

## **Job Title: Admissions Assistant**

**Department:** Administration

**Job Description:** Assist the Admissions Manager with the Admissions process, including the recruitment of prospective students for the MSOM program at AIMC Berkeley. Job responsibilities include administrative tasks such as answering phone and email inquiries, filing, copying, preparing documents and admissions folders, and entering data. Also works on special projects.

### **Duties and Responsibilities:**

- Contact prospective students to promote the MSOM program at AIMC Berkeley
- Answer prospective student FAQs
- Prepare admissions files and packets
- Schedule and occasionally lead campus tours
- Prepare and distribute informational materials and flyers
- Additional duties as assigned

**Requirements:** Experience in sales, marketing, and/or customer service a plus. Must be friendly, well-organized, possess attention to detail and capacity to work with minimal supervision. MS Office (Excel, Word, etc.) experience a must.

**Pay Rate:** \$12/hour

**Hours/Schedule:** Eight to nineteen hours per week Monday – Friday between the hours of 9am – 6pm (allotted in two-, four-, or eight-hour shifts) for 10 – 14 weeks or more as needed.

**Supervisor:** Julie Scheff

**Application & Hiring Process:** Complete the Work-Study Job Application and return it to the responsible supervisor. Work-Study Application deadlines vary by term. Applications are reviewed upon receipt.

## **Job Title: Administrative Assistant**

**Department:** Administration

**Job Purpose/Description:** Job responsibilities include administrative tasks such as answering phones, filing, copying, preparing documents, and entering data. Also works on special projects.

### **Duties and Responsibilities:**

- Additional duties as assigned

**Requirements:** Must be friendly, well-organized, possess attention to detail, sales aptitude, and capacity to work with minimal supervision. MS Office (Excel, Word, etc.) experience a must.

**Pay Rate:** \$10/hour

**Hours/Schedule:** Eight to nineteen hours per week Monday – Friday between the hours of 9am – 6pm (allotted in two-, four-, or eight-hour shifts) for 10 – 14 weeks or more as needed. Job may close at any time

**Supervisor:** Patti Covell

**Application & Hiring Process:** Complete the Work-Study Job Application and return it to the responsible supervisor. Work-Study Application deadlines vary by term. Applications are reviewed upon receipt.

## **Job Title: Classroom Assistant**

**Department:** Academic

**Job Description:** A Classroom Assistant may either provide non-instructional or instructional help, including, but not limited to assisting instructors with teaching the practical aspects of the class, including proctoring examinations, refining notes, and correcting assignments.

### **Duties & Responsibilities:**

- Help the instructor prepare for lessons
- Assist in acupuncture point location and demonstration of skills

- Prepare teaching aids
- Help monitor the progress of the students

**Qualifications:** Must have passed the class with a B+ average or better (in most instances) and receive instructor recommendation.

**Pay Rate/Assignments:** \$10/hour

Classroom Assisting will be assigned according to student demand, tutor availability, and seniority. Employment as a Classroom Assistant does not guarantee a minimum number of work hours.

**Hours/Schedule:** 1 hour per week (within the hours of the scheduled class time) for 12 weeks, beginning the second week of class.

**Supervisor:** Mike Morgan

## **Job Title: Classroom Tutor**

**Department:** Academic

**Job Description:** Provide individual and small group tutoring to students outside of class to review class material, prepare for exams, discuss the text(s), predict test questions, formulate ideas for papers and assignments, and/or work on solutions to problems.

**Duties & Responsibilities:**

- Meet with the instructor at the start of the term to establish a tutoring schedule for the term.
- Be punctual for all scheduled tutoring sessions
- Complete and hand in all required paperwork

**Qualifications:** Must have passed the class with a B+ average or better, be a Level 1 or above clinic intern, and receive instructor recommendation.

**Pay Rate/ Assignments:** \$12/hour

Tutoring will be assigned according to student demand, tutor availability, and seniority. Employment as a Tutor does not guarantee a minimum number of work hours.

**Hours/Schedule:** 1 set hour per week for 12 weeks, beginning the second week of class.

**Supervisor:** Mike Morgan

**Notes:** A student may work more than one position with prior approval.

**Application & Hiring Process:** Complete the Work-Study Job Application and return it to the responsible supervisor. Work-Study Application deadlines vary by term. Applications are reviewed upon receipt.

## **Job Title: Clinic Front Desk Receptionist**

**Department:** Community Service (Clinic/Herb Room)

**Job Description:** Provide high quality customer assistance to patients, students, and visitors to the clinic and college. Typical duties include answering phones, filing, pulling charts, making appointments, and processing payments for appointments.

**Duties & Responsibilities:**

- Answering phones and booking appointments
- Pulling and filing charts
- Processing payments for clinic appointment and herbal formulas
- Performing front desk opening and closing operations as needed

**Qualifications:** Must maintain a 2.70 (B-) GPA or higher. Academic standing will be assessed on a term-by-term basis.

**Pay Rate/ Assignments:** \$12/hour

Hours are assigned by demand and are dependent upon clinic business. Employment as a Clinic Front Desk Receptionist does not guarantee a minimum number of work hours.

**Hours/Schedule:** 2 to 12 hours per week (allotted in 2- to 4-hour shifts) for 14 – 16 weeks (within the operating hours of the AIMC Berkeley clinic) , beginning the first week of class.

**Supervisor:** Patti Covell

**Notes:** New students without academic standing may apply for this position. The AIMC Berkeley clinic does not typically close for breaks; students hired as clinic front desk receptionists will need to make prior arrangements with the Clinic Manager to cover their shifts during all breaks.

**Application & Hiring Process:** Complete the Work-Study Job Application and return it to the responsible supervisor. Work-Study Application deadlines vary by term. Applications are reviewed upon receipt.

### **Job Title: Elementary School Reading Coach**

**In participation with: Washington Elementary School, Berkeley**

**Department: Community Service / Quick Reads**

**Job Description:** Work as a reading skills coach for an elementary school child as part of Washington Elementary School's Quick Reads reading and literacy program.

#### **Duties & Responsibilities:**

- Provide one-on-one tutoring to improve a student's reading skills, comprehension, and fluency
- Be punctual for all scheduled tutoring sessions
- Complete and hand in all required paperwork

**Requirements:** Must complete an hour-long training session with Washington Elementary School prior to tutoring.

**Pay Rate:** \$10/hour

**Hours:** 30 minutes – 4 hours per week for 10 – 14 weeks, beginning the first week of class

**Supervisor:** Victoria Labrador

### **Job Title: Herb Garden and Plant Caretaker**

**Department: Student Services**

**Job Description:** Preference will be given to students with experience in gardening and plant caretaking.

#### **Duties & Responsibilities:**

- Watering of indoor plants, as needed.
- Watering of herb garden, as needed.
- General maintenance of herb garden including weeding, planting, pruning and mulching, as needed.
- Maintenance of signage in herb garden.
- Misc: support the development and maintenance of special projects relating to the herb garden, as needed.

**Qualifications:** Experience in gardening and plant caretaking.

**Pay Rate/Assignments:** \$10/hour

**Hours/Schedule:** Two – four hours per week. Student may determine their own schedule.

**Supervisor:** Patti Covell

**Application & Hiring Process:** Complete the Work-Study Job Application and return it to the responsible supervisor. Work-Study Application deadlines vary by term. Applications are reviewed upon receipt.

## **Job Title: Herb Room Assistant**

**Department:** Community Service (Herb Room)

**Job Description:** Preference will be given to students with experience in natural foods retail and/or herbal consultation.

### **Duties & Responsibilities:**

- Inventory, stock, and prepare prescriptions for herbal forms and formulas
- Inventory, stock, and sell clinic products and needles
- Receive and document shipments from vendors
- Contact patients and respond to inquiries about prescriptions and herb use
- Educate students and the public about the preparation and use of herbal formulas
- Educate students about and assist with implementing herb room procedures

**Qualifications:** Must be a Level 2 or above clinic intern and receive approval from the Herb Room Manager.

**Pay Rate/Assignments:** \$10/hour

Herb Room Assistants will be assigned according demand, availability, and seniority.

Employment as an Herb Room Assistant does not guarantee a minimum number of work hours.

**Hours/Schedule:** Two to twelve hours per week between the hours of 9am – 9pm (allotted in four-hour shifts) for 15-16 weeks, beginning the first week of class.

**Supervisor:** Mike Morgan

**Application & Hiring Process:** Complete the Work-Study Job Application and return it to the responsible supervisor. Work-Study Application deadlines vary by term. Applications are reviewed upon receipt.

## **Job Title: Library Assistant**

**Department:** Library / Learning Resource Center

**Job Description:** Provide circulation assistance, collection maintenance, technical assistance, and general customer service to students and faculty of AIMC Berkeley.

### **Duties & Responsibilities:**

- Check out library materials to patrons, check them in when returned, and re-shelve in correct call number order, using LC and NLM classification systems
- Help patrons locate books and other resources
- Physically process books with spine labels, barcodes, property labels, location stickers, and/or color coding labels as needed
- Contact patrons with overdue materials and keep records of these contacts
- Input data on Excel spreadsheets for various book lists
- Perform other projects and tasks as requested

**Qualifications:** Library Assistants must be committed to providing a consistently welcoming presence for all patrons and possess excellent communication skills. They should have basic computer skills in order to utilize/learn the library management system (LibraryWorld), as well as MS office suite. MS Excel experience is essential. Library Assistants must be able to perform detailed technical tasks independently. They must honor confidentiality. There is high expectation for punctuality, reliability, and integrity for student workers in the library.

**Pay Rate/Assignments:** \$10/hour

**Hours/Schedule:** 3 – 19 hours per week (within the operating hours of AIMC Berkeley) for 16 weeks.

**Supervisor:** Patricia Ward

**Notes:** A student may work more than one position with prior approval. Students may audit the remainder of the class in which they are assisting for free.

**Application & Hiring Process:** Complete the Work-Study Job Application and return it to the responsible supervisor. Work-Study Application deadlines vary by term. Applications are reviewed upon receipt.

### **Job Title: Marketing Assistant**

**Department:** Marketing & Communications

**Job Description:** Assist the Marketing & Communications Director with marketing and outreach efforts for the college and clinic.

**Duties & Responsibilities:**

- Assist in maintaining, editing, and creating marketing materials for AIMC Berkeley events and promotions, including interviews, presentations, brochures, press releases, announcements, etc.
- Update and monitor Facebook, Yelp, and social media marketing presences
- Assist in making website updates and maintaining email lists
- Participate in and assist in the planning of various on- and off-site events and outreach efforts
- Provide general administrative support to the marketing department
- Assist in other general marketing duties, as assigned

**Qualifications:** The marketing assistant must possess good organizational and project management skills; be able to work with minimal supervision and handle self-driven projects efficiently; give great customer service and work well with a team. Experience with Adobe Creative Suite a plus, but not required.

**Pay Rate/Assignments:** \$12/hour

**Hours/Schedule:** Eight to twenty hours per week Monday – Friday between the hours of 9am – 6pm (allotted in two-, four-, or eight-hour shifts) for 10 – 14 weeks or more as needed.

**Supervisor:** Yasuo Tanaka

**Notes:** None

**Application & Hiring Process:** Complete the Work-Study Job Application and return it to the responsible supervisor. Work-Study Application deadlines vary by term. Applications are reviewed upon receipt.

### **Job Title: Security Attendant**

**Department:** Administration

**Job Description:** The purpose of the Security Attendant is to assure the building is secure at all times and direct any issues to appropriate supervisor.

**Duties and Responsibilities:**

- Monitor the front desk and front entrance
- Admit evening students back into the building following class recess
- Secure the building before leaving

**Requirements:** Must be trustworthy and able to work with minimal supervision.

**Pay Rate:** \$10/hour

**Hours/Schedule:** Special events and classes that occur outside normal school/clinic hours. Ability to work evenings and Sundays a must.

**Supervisors:** Peter Blackman

**Notes:** A student may work more than one position with prior approval. Students cannot work any hours that may be in conflict with their school schedule.

**Application & Hiring Process:** Complete the Work-Study Job Application and return it to the responsible supervisor.