

## Table of Contents

➤ National Student Leadership Conference Hiring .....	2
➤ Now Hiring - YMCA Program Tutors and Counselors .....	2
➤ Fall 2019 Writing Tutor .....	2
➤ Research Positions with Checkster .....	3
➤ Ignite Mental Health – Positions Available .....	4
➤ Job opportunity at Stanford Cognitive and Systems Neuroscience Lab .....	5
➤ Blum Center hiring student workers for the summer and fall .....	6
➤ Work Study Positions in Student Affairs Data Analytics .....	6
➤ ESBA RBT & EI positions available .....	8
➤ LeapFrog Job Posting .....	9
➤ ESBA recruitment .....	12
➤ Music Department Work Study .....	13
➤ Stanford Job Posting .....	15
➤ Readers Wanted .....	16
➤ Research Coordinator Position, Stanford Memory Lab .....	16

## ➤ **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](http://www.nslcleaders.org). Please let me know if you have any questions.

## ➤ **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>.

## ➤ **Fall 2019 Writing Tutor**

## Work Opportunities – Week of September 3, 2019

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](https://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.

## Work Opportunities – Week of September 3, 2019

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](mailto:Yves@checkster.com) with subject title: Berkeley Research Position

### ➤ Ignite Mental Health – Positions Available

Interested in a part-time, on-campus, semester position  
with a Mental Health Incubator?



*Some of the Ignite Team - Harvard Innovation Lab*

#### 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](http://www.ignitemh.org/careers)**

## ➤ **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](mailto:scsnl.stanford+scantech@gmail.com)

Job: Research

Location: School of Medicine

Schedule: Part-time

➤ **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
- 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](mailto: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](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**

- ☐ 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 recruitment poster for Easterseals Bay Area. The top right features a large yellow circle with an orange circle and a white circle below it. The bottom left features a large orange circle with a yellow circle, a blue circle, and a white circle. The text is white and yellow. The title 'We're Hiring!' is in large white font, followed by 'Early Interventionist' in yellow. Below that is 'Supporting Infants, Toddlers & Families' in white. The body text is white, and the footer includes the Easterseals Bay Area logo and website.

# 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

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:**

## Work Opportunities – Week of September 3, 2019

### Required qualifications:

- Must be reliable and punctual.
- 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>