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## ➤ **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](http://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**

## Work Opportunities – Week of September 16, 2019

- ☐ 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
- ☐ 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

➤ **ESBA recruitment**

A blue rectangular poster with white and yellow text. In the top right corner, there are three overlapping circles: a large yellow one, a medium orange one, and a small white one. In the bottom left corner, there are four overlapping circles: a large orange one, a medium blue one, a small white one, and a very small green one. The text is arranged in a clear, professional layout, starting with a large 'We're Hiring!' followed by the job title 'Early Interventionist' and a subtitle 'Supporting Infants, Toddlers & Families'. Below this is a paragraph about the organization's 100th anniversary and a list of office locations. Then, a section titled 'Successful Candidates:' lists five bullet points. This is followed by a 'Benefits & Highlights:' section with another list of bullet points. At the bottom, there is a call to action 'It's not just a job. It's work with a purpose – Apply Now!' and a website link. The Easterseals Bay Area logo is in the bottom right corner.

**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](http://www.EastersealsBayArea.org/careers)

**easterseals**  
Bay Area

➤ **Music Department Work Study**

## Work Opportunities – Week of September 16, 2019

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.

## Work Opportunities – Week of September 16, 2019

- Must be self-directed, result-oriented, and problem-solve independently.
- 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](mailto: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

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#### 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](mailto: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](http://snaplab.stanford.edu) for information about our research.

## ➤ Readers Wanted



## ➤ Research Coordinator Position, Stanford Memory Lab

The Stanford Department of Psychology's Memory Lab is seeking to fill a full time Social Science Research Coordinator (RC) position. This is a one year fixed term position, with possibility of renewal upon funding availability. The RC will be an integral member of a team investigating memory and cognitive functions in older adults, and will be responsible for assisting with collection and analysis of neuroimaging and behavioral data from healthy young and older participants. The RC will be tasked with: assisting with collection of functional and structural MRI data, and assisting with analyses of behavioral and MRI data. Competitive applicants for this position will be patient, detail-oriented, professional, punctual, articulate, independent, personable and engaging, with a desire for neuroimaging experience and direct interaction with older populations.

The Stanford Memory Lab specializes in behavioral and neuroimaging studies of memory and cognition. The lab conducts aging research in conjunction with the Department of Neurology and Neurological Sciences and the Stanford Alzheimer's Disease Research Center (ADRC) located at the Stanford Neurosciences Health Clinic.

Please apply at <https://careersearch.stanford.edu/jobs/social-science-research-coordinator-7794?et=JzC2DTSP>

## ➤ **Open Fall Instructor Positions (Berkeley, San Francisco, and San Jose)**

### **Posting Description:**

GRE • SAT • ACT

Test Preparation Instructor Positions

We are seeking test preparation instructors for our GRE, SAT and/or ACT classes. These are part-time positions with classes once per week on Sundays (GRE and SAT) and/or Saturdays (ACT). We seek intelligent, charismatic instructors who have both top test scores and excellent teaching skills. As the best test prep value, our company offers six week, high-quality test preparation courses at a value price.

Salary: \$45/hour for GRE classroom instruction; \$35/hour for SAT and ACT classroom instruction.

### **Qualifications:**

- Education: Current graduate or professional student Ph.D. (or equivalent), Master's, J.D.; or Completed Ph.D. (or equivalent), Master's degree, or J.D.
- Test Scores: Top-tier test scores on one of the following: GRE, LSAT, GMAT, SAT, or ACT.
- Teaching Experience: Have taught at least one semester/quarter lecture, lab, discussion, recitation, etc. class. Prior university teaching experience is required.
- Quantitative and Verbal Skills: Must have both excellent math and verbal/writing skills. Xceptional Prep Instructors teach the entire course.
- Consistent Weekend Commitment: Our test preparation offerings depend upon instructor reliability, commitment and consistency. We seek instructors who can teach on consecutive weekends: Our 6 Week GRE and SAT Courses are taught on Sundays; Our 6 Week ACT Courses are taught on Saturdays. Instructors can teach anywhere from 3 to 9 hours per weekend depending upon location.

### **How to Apply:**

If interested, please submit your:

- (1) Cover Letter
- (2) Resume or Vita
- (3) Test Scores

via e-mail to: [employment@xceptionalprep.com](mailto:employment@xceptionalprep.com)

Our instructor positions are considered a faculty appointment and instructors are treated as if they were university instructors in an academic department. Instructors have the opportunity to help bright, high-achieving students achieve their goals and dreams of entering their first choice universities and programs. We hire good people who are intelligent, honorable, and dependable. Teaching test preparation is a fun and rewarding experience.

## ➤ **Financial Analyst Positions for UC Berkeley Students/Grads, 10/6/19**

Brownson, Rehms & Foxworth, a highly-established, independent wealth-management firm, welcomes seniors, non-MBA master's degree candidates, or recent UC Berkeley graduates to apply for very attractive West Coast Financial Analyst positions based in Silicon Valley (Menlo Park) for a July 2020 start. Please feel free to share this information with UC Berkeley friends who might be interested.

Students may learn more by visiting us online at [www.brfadvisors.com](http://www.brfadvisors.com). We will conduct on-campus interviews on October 15th. This position is posted on Handshake, and we invite students to submit resumes and interview materials prior to October 6th.

Brownson, Rehms & Foxworth provides sophisticated investment advice and integrated comprehensive planning to high net worth families and related foundations. We endeavor always to do the right thing by our clients. Careful to minimize conflicts of interest with our clients, we neither sell products nor receive commissions. We grow through word-of-mouth referrals; no one on our team engages in any cold-calling activities.

We welcome candidates who wish to join a close-knit West Coast team with a high degree of camaraderie, collaboration, mentorship, and professional standards. We give substantial early responsibility and client contact to Financial Analysts. We provide many opportunities for learning, enrichment, and career development. We are committed to a healthy work-life balance, and our Financial Analysts work significantly fewer hours than analysts in comparable positions. Nevertheless, compensation is highly competitive with top-tier banks and consulting firms. Past Financial Analysts have a compelling track record of gaining admission to top-tier business schools.

We hope to hire truly great team players who have the potential to become partners in our organization in the future. We seek colleagues who are highly ethical, empathetic, team-oriented, analytical, motivated, and intellectually curious. Ideal candidates will possess great interpersonal skills, excellent judgment, broad problem-solving skills, and a professional, service-oriented demeanor.