You keep up to date with new research, trends and developments in Early Intervention and related fields.
- You are open to adventure and a creative, fun work environment!

To learn more, visit www.eastersealsbayarea.org

➤ LeapFrog Job Posting

POSITION SUMMARY:

The Research Associate, Consumer Insights is primarily responsible for the day-to-day operation of the *Kid Lab*, LeapFrog's onsite usability research facility, as well as for supporting other qualitative and quantitative research projects conducted by members of the Consumer Insights (CI) team. This person is literally the "face of LeapFrog" for hundreds of families who visit the *Kid Lab* each year, so the position requires strong communication and people skills, attention to detail, and a high degree of flexibility/adaptability.

The Research Associate, Consumer Insights will report to the Manager of User Experience (UX) Research, but also support all other members of the CI team. The role will work cross-functionally, supporting producers, learning and game designers, and marketing/PR team members, among others.

RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

Qualitative Research

- Manage the recruitment and scheduling process for the in-house *Kid Lab*, including the intake of test requests, scheduling of tests, screening and notification of families
- Run the *Kid Lab* during test sessions (set up and run the A/V equipment, facilitate the interaction between test subjects and the producers/researchers running the tests, compensate the families)
- Maintain the *Kid Lab* database, recruiting new families to ensure a steady stream of fresh subjects for product testing and in-home research
- Maintain the systems and equipment associated with the *Kid Lab* (A/V equipment, databases and tools used to recruit and schedule testing, toy box, product cabinets, etc.)
- Ensure a steady supply of product and gift cards to compensate families who come to the *Kid Lab* for testing and/or participate in in-home research (ordering sample test products, interfacing with the facilities team that provides gift cards)
- Keep accurate records regarding test participation/compensation within both the *Kid Lab* database and related spreadsheets
- Working with the producer teams with the support of the Manager of User Experience Research, coordinate smaller content-specific in-home studies, including preparation of the materials, data collection and analysis, and reporting
- Coordinate occasional offsite testing with community partners (preschools, after school programs), managing the scheduling and testing process as well as the associated paperwork (legal forms, etc.)
- Ensure the *Kid Lab* is in compliance with all its forms and practices (working with the Legal department to update consent forms, fill out annual compliance forms, etc.)
- Support the UX researchers to conduct each year's major platform in-home research studies (including recruiting participants, prepping materials for testing, coordinating compensation)
 - Train new producers and designers in *Kid Lab* testing best practices
 - Create highlight reels (edited video clips) from UX tests to illustrate research findings for use by senior management as well as in presentations and reports
 - Conduct occasional UX studies in the *Kid Lab*, facilitating tests and reporting out findings
 - Work with research and marketing teams to support onsite and/or offsite focus groups, recruiting and setting up groups in the *Kid Lab* and/or coordinating with an outside vendor to host groups at a remote site
 - Work with research and marketing teams to support qualitative research projects such as online bulletin boards and diary research, coordinating with an outside vendor, helping moderate discussions, assisting with board programming and data analysis
 - Work with teams (PR, Marketing, Creative, Product Development, etc.) to incorporate the *Kid Lab* into their photo/video/social campaigns (helping recruit kids, setting the schedule, finding and clipping relevant videos from kid testing, etc.)

Quantitative Research

- Support the CI team with administrative activities related to survey research, including cross-checking emails from the customer database, managing logistics of answering customer emails in the CI email inbox, and fulfilling and tracking Amazon Gift Card prizes for sweepstakes winners
- Check programming logic of CI surveys and evaluate overall look and feel from a respondent point-of-view

Work Opportunities – Week of July 29, 2019

- Program/test surveys for prelaunch
- Prepping survey data download files for export to Excel/SPSS

Other

- Communicate effectively with co-workers, management, clients and others in a courteous, collaborative and professional manner
- Exercise sound business judgment
- Conform and abide by all regulations, policies, work procedures and instructions
- Conform with all safety rules and use all appropriate safety equipment
- Other duties as needed or required

QUALIFICATIONS/SKILLS/EXPERIENCE REQUIRED:

- Four (4)+ years in a position involving recruiting for qualitative studies
- Four (4)+ years of progressively responsible experience in the area of user experience (UX) and product-based research experience
 - Advanced level of computer skills with Microsoft Office applications (Excel, Word, PowerPoint, and Outlook)
- Extensive experience using A/V equipment i.e., cameras, televisions, recording equipment)
- Knowledge using video editing programs
- Strong organizational skills; must be able to attend to details, prioritize and juggle competing tasks while maintaining a positive attitude
- Outstanding ability to connect with all types of people, including young children and families from diverse backgrounds
 - Excellent written and verbal communication skills
- Excellent interpersonal and teamwork skills, with a positive and cooperative attitude that fosters collaboration and teamwork both inside and outside the department
 - Relentless curiosity about the consumer and a passion for product innovation
 - Passion for helping children achieve their full potential
- Bachelor's degree in psychology, sociology, economics or a related field (including a basic knowledge of applied statistics); or any combination of experience and education that provides the necessary skills, knowledge and ability to perform assigned tasks

QUALIFICATIONS/SKILLS/EXPERIENCE PREFERRED:

- Experience with survey-writing tools, especially *SurveyMonkey*, *Qualtrics* is a plus.
- Experience with setting up / moderating online bulletin boards (e.g., *QualBoard*)
- Familiarity with statistical analysis programs (*SPSS* preferred)
- Experience in consumer products, toy, child, or educational product experience preferred
- Masters degree is desirable

➤ **Berkeley Food Institute Job Opening: Full Time Administrative Coordinator**

BFI is seeking a full time, career employee to serve as Administrative Coordinator. This position

will coordinate the Institute's administrative and office functions, as well as provides support for BFI's public facing community engagement and education programs. Search for job #27231 at jobs.berkeley.edu to see full job description and apply. **First review date is July 22nd.**

➤ **ESBA recruitment**

A blue hiring poster for Easterseals Bay Area. The top right features a large yellow circle with an orange circle and a white circle overlapping it. The bottom left features a large orange circle with a yellow circle, a blue circle, and a white circle overlapping it. The text is white and yellow on the blue background.

We're Hiring!

Early Interventionist

Supporting Infants, Toddlers & Families

Easterseals is celebrating 100 years of service! Join a purpose-driven organization who's making a difference and changing lives!. (ESBA) is searching for passionate and collaborative early childhood interventionists to join our growing organization

We have opportunities in our multiple office locations: Burlingame, Oakland, Walnut Creek, Fairfield, Petaluma, Dublin and Lakeport

Successful Candidates:

- Holds a master's degree or higher in Early Childhood, Childhood Development, Special Education, Pediatric Therapy or Social Work.
- Has 1 - 2 years experience with—or training in—Typical and Atypical Development (infants and toddlers).
- Supports parents in learning ways to foster their child's unique development.
- Develops individual client goals and plans curriculum according to child and family's needs.
- Collaborates with the interdisciplinary team at Easter Seals as well as other providers who support that child.

Benefits & Highlights:

- Medical/Dental/Vision
- Paid holidays, Paid Time Off, and Paid Sick Time
- 403(b) Retirement account available
- Healthcare and Dependent FSAs
- Tuition Reimbursement
- Employee Assistance Program
- Rocket Lawyer
- Employee Perks

It's not just a job. It's work with a purpose – Apply Now!

To learn more and apply, please visit us at:
www.EastersealsBayArea.org/careers

easterseals
Bay Area

➤ Music Department Work Study

The Music Department is seeking a reliable and organized assistant to support the main office as well as practice desk operations for Fall 2019 and beyond. We provide training for our student assistants, including training in basic campus systems, and additionally support their development through guided career planning discussions and informal mentorship opportunities.

Work-Study Job Number: 9661723178

Supervisor: Zoe Xu

Starting Salary: \$15.50/hr. Additionally, there will be a possibility of pay rate increase by up to \$0.50/hr per semester based on satisfactory performance.

Responsibilities:

Main office responsibilities include:

- Staff the front desk; greet and assist visitors, answer phone calls, respond to email queries from the general departmental account.
- Provide student support by answering procedural questions and coordinate student services transactions such as processing paperwork.
- Triage queries and route to the appropriate staff person.
- Disseminate mails and handle incoming/outgoing deliveries.
- Order and stock office supplies.
- Create and maintain electronic and/or paper files; handle data entry projects; help maintain departmental database.
- Scan, photocopy, and file documents.
- Create, proof, and edit documents.
- Perform periodic maintenance and upkeep of departmental space.
- Coordinate the processing of course evaluations and jury forms.
- Other duties as assigned.

Practice desk duties include:

- Program access to card keys.
- Update and maintain card key and user databases.
- Process payment transactions and issue receipts.
- Maintain the piano log to track condition and necessary repairs.
- Perform periodic maintenance and upkeep of practice rooms, instruments and lockers.
- Assist lead clerk in managing locker checkout and renewal.
- Assist lead clerk in handling practice room reservations.
- Assist lead clerk in monitoring the practice desk email account and respond to queries.
- Other duties as assigned.

The assistant's primary work location is 104 Morrison; secondary work location is the practice desk on the ground floor of Morrison Hall. In the first 3-4 weeks of the semester, the assistant is expected to be available a few extra hours to work at the practice desk. Other flexible-hour work, including evening, weekend, or from home, may be available.

Qualifications:

Required qualifications:

- Must be reliable and punctual.
- Must be self-directed, result-oriented, and problem-solve independently.

Work Opportunities – Week of July 29, 2019

- Strong organizational skills and attention to detail.
- Ability to manage multiple projects and prioritize deadlines.
- Ability to communicate clearly and effectively verbally and in writing.
- Ability to maintain strict confidentiality.
- Proficiency in Microsoft Office suite (primarily Office and Excel) and Berkeley Google suite (such as Google Form).
- Good interpersonal skills.
- Ability to work 3-hour shifts either 9am-12pm or 1-4pm.

Preferred qualifications:

- Experience in handling cash.
- Experience in using FileMaker or other databases.
- Proficiency in or willingness to independently learn Adobe Photoshop or Illustrator.
- Understanding of fundamentals of pianos and piano maintenance.
- Ability to work occasional nights and weekends as needed.

This position is deemed "sensitive" by Human Resources (HR) and requires fingerprinting and a background check through UCPD. The University reserves the right to make employment contingent upon successful completion of the background check.

This position is only open to Work-Study eligible students.

Ability to work 3-hour shifts either 9am-12pm or 1-4pm, Monday through Friday is essential; ability to work on Wednesday/Friday 9am-12pm strongly preferred.

Must commit to at least 2 semesters, long term commitment preferred.

If interested, please email zxxu@berkeley.edu with the following as PDF attachments:

1. Resume
2. Availability to work in Fall 2019
3. Amount of Work Study fund

➤ Stanford Job Posting



Stanford Neurodevelopment, Affect, and Psychopathology Laboratory

Position Overview:

The Stanford Neurodevelopment, Affect, and Psychopathology Laboratory (Ian Gotlib, Director) is seeking applicants for full-time, paid Research Coordinator positions. Research Coordinators will work closely with highly trained staff members, post-doctoral fellows, and graduate students in the lab to coordinate behavioral, clinical, and MR components of our neuroimaging studies. In our research, we examine neural and behavioral developmental mechanisms underlying stress and depression. Because our studies span a wide age range, lab members have the opportunity to gain valuable research skills and interact with infants, children, and adolescents in both clinical and non-clinical populations. Our lab is highly collaborative and provides opportunities to explore professional interests in clinical psychology, affective neuroscience, and developmental psychopathology.

General Responsibilities:

- Running behavioral and MRI sessions
- Administering diagnostic interviews
- Managing and organizing behavioral data
- Managing and pre-processing MR data
- Assisting with setup and execution of projects
- Working closely with other lab members to coordinate projects
- Scheduling participants for sessions

Expectations and Requirements:

- 40 hours per week: schedule must be flexible because weekend and evening availability is required.
- A 2-year commitment is preferred.
- Previous experience in psychological research or related fields is required.
- Previous experience working with clinical populations and computer programming is preferred, though we do offer extensive training.

Contact Information:

Interested candidates should submit a cover letter and CV or resumé that includes up to 3 references to the Stanford Neurodevelopment, Affect, and Psychopathology Laboratory at snaplab@stanford.edu with "SNAPLab Research Coordinator Position" in the subject line or email with questions. Please include relevant information regarding your availability (e.g., anticipated graduation date, ideal start date, other commitments, etc.). Please visit snaplab.stanford.edu for information about our research.