



CELS Alumni NEWSLETTER

September 25, 2009

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*Director, Benefits and Senior Manager, Strategic Benefits Planning, **Tower Consultants, Ltd.** Stuart, FL*
*Program Assistants/International Programs, **US Forest Service**, Washington, DC*
*Office Manager, **Womanspace**, Philadelphia, PA*

Other Opportunities:

*Criminal Justice & Non Profit Career Fair, **Career Centers of Western Massachusetts***
*Glimpse Correspondents Program, **National Geographic Society***
*Notify NYC Internship, **NYC Office of Emergency Management**, Brooklyn, NY*
*Annual Fall Open House, **University of Connecticut Health Center***

OneWire (Free resource for Jobs in Finance)

CELS is working with OneWire, an online Career Management Tool that creates career connections between individuals and finance opportunities.

1. **Create Your Profile.** Using OneWire's proprietary classification system, quickly and easily create a faceted, detailed profile that includes your education, interests and work experiences.
2. **Get Matched.** OneWire's patent-pending algorithms use the structured data in your profile to accurately match you with internship opportunities at finance firms.

To register and begin using OneWire, go to <http://www.onewire.com>

ITEMS OF INTEREST

You've heard this before, but...

"More than they realize, people with liberal arts backgrounds have readily identifiable skills that can be directly applied to solve business problems...but here's the challenge: few employers will help job hunters figure out how to transfer those skills."

So how to tackle this issue?

Get out of the academic mindset...shake the attitude that your education has limited your options...you must map your skills to the jobs you want.

Understand that your advantage is that with a liberal arts degree, you possess many fundamental skills and attributes that your competition may lack

Select a business you want to work in.

Study that field in excruciating detail; learn it so that you can "map" your skills to that particular business; find out where your skills **fit** their needs; figure out how your abilities can be used to solve an employer's problems.

To reiterate what some of those abilities may be:

- Defining skills and tasks
- Mastering information and retrieval systems (libraries, books, periodicals, Internet, actual people)
- Planning and executing research
- Organizing ideas and solutions
- Writing and communicating
- Learning what you need to in order to accomplish a task
- Keeping an open mind to new ideas and approaches
- Practicing disciplined work habits
- Maintaining a critical eye and ear

(adapted from "Making the Liberal Arts Degree Pay Off", Nick Corcodilos, in Phi Beta Kappa)

If you don't make a conscious effort to visualize who you are and what you want in life, then you empower other people and circumstances to shape you and your life by default. "Begin with the End in Mind" means to begin each day, task, or project with a clear vision of your desired direction and destination, and then continue by flexing your proactive muscles to make things happen. Develop a Personal Mission Statement. It focuses on what you want to be and do. It is your plan for success. It reaffirms who you are, puts your goals in focus, and moves your ideas into the real world. Your mission statement makes you the leader of your own life. You create your own destiny and secure the future you envision.

(summarized from the 2nd of 7 "habits of highly effective people", by Stephen R. Covey)

Employers Seeking Resumes

ABT Associates

Cambridge, MA

Research Assistant

To apply online, follow the link:

<https://jobs-abtassociates.icims.com/jobs/3777/job?sn=Indeed>

Organization Overview:

The Environment and Resources Division (ERD) assists federal and state environmental and resource management agencies address complex policy, management, and regulatory challenges. Our range of services include economic analysis, risk assessments, environmental modelling, regulatory and voluntary program support, and IT solutions.

Minimum Qualifications :

BA/BS with 0 - 1 years of experience OR the equivalent combination of education and experience.

Job Responsibilities:

- The candidate(s) will support an interdisciplinary team conducting research in support of national-level environmental programs. The projects encompass economic, financial, and other quantitative analyses on issues of environmental and natural resource regulation and policy, particularly as it pertains to programs under the Clean Water Act, climate change, and/or clean energy and energy efficiency.
- The candidate(s) will carry out research, literature searches, and statistical and other quantitative analyses using databases and spreadsheets to support these projects. The

candidate(s) also will assist in the preparation of documents, options papers, web sites, and other materials for use by senior environmental managers and provide proposal and other administrative support.

- Other duties may include accessing EPA regulatory and non-EPA databases; using statistical software and database software to profile specific industries, facilities, and geographic regions; developing cost estimates and analyzing trends; documenting methodology; and generating tables, charts, and maps to communicate results.

Skills Prerequisites:

The ideal candidate will have an outstanding academic record in economics or other relevant quantitatively oriented academic discipline.

- Excellent oral and written communication and analytical skills are essential.
- Proficiency using Excel and Word is essential.

The following experience (through employment or academic coursework) and skills are a plus:

- Research experience, especially in the fields of economics and regulatory policy.
- Research experience working with economic, environmental, and/or survey data.
- Proficiency using statistical software packages, such as SAS.
- Proficiency using database software, such as Access.

The After-School Corporation (TASC) (submitted by Rachel Chase '05)
New York, NY

AmeriCorps Program Specialist

Interested candidates should forward a cover letter and resume to:

The After-School Corporation
RE: AmeriCorps Program Specialist
Attn: Human Resources
1440 Broadway, 16th Floor
New York, New York 10018
Or e-mail to: employment@tascorp.org
Subject Header: AmeriCorps Program Specialist

No faxes or phone calls, please. Only those candidates selected for an interview will be contacted.

The After-School Corporation (TASC) is a nonprofit organization dedicated to giving all kids opportunities to grow through after-school and summer programs that support, educate and inspire them. TASC's vision is that kids from all backgrounds will have access to the range of high quality activities beyond the school day that every family wants for their children: experiences that support their intellectual, creative and healthy development and help them to be their best, in and out of school.

TASC AmeriCorps is a 300-member program that emphasizes the importance of community service and strives to get young people involved in their communities. Reporting to the AmeriCorps Program Director, the Program Specialist will have responsibility for a portfolio of sites as well as provide administrative support for all of the aspects TASC AmeriCorps.

Responsibilities:

- Make site visits to AmeriCorps programs in New York City and complete site visit reports.
- Enroll members in the AmeriCorps system and track documents for up to 300 AmeriCorps members to ensure complete, accurate and up-to-date member files.
- Assist in the writing of the annual Automated Progress Report (APR). The APR is submitted to the state and summarizes the progress of the program over the past 6 months.
- Communicate regularly with State Commission and Corporation for National and Community Service in all issues dealing with AmeriCorps and to resolve any issues involving education awards for members.
- Organize all trainings, community service projects, meetings and forums. This includes, but is not limited to, transportation, food, registration etc...
- Distribute semi-monthly stipend checks to members.
- Create and update filing system for three AmeriCorps programs and file documents for all members.

Qualifications

- Bachelor’s degree, plus at least two years of relevant experience
- Strong communication skills, both oral and written
- Excellent organizational skills; ability to set priorities and manage multiple tasks in a fast-paced deadline-driven environment
- Experience organizing large scale special events
- Ability to motivate others and work with a diverse staff.

Association of Zoos & Aquariums (AZA)

Silver Spring, MD

Program Assistant

Send cover letter, resume and salary history to:

Association of Zoos & Aquariums-HR
 8403 Colesville Road, Suite 710
 Silver Spring, MD 20910
 Email: Employment@aza.org
 Fax: (301) 562-0888
www.aza.org

GENERAL STATEMENT OF JOB

Under general supervision, implements programs relating to the public affairs program of the Association of Zoos & Aquariums (AZA). Reports to the Sr. Vice President, Communications.

ESSENTIAL JOB FUNCTIONS

Assists the Senior Vice President with tasks relating to the AZA communications program. Responsibilities include:

- Assists with media calls.
- Disseminates information to the media, AZA members and the general public.
- Writes and disseminates press materials, brochures, Web copy, magazine articles, and other items as necessary.
- Maintains department files and mailing list.
- Conducts research and monitors the media for information relating to members and related conservation initiatives.
- Assists with front desk duties as assigned
- Performs other duties as requested by the Senior Vice President or his/her designee.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Planning, organization, and implementation skills
- Strong written and oral communication and customer service skills

- Aptitude for multi-tasking with excellent time management skills
- Skill in effectively and accurately communicating information; typing documents and data accurately; writing, editing and proofreading
- Ability to track data
- Ability to establish and maintain effective working relationships with staff and association members

MINIMUM TRAINING AND EXPERIENCE:

- Bachelor's degree in related field or equivalent experience
- 1-2 years related experience in public relations
- Skills in public information and media contact
- Experience with Windows-based software (Word, Access, Excel, Outlook, Power Point, HTML, desktop publishing, internet, etc.).

The Brattle Group

Cambridge, Ma/San Francisco, CA/Washington, DC

Research Analysts

For consideration, please submit the following information to recruiting@brattle.com: (applications accepted until November 15, 2009)

- Cover letter stating office preference
- Resume
- Transcripts (unofficial copies accepted)
- Contact information for at least two professional or academic references. These references may be contacted at any time during the interview process

The Brattle Group provides consulting and expert testimony in economics, finance, and regulation to corporations, law firms, and governments around the world. We combine in-depth industry experience and rigorous analyses to help clients answer complex economic and financial questions in litigation and regulation, develop strategies for changing markets, and make critical business decisions.

We are distinguished by:

- Thoughtful, timely, and transparent analyses of industries and issues
- Affiliations with leading international academics and highly credentialed industry specialists
- Clearly presented results that withstand critical review

The Brattle Group first opened its doors in 1990 in Cambridge, MA with a staff of five. The founders were dedicated to establishing a firm recognized for integrity and excellence in economic and financial consulting across a range of practices and industries. In 1995 the firm combined with Incentives Research, Incorporated to strengthen its expertise in energy matters.

We opened a second office in 1996 in Washington, DC to focus on our expertise in regulation, antitrust, and public policy. *Brattle's* presence in Europe began in 1997 when we opened our London office in response to the demand for economic expertise to assist with the impending liberalization of gas and electricity markets. In 2002 we opened our San Francisco office, allowing us to be closer to our litigation and utility clients on the West Coast and in the Pacific Rim.

Brattle opened its Brussels office in 2005 due to a growing need for expert economic analyses throughout the European Union as Member States harmonized approaches to competition, regulation, and commercial damages. We opened our Madrid office in 2009, which has allowed us to combine our economic expertise and industry experience with insight into local and regional complexities to better assist our clients. We are recognized as a top consultancy on energy, finance, and competition throughout the European Union and the Asia-Pacific region.

Since the firm's founding our staff has grown to more than 200. Our goal, however, remains the same: to serve our clients by presenting thoughtful and analytically rigorous work in an atmosphere that values excellence, teamwork, and dedication.

Our Research Analysts (RAs) are involved in diverse, challenging assignments within a stimulating, collegial work environment. You will work side by side with internationally recognized experts in financial economics, corporate finance, energy, competition, and regulatory economics. You will have an opportunity to support our principals and senior advisors as they serve as expert witnesses before courts and arbitration panels on behalf of some of the largest and most successful law firms and corporations worldwide in addition to numerous public and government agencies in the United States, Europe, and elsewhere.

As a new RA you will participate in project teams with senior consulting staff. The RA's role includes: analysis, modeling and research functions on client projects. Major focus areas for new Research Analysts can be financial and operational modeling, industry analyses and literature review.

Typical assignments might include:

- Analyzing companies and markets
- Building financial, economic, and operational models
- Conducting statistical analysis, running regressions, and estimating cost of capital
- Providing in-depth research, summarizing documents, and communicating with project team members at all levels
- Adapting economic theory to apply to real life questions and problems

Across your tenure as an RA you will gain skills in applied economics, finance, and accounting as well as an understanding of aspects of business law. You'll work in a stimulating, cooperative, and fun atmosphere that melds dedication to project success and individual professional development. You'll have a great chance to discover where your interests lie and how you can best apply your skills.

By the end of the first year, typically you will have learned to conduct basic research, build spreadsheets and models, present research findings in a clear and consistent manner and have gained experience and aptitude with data management software beyond Excel.

Qualifications

An undergraduate degree in a quantitative discipline (e.g. economics, math, finance, engineering, etc.) with strong academic performance (a minimum GPA of 3.5)

- Great team skills - our project work is done almost exclusively on teams and it is critical that Research Analysts work well with other people. A good sense of humor is always welcome!
- Intellectual curiosity and quickness - we are not just looking for students who do well on coursework, but for those who consistently want to learn/know more and who approach problems with creativity
- A high degree of ownership and commitment - successful Research Analysts are committed to doing what it takes to get things right and take "ownership" for their work

We are seeking Research Analysts to work in our Cambridge, MA, San Francisco, CA, or Washington, DC offices. We expect the majority of RAs to start working across the summer of 2010, but may accommodate a select number of hires to start in the winter or spring of 2010.

Cannondale Associates

11 River Road
Wilton, CT 06897
(203) 834-2800

Client Services Analyst

For more information or to apply contact above. Deadline October 21, 2009

Cannondale Associates is a highly respected marketing and sales consulting, and software applications firm, with offices in Wilton, CT and Evanston, IL. The firm's mission is to build client franchises through more effective integration of consumer and customer marketing efforts. Cannondale serves a broad range of clients, but our primary customer base is leading consumer packaged goods manufacturers such as General Mills, Kraft Foods, P&G, Pepsi and many others. We are extremely results-oriented, and operate on fast-burn timetables on client projects. As a result, our work environment is fast-paced, challenging, and provides an opportunity to learn at a very rapid pace. The company is run on a fairly informal basis, with a flat organizational structure. Teamwork is critical to our success, and we strive to foster a team atmosphere in which we all work to achieve a common goal of delivering superior value to our clients through innovation, quality, and personal responsibility.

The Client Services Department manages projects relating to Cannondale's flagship efficient assortment modeling software product, RichMix®. Client Services members' primary responsibility is developing relationships and additional business with existing clients by providing outstanding service and analytical support. As a Client Services Analyst, you will work with both the client service team and software development team to ensure that all of our software applications meet our clients' business needs and that they are viewed as a vital value-added resource. The direct results of these efforts should be growth in new and existing client assets. The position offers the opportunity for broad exposure to the consumer packaged goods industry, with particular emphasis on optimal assortment modeling and strategies.

Qualifications

Successful candidates possess strong communication and analytical skills. They are organized and can excel in a fast paced and challenging work environment. Client Services Analysts have direct exposure to a variety of clients in the consumer packaged goods industry and quickly progress from supporting Client Service Managers to communicating directly with clients.

The small-company, close-knit environment makes teamwork and interpersonal skills critical to success for all candidates.

Career Path

It is expected that some candidates will have a desire to return to business school after 3-5 years. During that period, Client Services Analysts will advance rapidly from training to real responsibility for project work, and project leadership. Supervisory positions are available to those who prove their ability.

www.cannondaleassoc.com

Central Intelligence Agency (CIA)

Washington, DC

Professional Trainee (PT) Program

Submit Resume and cover letter at link below

Note: Multiple submissions are unnecessary and will slow the processing of your resume. Of course, if you made an error in your submission or need to update your resume, you may submit another resume. The second resume will overwrite the first.

An equal opportunity employer and a drug-free work force.

Apply by

Website:

<https://www.cia.gov/careers/jobs/submit-resume/index.html?p=Professional%20Trainee%20Program>

The Clandestine Service (CST) Program and the Professional Trainee (PT) Program are the entry-level programs for field-based Core Collector careers. CSTs have a minimum of a bachelor's degree and several years of substantive business/work or military experience before applying. PTs also have a minimum of a bachelor's degree but may often lack substantive work or military experience. Upon entry on duty, they are offered the opportunity to gain the experience through a series of responsible Headquarters-based assignments that expose them to core aspects of the NCS mission prior to joining the CST program for training and field deployment.

Minimum requirements include a bachelor's or master's degree and a strong academic record, with a strong interest in international affairs. Candidates must possess solid interpersonal and communications skills, including the ability to write clearly and accurately. Foreign travel and area knowledge, prior residency abroad, cross-cultural sensitivity, and foreign language proficiency (particularly in the critical languages of Arabic, Chinese, Dari, Indonesian, Korean, Pashto/Pashtu, Persian, Russian, Turkish and Urdu) are highly desirable. Degrees of interest include, but are not limited to, international business, finance or relations, economics, physical science or nuclear, biological or chemical engineering. Competitive candidates will also possess personality traits that will allow them to be successful Core Collectors, including the ability to work both independently and as part of a team, the ability to “think on their feet”, and the ability to deal effectively with individuals at all levels—often in fast-breaking and rapidly changing situations.

All applicants must successfully complete two personal interviews, a thorough medical and psychological examination, a polygraph interview, and extensive background investigation. (Processing generally takes between 4-6 months.) The 35-year maximum age requirement could be waived on a case-by-case basis.

To be considered suitable for Agency employment, applicants must generally not have used illegal drugs within the last twelve months. The issue of illegal drug use prior to twelve months ago is carefully evaluated during the medical and security processing.

Important Notice: Knowledge by non-Agency personnel of your association with the Central Intelligence Agency or the Intelligence Community may limit your ability to perform or preclude you from certain assignments. NCS applicants should therefore endeavor to protect the fact that they have applied and/or are thinking of applying to the NCS. We urge your discretion throughout the entire hiring process to ensure maximum flexibility for your potential NCS career. Further guidance will be provided as competitive applicants move through the hiring steps.

Child Trends

Washington, DC

Project Accountant

Four Ways to Apply

1. Upload your resume along with a cover letter, salary requirements, transcripts, a writing sample, and a list of three professional references at <http://resumes.childtrends.org>.
2. Email this information to hr@childtrends.org. Include the job title in the subject line.
3. Fax the information to the HR Manager at (202) 362-8420.
4. Mail material to HR Manager, Child Trends, 4301 Connecticut Avenue, NW, Suite 350, Washington, DC 20008.

NO PHONE CALLS, PLEASE!

Child Trends is a nonprofit, nonpartisan research center that studies children at all stages of development. Our mission is to improve outcomes for children by providing research, data, and analysis to the people and institutions whose decisions and actions affect children, including program providers, the policy community, researchers and educators, and the media.

Responsibilities

Tracking actual project costs against budget, including staff hours, and keeping project managers informed

- Preparing, tracking, and managing project and proposal budgets
- Managing projects to a successful close with no overruns by working closely with project managers
- Completing a full cycle of financial management of grants and contracts
- Monitoring and verifying allowable costs
- Ensuring compliance with grants and contract terms
- Reporting on federal grants and contracts including FSR 269, 272
- Interfacing with corporate accounting staff
- Supporting corporate accounting staff through a year-end audit and developing an annual cost submission
- Communicating effectively with project managers regarding contract documents, contract extensions, and other contract modifications, approvals and services related to billing
- Maintaining the billing folders for larger, more complex projects, including appropriate documentation for expenses, consultant invoices, monthly project billing, etc.
- Setting up new projects, transferring employee billable hours and/or expenses, and closing project files
- Reviewing monthly project status reports for accuracy and consistency
- Attending monthly meetings with project managers to review project and budget status
- Demonstrating a thorough knowledge of standard contract types, including cost reimbursement, fixed price, labor rate
- Managing IDIQ contract vehicles, including contract renewals, modifications, extensions, and negotiations.

Cronin and Company

Glastonbury, CT

Public Relations Account Coordinator

To Apply:

To apply, send a *cover letter and resume* to Human Resources by email to hr@cronin-co.com or by mail to Cronin and Co., LLC, 50 Nye Road, Glastonbury, CT 06033. For more information, visit www.cronin-co.com.

Overview:

Cronin and Company is a full-service, fully-integrated and award-winning marketing communications firm offering marketing and promotional initiatives. The agency's integrated marketing communications capabilities include advertising, public relations, database/direct marketing, interactive web, strategic planning, print, media and broadcast production, research and investor relations.

Position Description/Qualifications:

We have an entry-level public relations position available for the right candidate. The individual in this position will work on consumer brand and public affairs accounts. The position includes administrative, event and media work.

Candidates must have strong writing and organizational skills. The ideal candidate will possess related school and internship experience with a desire to build a career in public relations.

East Bay Regional Park District

Alameda and Contra Costa Counties, California

Naturalist / Naturalist Aide

To apply submit district application only.

Contact: Human Resources Division, East Bay Regional Park District, 2950 Peralta Oaks Court, Oakland, CA 94605. Ph: 510-544-2154, Email: hrapps@ebparks.org Website: www.ebparks.org

The East Bay Regional Park District, established in 1934, has a fascinating history and an inspiring story. We began with a vision of far-sighted civic leaders seeking to preserve excess watershed land in the Oakland and Berkeley hills. Their goal was to create a park district as part of the community, one that retained a balance of recreation opportunities and wilderness features, ideas unheard of at the time. Members of a grassroots land preservation movement placed a measure on the ballot. During the depths of the Great Depression it passed by a surprising 71 percent and created the first regional park agency in the nation--the East Bay Regional Park District.

Thanks to the support of residents throughout the past seven-and-a-half decades, the East Bay Regional Park District now encompasses all of Alameda and Contra Costa counties. Spanning more than 98,000 acres with 65 parks and over 1,100 miles of trails, our District is the largest regional park district in the nation. True to the ideas of our founders, our mission continues to be providing recreational opportunities, preserving the natural beauty of the land, and protecting wildlife habitat.

Under general supervision, to represent the EBRPD, educate the public and to protect the resources, to research, develop and conduct interpretive programs for school groups and the general public in the fields of environmental education, natural and cultural history and resource protection. Prepares and gives out-of-District talks and presentations on natural science/cultural subjects. Coordinates, or assists the Supervising Naturalist in coordinating

A Bachelor's Degree from an accredited college or university, with major work in natural science, cultural history, or other suitably related field. 2 years of recent field experience in comprehensive interpretive work.

Drug Enforcement Administration

Arlington, Virginia

Program Assistant (OA), GS-0303-07

The following job is on the Drug Enforcement Administration website. If you are interested in applying please login to the Drug Enforcement Administration jobs site at:

<http://www.avuedigitalservices.com/dea/applicant.html>

Once you have logged in, please enter the code MUXLR into the "Reference Code" field in the top right on the screen.

TOUGH WORK. VITAL MISSION. Challenge yourself! You have the power to help combat drug trafficking. Be a part of DEA! It's tough work, but a vital mission. Whatever your background or expertise, your work at DEA will be tremendously rewarding because it will have a daily impact on national security and the quality of life of all Americans.

Human Rights Campaign

Washington, DC

Finance Assistant

To apply email resume/cover letter to Human Rights Campaign, Washington, DC, careers@hrc.org (subject: Finance Assistant). Application deadline 10/28/09.

PT. Assist w/ income processing for our organization, political action committees, data entry, prepare reports, maintain department calendars for deliverables, maintain central files, assist w/ annual audit, administrative duties. Requires organizational, communication, problem-solving skills, know Word, Excel, prefer BA/BS accounting/biz, nonprofit accounting experience, know Navision.

Founded in 1980, The Human Rights Campaign represents a grassroots force of over 750,000 members and supporters nationwide. The Human Rights Campaign is America's largest civil rights organization working to achieve lesbian, gay, bisexual and transgender equality. By inspiring and engaging all Americans, HRC strives to end discrimination against LGBT citizens and realize a nation that achieves fundamental fairness and equality for all.

HRC seeks to improve the lives of LGBT Americans by advocating for equal rights and benefits in the workplace, ensuring families are treated equally under the law and increasing public support among all Americans through innovative advocacy, education and outreach programs. HRC works to secure equal rights for LGBT individuals and families at the federal and state levels by lobbying elected officials, mobilizing grassroots supporters, educating Americans, investing strategically to elect fair-minded officials and partnering with other LGBT organizations.

International Rescue Committee

Washington, DC

Employment Coordinator

For more information on our Washington, DC Regional Resettlement Office, please click www.theirc.org/dc

Please apply at www.ircjobs.org or apply online to International Rescue Committee, Washington, DC, <http://tbe.taleo.net/NA2/ats/careers/requisition.jsp?org=IRC&cws=1&rid=5442>

Scope:

The employment coordinator ensures that refugee and asylee clients are employed within four months of arrival in the United States in order to meet MD state early employment program requirements.

Responsibilities:

Develop and execute year-round activities to follow-up on employment leads, cultivating relationships with employers and placing clients into jobs with employers.

Assess and determine client ability, willingness, and readiness to enroll and succeed in the employment program. Counsel clients on economic and job market realities and the necessity of accepting the first job offer.

Create with client economic self-sufficiency plan and follow up with client on its implementation.

Ensure through instruction, training, and coaching that clients possess the basic knowledge and skills required to obtain and retain employment.

Assist employers and clients to resolve workplace problems after job placement to ensure job retention.

Assist clients who have achieved self-sufficiency identify and acquire employment upgrades.

Maintain comprehensive, concise, clear, and up-to-date case file information.

This position reports to Program Manager. This position does not manage staff.

Requirements

Bachelor's degree required.

Minimum of 1 year experience finding employment for clients, either in domestic refugee resettlement or closely related social service delivery; OR

Minimum of 2 years of work experience whose essential job function is identifying, establishing, and cultivating new relationships; closing deals; and following through, especially in a private sector context.

Highly organized self-starter with demonstrated success in managing multiple priorities and delivering quantifiable results under pressure, with tight deadlines, and in a fast-paced environment.

Proven negotiation, interpersonal, and oral and written communication skills, especially in a multi-cultural environment.

Must be mission and outcome driven. High level of energy, self-confidence, and commitment to client success.

Knowledge and familiarity with the Washington DC metro area and its job market.

Possess reliable transportation, valid US driver's license, and active insurance policy.

KRA Corporation

Hartford and New Britain, CT

Career Agent

Application Information:

Please forward your, *cover letter, resume and salary requirements* to: Email: nlugo.ctwbs@ct.gov

Apply by mail: Attn: Noemi Lugo

Noemi Lugo

3580 North Main Street

Hartford, CT 06120

Overview:

KRA Corporation, in conjunction with CTWorks, is looking for a committed, reliable and highly motivated professional with demonstrated outreach, assessment, case management and job placement experience in the field of workforce development.

Duties & Responsibilities:

- ❖ Responsible for overall case management and delivery of professional and energetic customer service
- ❖ Ensure jobseekers meet employment goals and have the resources to be successful
- ❖ Responsible for accurate and timely data reporting and documentation

Requirements:

Education and Demonstrated Job Knowledge:

- ❖ Bachelor's degree with experience in human service, social work, counseling, psychology, criminal justice, or related field required
- ❖ Must be highly organized
- ❖ Must have an understanding of overall performance goals and be accountable for results
- ❖ Candidates with substantial case management experience, a strong background in the delivery of services, and the ability to read and interpret policies and procedures preferred

Metropolitan District Commission

Hartford, CT

Management Analyst

To apply online, go to www.themdc.iapplicants.com. Applications will only be accepted via this method. Applicants are strongly urged to answer all screening questions included in the application process. *Application deadline is Friday, October 9, 2009.* Metropolitan District Commission, Human Resources Department, 555 Main Street P. O. Box 800, Hartford, CT 06142-0800.

Overview:

The **Metropolitan District Commission (MDC)** is a non-profit municipal organization that provides potable water, sewerage services and other environmental services to the Hartford region. We are accepting resumes for the position of Management Analyst.

Position Description:

This position performs professional administrative work involving the study, analysis and assessment of financial and administrative systems and business operations for the purpose of developing business solutions, management tools, and policies and procedures to improve efficiency and effectiveness. Duties include analyzing management operations, procedures and production, recommending improvements for problems discovered, coordinating programs and the implementation of improvements to them; and developing and administering reports for assigned budgets.

Qualifications:

Qualifications a bachelor's degree in business administration or a related field (Accounting/Finance degree preferred), supplemented by two (2) years of previous experience and/or training involving analysis of business systems and the use of common database and spreadsheet software, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Knowledge of data modeling, forecasting, and process flow is strongly preferred. Intermediate Microsoft Access and Office capabilities, knowledge of Oracle and proficiency in SAP data management system desired. Formal experience in debt management within a public accounting/banking environment is strongly preferred.

Salary/Benefits:

Annual salary range is \$65,706 to \$85,418. Benefits include vacation, sick and holiday pay, health and dental insurance, and a pension plan.

The Maxim Group

99 Sunnyside Boulevard, Ext.
Woodbury, ,NY 11797
(516) 396-3303
Fax (516) 364-1310

Financial Consultant Trainee

To apply: fax cover letter and resume to above, or email: cgallagher@maximgrp.com

Maxim Group is a leading investment banking, securities and investment management firm. The Firm provides an array of financial services including: investment banking, equity research, private wealth management, structured products, and global institutional equity, fixed-income and derivative sales & trading to a diverse range of corporate clients, institutional investors and high net worth individuals.

Maxim Group is registered as a broker-dealer with the U.S. Securities and Exchange Commission and is a member of the following: Financial Industry Regulatory Authority (FINRA); Municipal Securities Rulemaking Board (MSRB); Securities Insurance Protection Corporation (SIPC); International Securities Exchange (ISE); NASDAQ Stock Market; and NYSE Arca, Inc.

Looking for accountability, honesty, and integrity. The Financial Consultant Trainee will be building clientele, servicing Private Client accounts, reviewing investment objectives, and re-evaluating portfolios on a daily basis. Position available immediately.

PeoplesBank

320 High Street
Holyoke, MA 01040-6517
(413) 536-7226

Retail Management Development Program

For more information or to apply contact above. Deadline November 15, 2009

PeoplesBank has been locally based since 1885 and is the largest community bank in Hampden and Hampshire counties. As a mutually chartered bank, we are driven by the needs of our customers, our employees, and the cities and towns of this area.

We take pride in providing our customers with the kind of personal service and attention that only a local, independent bank like ours can deliver. PeoplesBank has the strength to help you meet your financial goals with a wide array of products and services. Through our multiple full service offices, our own independent ATM network, and online banking we offer a combination of convenience, personal service, and banking products to meet the needs of our customers.

PeoplesBank is committed to supporting the charitable and civic organizations within the region. We encourage our employees to volunteer their time and leadership skills to organizations in the area, and through our charitable giving program, we provide financial support to many non-profit organizations and programs to enhance the overall quality of life in our communities.

The Retail Management Development Program (RMDP) at PeoplesBank is a formal development program designed to provide Trainees with a unique opportunity to develop a broad-based knowledge of the banking industry, a strong understanding of PeoplesBank's business structure and internal operations and leadership competencies. The training plan will include both internal and external learning resources including on-the-job training (job shadowing, research and development, project teams) participation in industry or community activities and independent study.

Successful completion of the RMDP and demonstrated success in applying core competencies will qualify the Trainee for an accelerated entry to the Bank's Retail Management team.

Position Overview:

Trainees will participate in a training program depending on business needs and candidate development needs. Each training plan is comprised of customized rotations within specific divisions of the Bank resulting in an in-depth, working knowledge of the operations, systems and products of the division.

The RAND Corporation

Santa Monica, CA

Research Editor

To apply, go to www.rand.org/jobs. Click on "Find a Job," and reference Job ID# 2414. RAND offers competitive salaries, excellent benefits, and opportunities for career development.

The RAND Corporation is a non-profit research organization providing objective analysis and effective solutions that address the challenges facing the public and private sectors around the world. We have an exceptional opportunity for a senior level Research Editor in the Publications Department of our Santa Monica, CA office, reporting to the Managing Editor.

This position requires a diverse range of responsibilities and skills which include, but are not limited to:

- Partnering with the research staff to publish final peer-reviewed products.
- On line developmental editing, copyediting and copywriting suitable for print, electronic and web products.
- The ability to work well in a high pressure, deadline oriented environment as part of a production team.
- Excellent knowledge of Microsoft Office, Adobe InDesign and Acrobat.
- Must be able to format long documents according to house style.
- Experience with the writing style for the healthcare industry is preferred.
- Experience with successful participation in proposal development is a plus.

Requirements

- Bachelor's degree or higher in English or a related discipline
- Minimum of 5 years experience
- U.S. citizenship to obtain security clearance

Random House, Inc.

New York, NY

Editorial Assistant - Knopf Doubleday

Please apply using our online application process. For more information, please visit our web site at: <http://www.randomhouse.com>

Random House, Inc. is the world's largest general trade book publisher. It is a division of Bertelsmann AG, one of the foremost media companies in the world.

Your tasks

The Knopf Doubleday Publishing Group is seeking an Editorial Assistant to join their team. Candidate will support a SVP, Senior Editor acquiring for Alfred A. Knopf and Pantheon Books, with having a focus on translations. Responsibilities include evaluating manuscripts and proposals, assisting with the coordination of the editorial and production process, writing catalog/flap copy and acting as a liaison between authors/agents and the editorial department. Candidate will also handle general administrative tasks.

Our requirements

Must have at least 1 year of book editorial experience. Candidates should be detail oriented, self-starters, exceptionally organized and have the ability to multi-task. Strong communication and reading/writing skills are essential. The ability to prioritize, meet deadlines and work independently is required. Language skills are a big plus, especially Western European languages.

Education: 4 Year Degree

Experience: 0-2 Years

Travel: Little to None

Skills: not specified

Tower Consultants, Ltd.

943 SE Central Parkway

Stuart, FL 34994

FL (772) 288-3590

Two Positions

To apply: all candidates must possess a Bachelor's degree (higher degree if specified above) from an accredited university, be legally eligible to work in the U.S., and able to pass background investigation and thorough reference checking. Please submit resume as a Word attachment and include salary history and geographic flexibility with your submission. Refer to Job Code in subject of email addressed to friedman@towerconsultants.com (Donna L. Friedman, Chair & CEO)

Please visit us at www.towerconsultants.com.

Tower Consultants, Ltd. is a retained search organization operating nationally since 1988. We are continually searching for consultants and corporate Human Resources professionals in Compensation and Benefits, Talent Management, Talent Acquisition, Organizational Effectiveness, HRIS, Payroll, and Corporate and Field Generalist assignments. Your interest and/or referrals for the following opportunities are very much appreciated.

Texas - Retail

Director, Benefits – Job Code DBPT

Join a winning company that encourages creative thinking and intelligent risk taking. Design innovative and competitive employee benefits strategies for improved health, welfare and productivity for over 70,000 active covered lives. The new successful leader can anticipate rapid advancement from individual contributor to leading a team given an impending retirement. Provide strategic and consultative services to executives and HR management. Contribute to business objectives and develop framework that will attract, retain and motivate a healthy employee population.

Management experience a must with 8+ years of increasingly responsible benefits design experience. BA/BS with advanced degree or CEBS or CCB preferred. Corporate, consulting and provider experience considered with a combination of all being optimum. Successful candidates will demonstrate a high level of transformational leadership in the benefits function and should be self-motivated and eager to assume substantial responsibilities.

Compensation includes base, bonus and equity. Full relocation with a loss on sale program and spousal/partner assistance is available as necessary.

Southwest-Retail

Senior Manager, Strategic Benefits Planning– Job Code SMPT

\$9 Billion Company of over 150,000 employees seeks broad benefits strategist to design full range of creative employee benefits programs. The status quo must go! If you have a passion for innovation and an upwardly mobile career this position could be yours. Strong technical and analytic depth sought with strong preference for an advanced degree. Client will consider consultants and corporate candidates with multi-site experience from mid-sized companies of over 8,000 employees.

Compensation consists of a competitive base, bonus, LTI and relocation.

US Forest Service

Washington, DC

Program Assistants/International Programs

Email resume/ltr to U.S. Forest Service International Programs, Washington, DC, mrosalez@meticorp.com; fax 915-772-2253. Deadline: October 3, 2009

Assist w/ international natural resource projects by developing work plans, reports, organize travel, monitor/reconcile budgets, participate in technical assignments.

Requires 2 years administrative experience, natural resources background, Spanish &/or French language skills, communication skills, experience living/working overseas, ability to travel, US citizen.

Management and Engineering Technologies International, Inc. (METI) seeks program assistants to work on international natural resource projects.

Position responsibilities include developing work plans and reports, organizing travel, monitoring and reconciling budgets, participating in technical assignments. Ability to work with partners(government, NGO, private sector, academia) is essential. Positions are based in Washington, DC with US Forest Service International Programs.

Position requirements include Spanish and/or French language skills, natural resources background, at least two years administrative experience, experience living/working overseas, exceptional attention to detail, strong communication skills, ability to travel. Must be a US citizen.

For more information Google: us forest service program assistants

Womanspace

6400 Germantown Ave.

Philadelphia, PA 19119

Office Phone: 215-844-2400

Fax: 215-844-2425

Office Manager

Contact: Cynthia Baran

E-mail: cbaran@rhd.org

Womanspace is a residential treatment program for homeless, chemically dependent women from the Philadelphia criminal justice system. Special components address drug/alcohol addiction/mental illness recovery, life skills, and parenting skills. Therapy in a home atmosphere is aimed at rehabilitation and return to society.

Womanspace-Philadelphia is seeking an Office Manager. Responsibilities include secretarial work, data management, maintaining personnel files, assisting new employees in completing all necessary forms for employment, and basic bookkeeping. Previously working in an environment with dually diagnosis and chronically homeless population a plus. Candidate should have good writing and analytical skills, and be detail-oriented, organized, understand the importance of deadlines, able to work independently, work collaboratively, take initiative, and take direction. Should have experience with Microsoft Word, Excel, databases, and spreadsheets, Knowledge with Macintosh computers, wireless networks, websites, and QuickBooks a plus! Should have a minimum of two years of administrative work experience. Salary 30K with benefit eligibility.

OTHER OPPORTUNITIES

Career Centers of Western Massachusetts Criminal Justice & Non Profit Career Fair

We would like to extend an invitation to you and your students to attend the **14th Annual College Career Centers of Western Massachusetts Criminal Justice & Non Profit Career Fair** on Wednesday, October 14th from 1:30-4:00pm in the Woodward Center at Westfield State College, Westfield, MA. Over 70 federal, state, and local agencies will be in attendance. Many employers, particularly Federal Agencies, are interested in meeting students from all academic departments including Business, Psychology, Economics and Sociology.

This fair is Open to all Majors

- The List of Agencies can be found on www.wsc.ma.edu/careerservices by Clicking on the CJ Fair ICON and it is updated every couple of days. Students can visit directly: http://www.wsc.ma.edu/Current_Students/Career_Services/

For further information feel free to contact the Career Center at (413) 572-5206 or by email at jdalgado@wsc.ma.edu.

National Geographic Society/Glimpse Correspondents Program

(excerpted from a recent email to CELS)

I'm writing in hopes that you'll help us spread the word to Connecticut College students and alumni about the Spring 2010 Glimpse Correspondents Program. The application period is underway! Supported in part by National Geographic Society, the Correspondents Program is a unique opportunity for young adults who want to pursue careers in writing, photography, or journalism.

We are seeking talented young writers and photographers (between the ages of 18-34) who will be working, studying, or volunteering abroad in 2010. Correspondents are provided with a \$600

stipend, guaranteed publication on Glimpse.org, professional training and support, and possible publication in National Geographic platforms.

To learn more, visit:

<http://glimpse.org/correspondents>

<<http://email.glimpse.org/1ac1c8336layfousibbxh6siaaaaablzgnmirr7yxwyyaaaaa>>

I hope to work with your students and/or alums this spring! Please don't hesitate to contact me with any questions. Kerala Taylor, kerala@email.glimpse.org

NYC Office of Emergency Management

165 Cadman Plaza East

Brooklyn, NY 11201

718-422-8917

718-422-8449 (FAX)

Notify NYC Internship

For more information or to apply, contact Annette Santiago, Director, Human Resources at above address and number

The NYC Office of Emergency Management (OEM) Notify NYC is a new service designed to enhance the delivery of emergency and non-emergency information to the public. This service complements existing technologies, such as the Emergency Alert System (EAS) and Emergency Television and Radio Sites (ETVRS).

Notify NYC enables the management and dissemination of two types of mass notifications. The primary use is for potential or actual emergencies. The second is for general information, originating from City agencies to New York City residents and visitors. In addition, it is anticipated that Notify NYC will be used to facilitate internal communications among City employees and work groups.

Responsibilities: Assist Project Managers with project administration. Coordinate project meetings; assist with project deliverables, industry research and other tasks. Assist with reporting, metrics, and evaluating areas for improvement. Responsibilities will be adjusted to meet the needs of the internship, and desires for career experience an intern is seeking.

Requirements:

BS/BA (minimum)

Marketing and business courses

PC skills

Strong writing skills

English language

Desire to try many different things

University of Connecticut Health Center

Farmington

Students, Faculty and Staff are invited to attend our

Annual Fall Open House

highlighting Graduate Study in Biomedical Science

Jack Tinker
Director of Recruiting
jack.tinker@conncoll.edu

Deborah Dreher '89
Associate Dean &
Director of CELS
dvdre@conncoll.edu

Deb Brunetti
Career Counselor/
Newsletter Editor
deborah.brunetti@conncoll.edu

Contents

Employers Seeking Resumes:

AmeriCorps Program Specialist, The After-School Corporation (TASC) (submitted by Rachel Chase '05), New York, NY
Program Assistant, Association of Zoos & Aquariums (AZA), Silver Spring, MD
Research Analysts, The Brattle Group, Cambridge, MA/San Francisco, CA/Washington, DC
Professional Trainee (PT) Program, Central Intelligence Agency (CIA), Washington, DC
Client Services Analyst, Cannondale Associates, Wilton, CT
Project Accountant, Child Trends, Washington, DC
Public Relations Account Coordinator, Cronin and Company, Glastonbury, CT
Program Assistant, Drug Enforcement Administration, Arlington, VA
Naturalist / Naturalist Aide, East Bay Regional Park District, Alameda and Contra Costa Counties, CA
Finance Assistant, Human Rights Campaign, Washington, DC
Employment Coordinator, International Rescue Committee, Washington, DC
Management Analyst, Metropolitan District Commission, Hartford, CT
Retail Management Development Program, PeoplesBank, Holyoke, MA 01040-6517
Research Editor, The RAND Corporation, Santa Monica, CA
Editorial Assistant - Knopf Doubleday, Random House, Inc., New York, NY
Director, Benefits and Senior Manager, Strategic Benefits Planning, Tower Consultants, Ltd.
Stuart, FL
Program Assistants/International Programs, US Forest Service, Washington, DC
Office Manager, Womanspace, Philadelphia, PA

Other Opportunities:

Criminal Justice & Non Profit Career Fair, Career Centers of Western Massachusetts