



# CELS ALUMNI NEWSLETTER

CAREER ENHANCING LIFE SKILLS

January 9, 2012

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*The dilemma of the inbox (even then)...*

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### **Items of Interest**

#### **The Soft Skills Millenials Do Better Than Anyone:**

<http://blog.brazencareerist.com/2012/01/05/where-geny-shines-what-goes-around-comes-around/>

#### **Ten Social Networking Posts That Sink Careers:**

[http://www.informationweek.com/thebrainyard/news/social\\_networking\\_consumer/232301165/10-social-networking-posts-that-sink-careers](http://www.informationweek.com/thebrainyard/news/social_networking_consumer/232301165/10-social-networking-posts-that-sink-careers)

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### **Employers Seeking Resumes**

#### **Bluefin Labs**

Cambridge, MA

**Multiple positions**

<http://bluefinlabs.com/company/careers/>

(You must go to this site in order to better understand what they do and potential opportunities)

**Contemporary Art Gallery (name not published)**

Mid-town NYC

**Gallery Assistant**

Please send cover letter and resume to [artgalleryassist@gmail.com](mailto:artgalleryassist@gmail.com)

Deadline: February 17, 2012

Contemporary realist painting gallery seeks an experienced, reliable individual. The candidate must be available 2 -3 days per week (Thursday – Saturday). Primary responsibilities include; editing press releases, compiling press kits, assisting with catalogue & advertisement design, maintaining and expanding the press list. Additional tasks include answering phones and assisting staff.

Required Skills:

- Knowledge of InDesign & Photoshop, Word, Excel
- Basic photography abilities
- B.A. in Art History or B.F.A. in Fine Art
- Previous Gallery/Museum and/or Public Relations experience
- Italian language speaking skills useful

**Crayola**

Easton, PA

**Multiple positions**

For more information:

<https://2xrecruit.kenexa.com/kr/cc/jsp/public/landingPage.jsf?id=A0B49C3C3141904A33B7C5E73D65C84B9DBCBF2683EA025A2CC5995F443417B0&initcc=true>

At Crayola, we believe being "responsible" means doing what is right. It is being a good citizen in the communities and countries where we operate and our products are found. It means incorporating social and environmental priorities and practices into our Crayola brand, our products and our relationships with customers, vendors, consumers and employees.

**Governor's Prevention Partnership**

Hartford, CT

**Director of Finance**

Send cover letter, resume and salary history (*refer to position posting DF2012*) to:

Human Resources The Governor's Prevention Partnership 30 Jordan Lane, Wethersfield, CT 06109

By fax to: 860.236.9412 Or to: [humanresources@preventionworksct.org](mailto:humanresources@preventionworksct.org)

*Only candidates selected for interview will be contacted. Deadline: January 31, 2012*

The ideal candidate is a highly skilled and visionary individual poised to join The Partnership's management team and lead the process for creating and maintaining multi-year financial scenarios to support the goals and objectives in the strategic plan.

A strategic thinker and team player, he or she will facilitate long-term financial direction setting and operational decision-making as well as increase capacity for effective business functioning. Responsible for supervising the finance assistant, the ideal candidate will manage day-to-day financial tasks and functions and state and federal grant reporting and assure compliance.

**MAJOR FUNCTIONS:**

Provides senior level financial perspective and ensures effective business functioning of the organization by overseeing and directing all financial and corporate operations, including: 1) financial management; 2) financial forecasting and planning; 3) reporting and compliance; and, 4) other services. As active member of senior leadership team, works collaboratively with President and other senior staff; supervises finance assistant.

**DUTIES AND RESPONSIBILITIES:**Financial Management

- Oversee and direct the financial affairs of the corporation
- Maintain up-to-date financial management and accounting procedures manual.
- Institutionalize a process for regularly reviewing, revising and updating financially oriented policies and procedures.
- Manage day-to-day financial tasks and functions, including accounts payable, accounts receivable, payroll, grant recordkeeping and grant reporting
- Work with Manager of Administration to ensure accuracy of all payroll records including wages, timesheets, employee deductions, and paid time off.
- Monitor and manage revenue, expenditures and cash flow
- Develop capacity of program managers and directors to develop and manage budgets and to maintain effective fiscal oversight of their programs
- Maintain fiscal records and ensure effective functioning of all fiscal systems
- Prepare monthly, quarterly and other financial reports to support operational and strategic decision-making, meet reporting requirements, etc.
- Ensure compliance with funder regulations and all applicable state and federal laws •Implement and oversee compliance with organization's internal control processes
- Staff the Audit Committee of the Board of Directors, including preparation of all reports, materials, information and follow-up at committee direction
- Present the latest financial information at Board of Directors meetings Financial Forecasting and Planning
- Create and maintain multi-year financial scenarios to support the goals and objectives in the strategic plan and to facilitate long-term direction-setting and operational decision-making.
- Coordinate development of annual operating and capital budgets to support business plans
- Conduct financial analysis to inform management and board deliberations and decision-making
- Prepare annual financial plan of the organization and serve as liaison with Director of Resource Development on all revenue matters and keep up to date records of funding activity showing contributions paid and invoiced.
- Forecast revenue and expenses based on a variety of assumptions related to government and other grants, contributed revenue, program income, direct and indirect expenses, possible use of reserves, etc.

Reporting and Compliance

- Manage funder reporting systems and timetables.
- Assure administrative and financial compliance with all local, state and federal regulations and laws, contracts.
- Oversee organizational purchasing and management of office facilities, and coordinate organization-wide major projects.
- Ensure that general ledger and financial reporting software is up-to-date, meets the organization's needs, and is efficiently and effectively utilized by staff.

Effective Business Functioning

- Manage all insurance coverage and risk management systems.
- Serve as liaison with corporate counsel as needed.
- Analyze new business opportunities; cost vs. benefit analyses.
- Manage positive relationships with auditor, insurance broker, bankers, etc.
- Research and negotiate opportunities for savings on organizational expenses.

- Serve as member of organization's senior leadership team providing strategic input on administrative decisions.
- Using the organization's working agreement, help to promote a positive work environment by addressing employee challenges and looking for ways to improve.

**REQUIRED SKILLS AND EXPERIENCE:**

- Minimum of a bachelor's degree (advanced degree preferred)
- 5+ years of accounting, administration and/or finance experience
- Strong knowledge of Accounting Systems
- Demonstrated ability to design and maintain accounting systems and procedures; administer internal control systems
- Significant experience in non-profit and/or public sector organizations, including knowledge of state and federal grants management and compliance
- Excellent organizational skills; ability to perform responsibilities with high degree of self-direction; problem solve; and function in a small office environment with varied tasks and deadline pressure.
- Ability to interface with a wide range of key contacts
- Supervisory experience

**IMMCO**

Buffalo, NY

**Marketing Assistant**

Forward resume to [HR@immco.com](mailto:HR@immco.com) or apply online:

<http://www.immcoagnostics.com/about-us/careers/details.aspx?ID=15>

IMMCO incorporates "innovative medical devices, diagnostic laboratory testing expertise and pioneering research for a comprehensive solution to autoimmune disease diagnostics."

Since 1971, autoimmunity has been our focus. Supported by extensive research and a proven track record of accuracy and reliability, our company has expanded from a specialized reference lab into an international organization offering high quality diagnostic products and services for the detection and diagnosis of autoimmune diseases to support improved patient care and prognosis.

The Marketing Administrative Assistant is a highly-motivated, self-directed and experienced support person with an established track-record in customer service and/or marketing related activities, preferably in the clinical laboratory diagnostic products. The individual will provide direct administrative support to the Sr. VP Sales and Marketing, field sales team and customer service.

1. Direct support of Senior VP Sales and Marketing
2. Field sales support for quotations, proposal responses and presentations
3. Implement and track marketing campaign mailings
4. Back up support for customer service and order fulfillment
5. Develops and distributes company marketing materials
  - a. Catalog and reference manuals
  - b. Corporate literature
  - c. Press Releases
  - d. Feature Articles
  - e. Website
6. Directs work with outside service providers; i.e. printers, designers, publications

**7. Plans and administrates trade show participation**

- Education or experience in biology, medical technology or related science, with knowledge and experience with autoimmune testing helpful
- 3-5 years customer service, sales support, technical service or related experience.
- Extremely high attention to detail and accuracy in documentation crucial
- Ability to balance multiple, and often competing priorities and timelines.
- Outstanding customer relationship, verbal, and written communication skills
- Ability to overcome obstacles and challenges to complete tasks
- High level of proficiency with Word, Excel, Powerpoint
- Corporate communications experience
- Customer survey experience and outbound telemarketing

**Museum of Science**

Boston, MA

**Assistant Curator for Collections**

Submit cover letter and resume to:

Human Resources Department

Museum of Science

Science Park

Boston, MA 02114

Fax: (617) 589-0362

Email: [jobs@mos.org](mailto:jobs@mos.org)

The Assistant Curator of Collections will support and collaborate with the Senior Curator of Collections on all matters relative to the overall management of artifacts under the Museum's stewardship. She/he will perform on-going curatorial preservation, cleaning, monitoring, accessioning, cataloging, and inventorying of the collections and archives; assist with the installation, deinstallation, monitoring and maintaining of exhibitions that contain artifacts; provide collections objects for staff and interpret the collection; assist with arranging, describing and preserving the Museum archives. She/he will be responsible for the collections, curatorial assistant, interns and volunteers when the Senior Curator of Collections is not available.

**RESPONSIBILITIES:**

- 30,000 objects in the Museum's collection and archives
- 400 exhibits
- 500 incoming and outgoing loans
- 500 linear feet of Archival material
- Coordinate 1-3 volunteers or interns
- 500 telephone, mail and email inquiries annually

**MINIMUM QUALIFICATIONS:**

- Bachelors of Science or Arts degree preferred.
- More than one (1) year, but less than three (3) years of curatorial experience.

**Nancy J. Friedman Public Relations**

New York, NY

**Media Relations Director**

To apply: <http://www.mediabistro.com/joblistings/jobview.asp?joid=128246&page=1>

The ideal Media Director is a highly passionate, collaborative, outgoing, creative oriented media relations specialist who prides him/herself on truly knowing the media. This person has an entrepreneurial spirit and pushes ideas beyond the obvious possibilities. The Media Director should be an expert in the field with at least 7 to 10 years experience, possessing a broad set of public relations, media, marketing and management skills. They will have ownership and direct responsibility for management on key accounts and overall for an assigned team. A seasoned candidate will also demonstrate the following responsibilities:

Strategic Capabilities:

- Leads and manages multiple workstreams of client business, serving as the primary and high level contact to articulate the media strategy
- Responsible for comprehensive management of assigned accounts
- Sells in new creative media ideas to client that aligns with their business, customer and brand goals
- Serves as a media relations counselor to designated clients and account teams, providing strategic media relations guidance to clients and staff on an ongoing basis; anticipates and addressing client needs pertaining to media relations and news coverage of their brands
- Works closely with account leads to provide unsolicited strategic media relations insight to drive news coverage for clients
- Owns A-list media relationships for the Agency. Entertain media on a regular basis. Introduce key media to agency teams and share leads.
- Works with account teams to strategize, implement, and execute pitches and campaigns to secure media coverage
- Pitches consumer and lifestyle media across various channels, including print, broadcast and digital
- Drafts pitch letters, press releases, key messaging/executive Q&A, and media relations strategy documents
- Ensure teams have appropriate resources to complete media relations assignments and identify opportunities to use additional resources available throughout the agency

Client:

- Assumes substantial role on account teams to identify issues, develop new business opportunities with existing clients and assist in development of new client relationships.
- Draft strategic new business Power Point presentations to include media relations strategy, marketing solutions and strategic partnership recommendations.
- Inspire clients with media knowledge and ideas
- Cross pitch across all Agency accounts
- Lead agency brainstorming for cross pitching and specific accounts.

Management:

- Responsible for oversight of all program budgets, including staffing and resource requirements on assigned accounts.
- Assumes leadership role company initiatives and plays an integral role on executive team
- Develop people within the team by coaching, identifying areas for growth, celebrating successes, managing promotion process, keeping an open dialogue with your team, identifying training opportunity
- Responsible for time tracking within the Agency including monthly reporting on over / under servicing

Additionally:

- An enthusiastic, energetic advocate for the best people, the best ideas and the best cross-functional process to drive client results
- Promote positive working relationships within the Agency and with media
- Establish trust and credibility with clients

**The Nature Conservancy**

Arlington, VA

**Multiple positions, nationwide**[https://careers.nature.org/psp/P91HTNC\\_APP/APPLICANT/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL](https://careers.nature.org/psp/P91HTNC_APP/APPLICANT/HRMS/c/HRS_HRAM.HRS_CE.GBL)**NYSERDA (posted by Ariella Cohen '10)**

Albany, NY

**Project Manager, Implementation Services (3 Positions)  
Energy Efficiency Services****To Apply**

Please submit a cover letter and resume to [recruiter@nyserda.org](mailto:recruiter@nyserda.org) by 1/13/12. When applying, please type the Position's Title & Job Code PMIS in the Subject Line

Questions, contact Ariella Cohen [AC2@nyserda.org](mailto:AC2@nyserda.org)

NYSERDA seeks a creative, independent and self-motivated individual to manage energy-efficiency, peak-load management and monitoring-based commissioning projects for the Energy Efficiency Services (EES) Division in the Implementation Services department. The selected individual will have ongoing project management responsibilities as part of NYSERDA's commitment to energy efficiency and peak-demand reduction. The ideal candidate will have experience with energy efficiency projects for large commercial and institutional facilities.

The individual's primary responsibilities will include some or all of the following:

- Manage contractors and projects and work with customers to implement the most cost-effective strategies to reduce energy usage and demand
- Resolve issues which may arise regarding assigned projects with applicants, contractors or consultants
- Strengthen stakeholder relationships and encourage increased collaboration
- Develop and report project status and metrics
- Participate in the evaluation of program effectiveness
- Develop new solicitations
- Present information on NYSERDA programs at professional meetings, conferences and workshops
- Lead and encourage the development of professional staff
- Provide technical policy and management guidance to the Program Manager for Implementation Services
- Participate in multi-functional teams to develop and direct new programs
- Make recommendations for program improvements
- Perform other responsibilities as assigned

**Required minimum qualifications an individual must possess include:**

- Strong project management skills and the ability to successfully multi-task, set priorities and meet deadlines in a fast-paced environment
- Self-starter with drive, determination, focus, and initiative who can work independently & in teams
- Strong communication skills particularly building relationships with key customers and contractors
- Strong computer skills particularly the MS Office suite
- Knowledge of contracting processes

Preference will be given to those candidates who also possess the following:

- One year of relevant experience in the commercial or industrial sector working with energy efficiency retrofit projects

- Energy-related technical knowledge of one or more commercial building systems related to design and operation
- Engineering Professional Licensure in New York State
- Experience coordinating energy efficiency projects or serving as a project manager for retrofits for large commercial buildings including office buildings, retail, hospitals, municipal buildings, universities, and schools, or other technically complex commercial buildings
- Demonstrated knowledge and experience in commercial building mechanical systems and their energy use

**Minimum educational requirements an individual must possess include**

- An Associate's degree plus 6 years of NYSERDA experience or
- A Bachelor's degree in engineering, architecture, mathematics, natural, physical, biological or environmental sciences, or energy management or
- An unrelated Bachelor's degree and 3 years of relevant experience as described above

**Salary**

Individuals will be considered for Assistant Project Manager (M/C 19-20 \$50,524) through Project Manager (M1-2 \$66,914) based on qualifications and experience.

**Oppenheimer & Co. Inc. (posted by Gretchen Wallace '02)**

Providence, RI

**Financial Associate**

Please forward resume to Gretchen Wallace at [gretchen.wallace@opco.com](mailto:gretchen.wallace@opco.com). No phone calls.

This individual will work with a very dynamic, fast paced investment group in a trading room environment. The Financial Associate will provide direct support to the team by means of reporting, research, portfolio reconciliation, etc. Candidate should be extremely proficient and comfortable with Excel, PowerPoint, internet research, etc. Should also have some experience (or extreme willingness to learn) with Bloomberg and Thomson Baseline.

Ideal candidate will have a degree in business, economics, or finance, and a very strong willingness to work hard and build their knowledge base. This is a terrific opportunity to work in a very collaborative environment, learning about products, the market, and systems. Salary 30k.

**The Pew Research Centers**

Washington, DC

**Web Marketing Specialist**

To apply:

<http://www.mediabistro.com/joblistings/jobview.asp?joid=128237&page=1>

The Pew Research Centers core administration and publishing department provides centralized services in the areas of human resources, communications, information technology, facilities/office services, finance and accounting, as well as liaison with outside legal counsel. In addition to these basic services, core staff also create new Pew Research Center publications, maintain a Pew Research Center portal website (PewResearch.org), oversee Pew Research Center-wide research projects, carry out short-term research projects, and help to incubate new long-term projects. Core Communications is a four-person team responsible for internal and external communications to advance institutional priorities and support the seven Pew Research projects. It provides strategic planning, implementation and measurement of success for a range of communications activities including: branding; media relations; event planning; advertising and sponsorships; collateral development; online marketing;

and publications.

#### Position Summary

The Web Marketing Specialist, a new position, will implement web marketing and online outreach efforts for Pew Research Center. This includes all aspects of online marketing, including traffic analysis; online media outreach; social media marketing; and marketing of new digital products. In addition to partnering with the PewResearch.org editorial team to help promote its content to online writers and editors, the Web Marketing Specialist will serve as a resource to the seven projects of the Pew Research Center, each of which maintains its own website. This person will work closely with the Communications Director to ensure branding consistency for all of the centers digital products and play a key role in monitoring the performance of new tools for digital dissemination. This position reports to the Communications Director.

#### Primary Responsibilities

Promote online content including reports, articles, online tools, interactives, graphics and feeds, working closely with media relations staff across the Pew Research Center to build relationships with key online writers, bloggers and editors.

Regularly monitor and report on online traffic for key internal stakeholders. Work with web publishing team to analyze online metrics to improve online content development and marketing. Monitor citations of Pew Research on social media platforms and recommend appropriate tools and metrics for measuring digital dissemination successes.

Plan and implement search engine marketing, leading a vendor selection process and managing external vendors. Work with web publishing and editorial teams on search engine optimization, and serve as a resource to writers across the Center on SEO.

Assist in developing new digital products for content distribution such as mobile and e-reader applications

Work with Communications Director to develop a policy for third-party usage of Pew Research Center content

Partner with editorial/research, web publishing and communications colleagues to implement a multimedia dissemination strategy using platforms such as iTunesU, YouTube and PRX.

Assist in developing a social media outreach strategy and undertake its implementation, working with editorial/research, web publishing and communications staff across the Pew Research Center

Assist in choosing, implementing and managing email newsletter distribution tool

Work with Communications Director to ensure branding consistency across web products, from websites to other platforms such as mobile applications, iTunesU, Twitter and Facebook

#### Education/Training/Experience

Five to seven years of relevant experience

Bachelors degree in journalism, communications or marketing preferred

Experience with Google Analytics and/or other audience measurement tools

Experience managing e-mail and social media marketing campaigns

#### Knowledge and Skills Requirements

Knowledge of search-engine marketing and optimization

Knowledge of basic web production tools (HTML, Photoshop)

Exceptional verbal communication and writing skills

Ability to work in a cross-functional team, bridging technical and editorial skill-sets

Must be highly organized, detail-oriented and able to juggle multiple projects under tight deadlines

Must be proactive and client-oriented

Must be able to think strategically and work tactically

### **Associate Director of Financial Aid**

If you are interested in applying for this position, please visit our website at [www.relayschool.org/immediate-opportunities](http://www.relayschool.org/immediate-opportunities) to apply. Should you have specific questions regarding the position or the application process, please email [jobs@relayschool.org](mailto:jobs@relayschool.org). Please note, we are only able to consider applicants for one position at a time. We request that you apply for the one job that is best suited for your interests and skill set. If you know of someone who would be an ideal candidate for this position, we encourage you to send his or her name and email address to [refer@relayschool.org](mailto:refer@relayschool.org).

Relay Graduate School of Education ["RGSE"], recently licensed by New York State and formerly known as Teacher U, is a new, independent graduate school with a ground-breaking master's degree program designed specifically to respond to today's demand for effective teachers. RGSE's Master's Program is the first-ever to require its graduate students to demonstrate proficiency and achievement while teaching in their K-12 classrooms to earn a degree. RGSE is positioned to bring about transformational change in teacher preparation, becoming the place where a new generation of continuously-improving, results-focused individuals can fulfill their destiny in the world's greatest profession.

The Associate Director of Financial Aid will play a central role in developing and implementing a comprehensive and competitive financial aid program for graduate students who are full-time K-12 classroom teachers while they are enrolled at RGSE. RGSE has just received permission to function as its own degree-granting institution; the Associate Director of Financial Aid will shape all aspects of the financial aid office and create a best-in-class financial aid function from the outset. Because the Associate Director of Financial Aid will be joining RGSE on the ground floor, he or she will be able to build the office based upon his or her prior experiences and/or according to best practices in higher education. In short, this is an outstanding opportunity to play an integral, yet non-instructional role, in urban, public education reform through the lens of financial aid for graduate studies.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Partner with the CFO and the Director of Enrollment Services to administer a best-in-class financial aid program, which effectively and efficiently serves the needs of our unique population of graduate students;

Create a service-oriented environment committed to supporting graduate students' educational goals by providing high quality financial aid counseling and support, and provide a holistic approach to financial aid advising, with counseling customized for each individual graduate student, e.g. advice on financial planning for graduate school, in-school deferments, and other financial management strategies;

Serve as point person for graduate students and applicants on financial aid opportunities, and application policies and procedures;

Review financial aid applications and create financial aid award packages for all applicants who apply for and are eligible to receive aid; determine awards for admitted and continuing teachers; and respond to appeals of financial aid decisions;

Oversee long-range planning to forecast financial aid expenditures, create financial projections around potential aid initiatives and/or changes in regulations, and work with the CFO to monitor and analyze financial aid activity as part of RGSE's financial management process;

Prepare statistical financial aid data for internal analysis, annual reporting, and reporting to outside organizations and regulatory bodies;

Create financial aid policies, application forms, brochures, award letters, and accompanying materials, ensuring that all materials are compliant with current and changing federal legislative and regulatory guidelines;

Prepare federal and state applications for funds for RGSE, including managing RGSE's AmeriCorps application and program;

Represent RGSE within financial aid professional organizations (e.g. College Board, NASFAA, and NYSFAA), attending meetings, conferences, and workshops as needed to stay abreast of financial aid legislation and regulations;

Provide expertise and input on financial aid trends and initiatives to senior management, RGSE staff, current and prospective graduate students, and other constituent communities; and

Other duties and projects as required.

#### **QUALIFICATIONS**

Demonstrated track record of working effectively with students, staff, faculty, senior leadership, and external organizations, with an ability to exercise a high degree of diplomacy, discretion, and collaboration;

Commitment to excellent customer service and a culture of student support;

Enthusiasm for launching a new financial aid office and growing with RGSE as we grow to serve more students in New York City and beyond;

Deep knowledge in needs analysis and federal and state financial aid regulations;  
Familiarity of Title IV electronic services and financial aid software systems, specifically PowerFAIDS and Jenzabar EX;  
Experience with Common Origination and Disbursement system as well as integrated computer systems strongly preferred;  
Bachelor's degree, with 2-3 years of substantive experience with Title IV aid and private scholarships strongly preferred;  
A background or interest in serving the mission of RGSE; and  
A high level of zest, grit, hope, gratitude, and a sense of humor.

**COMPENSATION**

RGSE offers a competitive salary and benefits package.

**Say Media**

Multiple locations

**Multiple positions**

<http://www.saymedia.com/jobs.php?jvi=oSQXVfwk>

**Team, Inc.**

Derby, CT

**Marketing Coordinator**

Interested candidates should send a resume or apply: TEAM, Inc., Attn: H.R. Dept. 30 Elizabeth St., Derby, CT 06418 or [hr@teaminc.org](mailto:hr@teaminc.org). EOE.

**TEAM, Inc., is a non-profit social service agency serving the lower Naugatuck Valley has the following opportunity:**

A part-time position (25 hours/week) is available to assist with marketing, fundraising and communication efforts. Responsibilities will include 1) coordinating special events and projects including Men Who Cook fundraiser, Toys for Tots program, Agency annual meeting and Festival of Trees fundraiser, 2) creating and distributing marketing materials including newsletters and e-blasts, 3) coordinating public relation efforts including writing press releases and arranging for publication in news media, 4) maintaining Agency website, 5) coordinating Agency community events, 6) developing and maintaining Agency presence on social networking sites, 7) maintaining accurate donor mailings lists, 8) securing sponsorships for fundraisers, 9) reporting on events and projects as required.

Candidates must possess Bachelor's Degree in Marketing or a related field and 2+ years of experience. Successful candidate must have: 1) excellent interpersonal, organizational and project management skills, 2) ability to work independently, 3) strong communication (verbal and written) and proofreading skills, 4) ability to establish priorities and multi-task, 5) attention to detail, 6) discretion and composure under pressure, 7) computer experience with Microsoft Office including Access, 8) must have reliable transportation.

**WTIC/WCCT TV**

Hartford, CT

**Multiple positions**

For more information or to apply:

<http://www.ctnow.com/about/jobs/>

**Other Opportunities****Arbor Center for Teaching**

Tualatin, OR

**Teacher training/licensure program**

To learn more and download an application, visit <http://www.arborcenterforteaching.org/teacher-training/>

For those considering a career in teaching, the Arbor Center for Teaching combines solid two-year experience within K-8 classrooms with formal study of educational ideas and practice. As faculty of the Arbor School of Arts and Sciences, apprentice teachers consider how to develop creativity in mathematics, writing across disciplines, ethical understandings, and place-based education utilizing the farm and woods of Arbor's 20-acre campus.

Apprentices teach within one multi-age classroom for two years, developing strong relationships with students and mentor teachers. Arbor's interdisciplinary curriculum allows students and teachers to delve deeply into thematic studies ranging from Ancient Greece to the local environment. The campus itself provides opportunities for applied science and math, including stream studies, fieldwork documenting native species, and water engineering projects.

Throughout their two years, Apprentices take increasing responsibility for planning, instructing, and assessing children's progress, leading their Arbor classroom fully by the end of the second year. Apprentices attend MAT and Oregon licensure courses delivered both at Arbor School and nearby Marylhurst University. Small seminar-style graduate classes focus on applying educational philosophy, methodology and social justice issues to the classrooms within which Apprentices work.

<http://www.arborschool.org/>

