



# CELS Alumni NEWSLETTER

October 16, 2009

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## Contents

### Employers Seeking Resumes:

*External Relations Associate (Community Relations), **Achievement First**, New Haven, CT*  
*Data Entry Clerk/Receptionist (Human Resources) and Program Assistant/Mattapan Head Start  
**Action for Boston Community Development (ABCD)**, Boston, MA*  
*Account Executive, **Captains of Industry**, Boston, MA*  
*IT Application Consultant, **Customer Systems**, Iselin, NJ*  
*Conservation Planning Associate, **Defenders of Wildlife**, Washington, DC*  
*Business Development Associate, **Eurekahedge**, New York, NY*  
*Technical Support Specialist (posted by Emily Serrell '04), **Fire Engine RED**, Philadelphia*  
*Teacher Intern K-9/Immediate opening, **The Foote School**, New Haven, CT*  
*Research Assistant, **Hanover Research Council**, Washington, D.C. & Charlottesville, VA*  
*Help Desk Analyst, **ITech Consulting Partners**, Coventry, RI*  
*Application Developer/Computer Programmer, **J.H. Lynch & Sons, Inc.**, Cumberland, RI*  
*Associate to the President and CEO, **Keep America Beautiful**, Stamford, CT*  
*Account Manager, **Kayak.com**, Norwalk, CT*  
*Production Coordinator for the Performing Arts, **Massachusetts Museum of Contemporary  
Art (MassMoCA)**, North Adams, MA*  
*Entry-Level PR Professional, **MMI Public Relations**, Raleigh, NC*  
*Financial Manager, **Natural Resources Foundation of Wisconsin**, Madison, WI*  
*Paralegal, **Needham & Johnson**, Boston, MA*  
*Environmental Health Inspector/Health Department, **Town of Manchester**, Manchester, CT*  
*Administrative Support/Employee Benefits, **Willis Group Holdings**, Hartford, CT*  
*Administrative/Support Services, **Woodard & Curran**, Portland, ME*  
*Academic Advisor I/English Department, **University of Connecticut**, Storrs, CT*

### Other Opportunities:

#### **CELS Liberal Arts Recruiting Connection (LARC) Job Fair**

Friday, Nov. 6, 1 – 4 p.m., Courtyard by Marriott Boston Tremont Hotel  
275 Tremont Street, Boston, MA 02116

**All Alumni Invited.** Event is free-of-charge and no pre-registration is necessary.  
Organizations from many different career fields.  
Speak with representatives to find out about full-time job opportunities; hand out resumes.  
Organizations will continue to register right up until the Fair.

For maps and transportation info to the Courtyard by Marriott Boston Tremont Hotel, go to  
<http://www.marriott.com/hotels/maps/travel/bosdm-courtyard-boston-tremont-hotel/>

Valet parking at the Marriott /\$36 for the day; public parking available in the structure across the street (part of New England Medical Center) and in the Radisson complex behind the Marriott.

See [attached list](#) of participating organizations.

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*The Carnegie Endowment for International Peace Junior Fellows Program*

*The Institute for Humane Studies, paid journalism, production and policy internships*

*MASS MoCA, Spring 2010 Internship programs*

*NYC Teaching Fellow - June 2010 Program*

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## **Items of Interest**

### **2009 Tech Top 40 Companies (Fastest Growing in CT)**

#### Advanced Manufacturing Companies

Amphenol Corporation, Wallingford  
APS Technology, Inc, Wallingford  
Bolt Technology Corp., Norwalk  
ON SITE Gas Systems, Inc., Newington  
Thermodynetics Inc., Windsor

#### Energy/Environmental Technologies Companies

Clean Diesel Technologies, Inc., Stamford  
FuelCell Energy, Inc., Danbury  
INNCOM International Inc., Niantic  
Proton Energy Systems, Inc, Wallingford  
TRC Companies, Inc., Windsor

#### IT Services Companies

Cervalis LLC, Shelton  
COCC, Avon  
Fuss & O'Neill Technologies, LLC, DBA Fandotech, Manchester  
MResult Corporation, New London  
Perimeter eSecurity, Milford  
SAI Systems International, Shelton

#### Life Sciences Companies

Alexion Pharmaceuticals, Inc., Cheshire  
Bio-Med Devices, Inc., Guilford  
CAS Medical Systems, Inc., Branford  
Defibtech, LLC, Guilford  
Penwest Pharmaceuticals Co, Danbury

#### New Media/Internet/Telecom Companies

JobTarget, LLC, New London  
M2 Media Group, Stamford  
Post-N-Track Corporation, Wethersfield  
Priceline.com, Inc., Norwalk  
Tangoe, Inc., Orange  
VBrick Systems, Inc., Wallingford  
Webloyalty.com, Norwalk

### Software Companies

Adepra, Inc., Norwalk  
eNR Services, Inc, Norwalk  
Evolution Benefits, Inc., Avon  
Higher One, New Haven  
L-1 Identity Solutions, Inc., Stamford  
Open Solutions Inc., Glastonbury  
PASSUR Aerospace, Inc., Greenwich  
Protegrity USA, Inc, Stamford  
Terra Technology, Inc., Norwalk  
TicketNetwork, Vernon  
TopCoder, Inc., Glastonbury  
Triple Point Technology, Inc., Westport

(The Connecticut Technology Council is a statewide association of technology-oriented companies and institutions, providing leadership in areas of policy advocacy, community building and assistance for growing companies.)

## **Employers Seeking Resumes**

### **Achievement First**

403 James Street  
New Haven, CT 06513

### **External Relations Associate [Community Relations]**

To Apply, send resume and cover letter to:

Michael A. Thomas  
Vice President of External Relations CT  
michaelthomas@achievementfirst.org

Achievement First is a charter school management organization started in July 2003 by the leaders of Amistad Academy, a high performing charter school in New Haven, CT. A non-profit, 501 (c)(3) organization, Achievement First is creating a network of achievement-gap closing charter schools in Connecticut and New York to bring to scale the dramatic, life changing student achievement results produced at Amistad Academy. Achievement First currently operates 17 schools in both NY and CT. Over the next decade, Achievement First will grow to support 30 schools serving over 12,000 students. For more information about the Achievement First mission, model, our schools and team, please visit our website at [www.achievementfirst.org](http://www.achievementfirst.org).

An integral member of the External Relations Team (CT), the External Relations Associate reports to the Director of Marketing, Team External Relations (CT). He/she will take the lead on multiple dimensions of community engagement by working with current and prospective Achievement First parents and students, building new community partnerships, working with elected officials and other external constituents and strategic partners. Additionally, the External Relations Associate will work with the Vice President of External Relations (CT) on state and local advocacy issues. The ideal candidate will be an experienced community organizer with political campaign “get-out-the-vote” and/or other grassroots experience and will bring a positive, “roll up your sleeves” attitude and a willingness to assist with other team priorities as needed.

Responsibilities of the External Relations Outreach Associate will include:

### Student Recruitment

- Develop comprehensive recruitment strategies to solicit applications from target communities in line with ambitious recruitment goals;
- Assist with annual processing, acknowledgment and problem-solving for new student applications;
- Serve as primary spokesperson for the Achievement First network to community and prospective parents;
- Manage and respond to all parent inquiries and address inconsistencies or problems with individual applications;
- Assists with planning and execution of a public lottery for prospective families.

### Parent Advocacy and Community Engagement

- Recruit a cohort of parent leaders from Achievement First schools and support parent training initiatives;
- Facilitate opportunities for legislative advocacy at state and local levels;
- Develop and manage relationships for Achievement First schools with community partners;
- Maintain database of partner organizations and key constituents;
- Recruit parents and community partners to support legislative initiatives.

### Skills and Characteristics

- Exceptional oral and written communication skills
- Ability to develop and drive project planning
- Proven track record of fostering strong community relations and engagement
- Familiarity with the Hartford community
- Bilingual candidates (English/Spanish) a strong plus
- Highly motivated and capable of seeing projects through from beginning to end
- Ability to thrive in a fast-paced, entrepreneurial environment
- Flexible; able to work autonomously as well as take direction as needed
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude
- Solid technical skills and experience with Microsoft Office Suite and Adobe Acrobat

### Educational Background and Work Experience

- Bachelor’s degree from a competitive college/university required
- Public relations and community organizing or related experience required

Evening and weekend hours are required, particularly during student recruitment season.

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

## **Action for Boston Community Development (ABCD)**

Boston, MA

Two positions. All applications and inquiries should be directed to the Human Resources Department, 178 Tremont St. Boston, MA 02111, Fax: (617) 423-7693, or email [hr@bostonabcd.org](mailto:hr@bostonabcd.org)

### **Human Resources**

#### **Data Entry Clerk/Receptionist**

Provide coverage for the Human Resources reception area. Assist and direct job applicants and walk-in visitors. Maintain telephone coverage and employment verification information. Sort and distribute department mail and payroll. Log and process personnel paperwork and unemployment claims.

Input and update employee database maintained by Human Resources. Coordinate Human Resources conference room schedule. Follow up on missing information in Personnel Action Log. File Human Resources documents. Perform other related duties as required.

Minimum of a high school diploma or GED required. Must have at least one year of relevant experience in a busy office environment. Working knowledge of Microsoft Office applications required. Must be detail-oriented and have strong organizational and planning skills. Bilingual skills preferred. Must be able to work sensitively and effectively with individuals of diverse socio-economic and cultural backgrounds.

### **Program Assistant/Mattapan Head Start**

Oversee the department's clerical functions and general office procedures. Maintain departmental records for correspondence, telephone conversations, and in-house communication. Work closely with other departments concerning purchasing, personnel, payroll, and other administrative matters. Check incoming paperwork for completeness and overall accuracy (including billings, requisitions, hiring papers, etc.). Sit in with the director, and from time-to-time in lieu of the director, at a variety of meetings both within and outside of the agency. In conjunction with the Child Care Coordinator, create billing for vouchers for various child care centers. Perform other related duties as required.

Minimum of a high school diploma or GED required. Must have at least one year of related experience in secretarial and office procedures. Associate's degree in Human Services or a related field preferred. Previous experience in a human service agency preferred. Must be mature and have excellent communication skills. Excellent computer skills, particularly with Microsoft Office applications, and a background in finance or budget preferred. Bilingual skills in Spanish, French, or Creole a plus. Must be able to work sensitively and effectively with individuals of diverse socio-economic and cultural backgrounds.

### **Captains of Industry**

21 Union Street  
Boston, MA

#### **Account Executive**

Please send resume and cover letter to [coihr@captainsofindustry.com](mailto:coihr@captainsofindustry.com). To learn more about the company, visit [www.captainsofindustry.com](http://www.captainsofindustry.com).

Captains of Industry, a marketing communications and filmmaking company based in Boston's Faneuil Hall area, is looking for a great account executive to work our portfolio of renewable energy clients — contract basis to start, with the possibility of a full time salaried position.

As a Captains of Industry Account Executive, you serve as the hub for a wide range of projects —

from websites and print literature to web videos — on exciting accounts that include several renewable energy companies. Your job will entail significant client contact, management of client assignments, and new business development with new and current clients. You will write proposals and creative briefs, develop and manage project budgets, and manage vendors and project partners.

The successful candidate will have a proven track record of 2+ years of account service and will have demonstrated the ability to build and maintain relationships using a consultative approach. Other required skills include:

- Presentation skills
- Ability to work collaboratively in teams
- Strong written, verbal and negotiation skills
- Ability to quickly grasp complex technology or issues and work with our team to find creative solutions for clients
- Skilled with estimating (knowledge of Workamajig a plus)

Most important, you have to be someone who's thrilled about being part of a team effort to grow a company, and equally excited to be involved in building our renewable energy accounts.

### **Customer Systems**

33 Wood Avenue South  
Suite 600  
Iselin, NJ 08830

### **IT Application Consultant**

For more information, contact:

<http://www.customersystems.com>

Customer Systems is a highly successful IT consulting firm, implementing the leading software packages in the areas of customer relationship management (CRM) and analytics. We are based in Iselin, New Jersey and the UK. We recruit all year round and always have current vacancies.

What we deliver is critical to our customers' businesses and our consultants experience a great deal of responsibility at a very early stage in their careers. Our consultants are initially trained in the suite of application software products in which we specialise. They then work on customers' sites anywhere in the USA, and occasionally further afield. The services we provide include :

- Analysis of customer business requirements
- Customisation of packaged application software to fit those requirements
- Development of bespoke software for additional requirements
- Training of end users and of other consultants

Each implementation project has a consulting team which can range in size from 1 to 4 people, and projects generally last from 1 to 6 months.

The role is 75% technical and 25% to do with communicating with customers.

If you join as a new or recent graduate, we start you on a package comprising:

- a basic salary around \$52,500
- 20 days paid vacation plus 8 public holidays
- health insurance

Relocation allowances are available for people moving into the area.

Within 6 months, if you have risen to the challenge, your package should be in the region of \$75,000 plus the benefits. On top of this, we make a contribution of up to 3% of basic salary on a matching basis into your own retirement savings plan, and there is also a discretionary Christmas bonus in most years.

To be right for this role you will need:

- Final high school results of 3.6 GPA or above
- Degree results of 3.6 GPA or above from a high-quality institution in a numerate discipline. Undergraduate applicants should have a reasonable expectation of 3.6 or above.
- Strong programming skills, although it is not necessary to have done a huge amount of programming
- The presentability, articulacy and presence for customer and prospect contact
- Enthusiasm, determination and a sense of "mission"
- Self-reliance and willingness to travel during the working week
- Any sort of professional work experience e.g. an industrial placement is a distinct advantage.
- Fluency in English is, of course, essential. In your application, please provide as much detail as possible about exams taken and grades achieved.

## **Defenders of Wildlife**

Washington, DC

### **Conservation Planning Associate**

**Appl:** Email (with "CPA-JS" in subject line) resume, cover letter, and 3 references to Defenders of Wildlife, 1130 Seventeenth Street, NW, City: Washington, D.C. 20036. Ph: 202-682-9400, Fax: 202-772-3266, Email: [hr@defenders.org](mailto:hr@defenders.org) Website: [www.defenders.org](http://www.defenders.org)

**Qual:** We seek talented individuals dedicated to the conservation of our nation's wildlife and natural resources, and we offer our staff competitive salary and exceptional benefits. Bachelor's degree (B.A./B.S.) or equivalent in conservation biology, ecology, environmental policy, and/or other related discipline, with an emphasis on interdisciplinary coursework and integrative subject matter. Advanced degree preferred. 3+ years of experience (which may include graduate study) in working with natural resources issues and programs in the public and/or private sector. An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above. Other: Thorough understanding of the principles of conservation biology. Technical expertise in wildlife biology, ecology, natural resources management. Working knowledge of computer technology, various Internet applications, and geographic information systems (ArcGIS). Excellent written and verbal communications skills. Demonstrated ability to work with diverse interests on complex natural resources issues. Self-starter with a flexible nature and the ability to seek direction when needed.

**Duties:** Defenders of Wildlife is a national, non-profit membership organization dedicated to the protection of all native animals and plants in their natural communities. At Defenders of Wildlife, we focus our programs on what scientists consider two of the most serious environmental threats to the planet: the accelerating rate of extinction of species and the associated loss of biological diversity, and habitat alteration and destruction. We work to protect and restore America's native wildlife, safeguard habitat, resolve conflicts, work across international borders and educate and mobilize the public. We stand out in our commitment to saving imperiled wildlife and championing the Endangered Species Act, the landmark law that protects them. The Conservation Planning Associate provides technical and policy support for Defenders of Wildlife's programs as part of the Land Conservation department. The focus of this position will be to improve planning tools for wildlife adaptation to climate change, and to help refine and implement the state wildlife action plans. Responsibilities include collecting, maintaining, and interpreting GIS information to support and enhance state-level conservation plans. This position also supports the integration of conservation plans with land-use planning, and works to ensure federal agency planning and management activities are better coordinated with conservation plans. The Conservation Planning Associate will review and synthesize scientific and policy research, organize conferences, workshops and meetings, prepare reports, and represent Defenders of Wildlife in a variety of

forums at both technical and policy levels including local, state, and federal conservation programs. This position requires occasional travel. Essentials: Work with partners in key states to update and implement state wildlife action plans with special attention to priority habitats, actions, climate change adaptation, and policy connections; produce issue papers and reports on various aspects of conservation plans and their implementation. Conduct GIS analysis to identify priority habitats found on lands that are important to the implementation of conservation plans. Work with federal agencies to integrate state conservation plans and climate change adaptation strategies into their planning and management decisions. Develop and promote connections between conservation plans and local and regional land-use plans. Examine the funding sources for wildlife conservation and build links to their use in the implementation of conservation plans. Represent Defenders and promote the ideas associated with land conservation for wildlife in a variety of forums, primarily at the national and state level. Assist in developing products and delivery of services related to Defenders' land conservation programs, including maps, publications, multi-media presentations, and workshops. Assist in writing grants and soliciting support for Defenders' conservation programs and related projects, including but not limited to grants, contracts, in-kind assistance, and political support. Perform all other related duties as assigned.

## **Eurekahedge**

New York, NY

### **Business Development Associate**

If you are interested in becoming part of the rapidly growing and dynamic hedge fund industry where a world of exciting challenges awaits, please email a letter of interest and your resume to [hr@eurekahedge.com](mailto:hr@eurekahedge.com) and indicate the above listed job in the subject of your email

Eurekahedge is the world's largest independent data provider and research house. Dedicated to the collation, development and continuous improvement of alternative investment data, we publish our research in hard copy directories and disseminate it through a variety of data products.

Eurekahedge has evolved into a market leader in less than four years: from our first single manager directory covering 162 funds, we have aggressively grown our research data banks and now maintain files on over **20954** alternative funds globally. Our key partners throughout this evolution have been the fund managers themselves and all managers enjoy complimentary permissioning for the data products to which they contribute.

We are looking for bright and enthusiastic young professionals for sales and cross selling of quality investment/research products to financial institutions and high-net worth investors worldwide. This is a highly challenging business development role with the chance of travelling and high earnings for the most successful.

Foreign language speakers, US and European citizens are particularly welcome to apply.

### Job Requirements

- \* Bright, confident and quick learners, excellent communication skills
- \* Interest in building and developing the US division of the company
- \* Enjoy talking to customers both over the phone and in person
- \* Results & target oriented
- \* Bachelor's degree
- \* Previous experience in sales a plus
- \* Financial experience a plus but not essential

## **Fire Engine RED™**

P.O. Box 1851  
Philadelphia, PA 19105

**Technical Support Specialist** (posted by Emily Serrell '04)

For further information or to apply, contact: [emily@fire-engine-red.com](mailto:emily@fire-engine-red.com)  
[www.fire-engine-red.com](http://www.fire-engine-red.com)

**Fire Engine RED** is a fast-growing educational technology company that provides customized Web-based software products and Student Search Packages to more than 300 educational institutions in the U.S. and abroad.

Our company was founded by Shelly J. Spiegel and René Smith in December 2001, which was not exactly the best time to start – let alone fund – a technology company: Investors had lost confidence in start-up technology companies due to the dot-com crash the previous year. And the country had gone into a recession following the events of September 11 and the anthrax scare.

So, with no funding available for tech start-ups, Shelly and René had only two choices: go it alone or not go it at all.

After thinking it over (for about 30 seconds), they decided to go it alone because the need for the software products they intended to build was so clear.

As they saw it – the education market lacked Web-based products that were simple-to-use, fully customizable and affordably priced. In addition, their research told them that schools were looking for niche products (with à la carte pricing) that required only a one-year commitment rather than bundled software (that cost a bundle) and required a multi-year contract. Further, they found that schools had a high need for support and that the companies that served schools were falling far short of their expectations.

Shelly and René knew that there was only one way that they would be able to fund their company and that was through client sales.

So without any money to hire a sales team, they did the only thing they could do – they poured what limited resources they had into building the very best software products and offering the highest level of support in the education market.

Their hope was that if they did so, their clients would begin to spread the word.

And spread the word they did...

Today, nearly seven years later, Fire Engine RED has grown into a company that serves over 300 clients and has done so almost exclusively by word-of-mouth.

And to this day, we remain very careful about how we spend our clients' money.

At Fire Engine RED, it's still all about the software and the service.

### **POSITION**

This position will be responsible for support and implementation work including problem resolution research and documentation, training of new and existing clients, collaboration with development team on improved system functionality, list management, and assigned project work.

Initial responsibilities include understanding the functionality of the company's main system, which includes online forms and applications, e-mail campaigns, e-mail response, and other online communication tools, and list management, while supporting a growing client base. This is a full-time, telecommute position under the Director of Operations.

### RESPONSIBILITIES AND KEY ATTRIBUTES

Included but not limited to:

- Client support including troubleshooting, training, and responding to questions
- List manipulation and database work surrounding list management
- Support and knowledge of 8 separate software modules
- Assistance with bug fixes including research and development of documentation for any reported software issues and associated communication
- Transfer of knowledge to other team members on an ongoing basis
- Working closely with entire organization to ensure immediate and proactive client response

### QUALIFICATIONS

- 2-3 Years technical support experience
- Database and list management expertise
- Place great value on end-user perception and experience
- Possess strong entrepreneurial spirit and great communication skills
- Strong organizational skills with the ability to work independently and excellent reporting skills
- Available for weekend and/or night work as needed and scheduled
- Effective English written and verbal communication skills and ability to work on a remote basis
- Experience in higher education a plus

### TECHNICAL REQUIREMENTS

- Bachelor's Degree or equivalent experience
- Minimum 2-3 yrs Technical Support experience serving a consumer base that has varying levels of technical skills
- Extensive Microsoft Access database knowledge
- In-depth knowledge of Microsoft Windows XP/Vista, Microsoft Office 2003/2007
- Proficiency with HTML/XML/CSS, Photoshop, Illustrator, Dreamweaver, Acrobat and Flash.
- Understanding of JavaScript and other scripting languages

### WORK BREAKDOWN

#### 50% Client Support

Responsible for maintaining minimum basic support knowledge and keeping documentation current.

Support and hands-on implementation work such as training, forms creation, final sending of campaigns, answering chat tech support messages, etc.

Perform problem resolution research and document process and resolutions.

Collaboration on creative, design, and marketing projects as needed.

#### 20% List Management

Work closely with Search team to complete all associated list management tasks including list cleaning and de-duplication, list upload, and providing data for higher level reporting.

Create documentation and processes to improve list management services and integrate management tools within existing software.

#### 15% Implementations

Training (of client) for basic or advanced use of modules.

Executing auxiliary services (campaign templates, list processing).

Implementation of new modules.

15% Development-liaison and Misc

Work closely with the development team to define functionality improvements and correct bugs. Participate in release testing.

Assist with post-release activities to ensure that client communications are timely and beneficial.

### **The Foote School**

50 Loomis Place  
New Haven, CT 06511  
(203) 777-3464

#### **Teacher Intern K-9/Immediate opening**

If interested please send resume to Carol Maoz, Head of School (cmaoz@footeschool.org)

We are seeking a fulltime Teacher Intern to cover classes when teachers are absent and to assist in classroom activities, trips, sports, and other school projects. This intern will have exposure to all areas of the school.

Requirements: Four year degree and a genuine interest in working with children and adolescents.

The Foote School is an independent co-educational independent day school in New Haven, Connecticut with an enrollment of 475. Committed to excellence, teachers lead children to question, to discover, to think independently, and to learn by doing.

### **Hanover Research Council**

Washington, D.C. & Charlottesville, VA

#### **Research Assistant**

Please apply online at: <http://hanoverresearchcareers.catsone.com/careers/> by uploading a resume, cover letter and writing sample (consisting of no more than 8 pages on a business related topic preferably) in a Word or PDF document.

Applicants failing to include a cover letter or writing sample will not be considered.

The primary mission of The Council is to serve the senior executives of SMEs through research and education on solutions to their most demanding business concerns. Our secondary mission is to build the largest network of these executives in the world, providing members an unparalleled level of interaction with their peers.

The Research Assistant will be responsible for assisting in the production of strategic briefings on an extremely wide variety of topics, and will gain exposure to issues facing senior executives from nearly every industry vertical. This position will allow for the swift development and refinement of a comprehensive set of primary and secondary research skills and provides the opportunity to develop a relationship with a young and rapidly-growing enterprise. Additionally, we expect all employees to be intellectually curious, ambitious, and interested in assuming increasing levels of responsibility.

A successful candidate will have the following skills and attributes:

- Proven academic achievement
- Strong interest in conducting primary and secondary research

- High comfort level with Microsoft Office applications, such as MS Excel and MS Word
- Ability to take ownership of assigned project from start to finish
- Ability to work quickly and independently with minimal guidance or oversight
- Willingness to tackle complex, often unfamiliar research requests
- Excellent organizational skills and attention to detail
- Excellent interpersonal and communication skills
- Strong command of the English language and demonstrated writing skills
- Ability to work under pressure and multitask in a fast-paced environment
- Proven ability to make quick and informed decisions under very tight deadlines.
- An extremely strong and demonstrable work ethic
- Experience writing for a business / professional audience is preferred
- Experience doing business research is preferred
- Experience in a secondary or post-secondary research role is preferred (institutional research, assessment, etc)

## **Tech Consulting Partners**

Coventry, RI

### **Help Desk Analyst**

To apply, please email resumes to [joy@itechcp.com](mailto:joy@itechcp.com) along with your contact details, target rate and availability

ITech Consulting Partners has proven success in providing contract and full-time IT professionals to Fortune 500 clients in the Northeast USA. Visit [www.itechcp.com](http://www.itechcp.com) for more information about our company and a list of our hot jobs.

We are seeking a Help Desk Analyst for a 6 month contract in Coventry, RI. The rate for this position is Rate: \$15-20/hr Corp-to-corp.

The successful candidate will provide support for desktop, laptop and servers, answer users' questions and ensure that users have access to all required applications. The role would also involve setting up computers, phones, etc.

#### Qualifications:

Bachelor's in Computer Science with 2 plus years of hands on experience.  
 Prior experience in a regulated environment a plus.  
 Prior experience in a manufacturing setting preferred.

## **J.H. Lynch & Sons, Inc.**

Cumberland, RI

### **Application Developer/Computer Programmer**

Regional contractor expanding IT Department requires individual with practical development experience using iSeries languages RPG ILE, LANSAs, SQL, Java and other client server technologies. Candidate should have 1-3 years experience. E-mail cover letter and resume to [careers@jhlynch.com](mailto:careers@jhlynch.com)

J. H. Lynch & Sons, Inc. provides construction and project management services to construction managers, site developers, and other private and public sector contractors throughout Southeastern New England.

## **Keep America Beautiful**

1010 Washington Blvd.  
Stamford, CT 06901  
203.659.3028  
[www.kab.org](http://www.kab.org)

### **Associate to the President and CEO**

**Submit cover letter and resume to [kquinn@kab.org](mailto:kquinn@kab.org)**

This position is an apprenticeship and is designed to provide the chosen candidate with the opportunity to move on to a permanent position within the organization after one year of direct support to the President /CEO. Responsibilities include program and special event support, research and administrative duties.

#### **Program & Research**

- Assist senior staff with development and implementation of KAB programs in the areas of litter prevention, beautification and recycling.
- Attend and help execute off-site special events for KAB's major programs including the Great American Cleanup and America Recycles Day.
- Research a variety of subjects, experts, trends and issues that impact KAB programs and its network of more than 550 Affiliates throughout the United States.

#### **Administration support for the President**

- Travel and calendar coordination
- Meeting planning
- Correspondence
- Interaction with the Board of Directors and their staff
- Prepare and edit Power Point presentations

#### **Qualifications**

- College graduate (Environmental Studies or Sustainability degree highly preferred)
- Microsoft Office and Publisher
- Self-starter
- Ability to anticipate needs
- Ability to work without supervision

**Benefits of KAB:** Keep America Beautiful offers an environmentally-friendly office, with employees participating in new ways of "greening" the office and encouraging a healthy work life balance. Employees are welcome to bike to work. The office is located in the center of Stamford near numerous restaurants and other night life, surrounded by city parks offering kayaking and summer concerts. The office is a ten minute walk to the Stamford train station; an easily accessible hub for commuters. New York City is less than a one hour train ride from Stamford.

KAB offers summer hours, flex time and telecommuting. Employees are encouraged to spend one week of volunteer time and are given the option of donating \$500 to a volunteer organization of their choice. This time is paid and, in addition to vacation time.

The open office design encourages employees to work in collaborative, cross-functional teams. Employees have access to use of the on-site gym, and shower facilities.

Keep America Beautiful is a family-friendly office, and employees are given paid maternity and paternity leave. Employees are encouraged to pursue educational opportunities and travel to work on environmental projects with the more than 600 KAB Affiliates across the country. Each year, the staff has an off-site retreat to find solutions to best develop KAB and work with colleagues. Medical and dental benefits are provided as well as participation in a 403b plan after one year of employment.

## **Kayak.com**

55 N. Water Street, Suite 1  
Norwalk, CT 06854

### **Account Manager**

To apply, contact [jroberts@kayak.com](mailto:jroberts@kayak.com). Applications accepted until December 15, 2009

Kayak is a travel search engine, which means we search hundreds of travel sites from all over the world, provide the information to you in an easy-to-use display, and then let you refine and choose the exact result you want, then sending you directly to the source to make your purchase. More than any other travel site, we help you find the perfect flight, hotel, cruise, or rental car. After all, what good are 1000 options when you can't find the flight you want? We also allow you to setup fare alerts to track the latest prices for travel.

Unlike online travel agencies, Kayak is not a store. Online travel agencies are retailers that can only sell you the products on their shelves. Their displays are designed to sell the merchandise that make them the most money, and they often add service fees which will increase the cost of your trip.

Kayak is not limited to the size of a stockroom. In fact, since we don't sell anything, we don't even have a stockroom. Rather, we search for travel goods across the Web and provide details on hundreds of options. Since Kayak doesn't sell anything, there's no hidden agenda or biased displays. And, Kayak is free to use.

### **Why we are**

Kayak was started by co-founders of Orbitz, Travelocity and Expedia who wanted to create a better online travel experience. They hired an exceptional web design team, and raised money from [General Catalyst](#), [Sequoia Capital](#) and [Accel Partners](#). Along the way, Kayak redefined the way people search and purchase travel online.

But, what truly makes us different is that we listen to you, our users. Kayak employees (from our co-founders to our engineers) personally read and answer each and every email. Try it. Send a question or comment to [feedback](#).

### **What others say**

Kayak has been named "Best of the Web" by BusinessWeek, "Best of the Web" by [Forbes.com](#), "50 Coolest Websites" by TIME Magazine, "Best Travel Search Engine" by the Associated Press, "Best Search Aid" by Travel + Leisure Magazine and "Best of the Web" by US News & World Report. See all our awards [or read what the media is saying about us](#).

### **How we make money**

Kayak makes money when travelers click on our advertisements. Plus, we make money when they click on the results from travel suppliers like airlines, hotels and rental car companies. This is a revenue model (for all of you MBAs) similar to that of Google and Yahoo. Advertisers love the clicks because Kayak traffic is far more qualified than generic search engines.

The bottom line for consumers, however, is that we are not trying to sell you anything, which allows us to provide objective, comprehensive travel information to use as you want. Then, you select the travel products you want to buy and you decide where to buy them.

**Massachusetts Museum of Contemporary Art** (MassMoCA)

1040 MASS MoCA Way  
North Adams, MA 01247  
413.MoCA.111  
[INFO@MASSMoCA.ORG](mailto:INFO@MASSMoCA.ORG)

### **Production Coordinator for the Performing Arts**

Please [email](#), fax (413 663 8548) or mail resume and references to Eric Nottke. No phone calls.

Massachusetts Museum of Contemporary Art is one of the largest centers for contemporary visual and performing arts in the country.

Responsibilities: Manage 4 full-time crew members and two to three interns on a day to day basis. Work with Production Manager and Assistant Production Manager on the execution of a wide variety of programming including one-off concerts, theatre and dance productions as well as one, two and three week residencies. Oversee maintenance of venues and equipment.

Requirements: BA /BFA or equivalent professional experience. Familiar with traditional and conventional practices of theatre stagecraft. Must have previous crew management experience. Should have experience with dance, concerts and theatre productions, as well as ability to adapt to untraditional venues, such as galleries and street events. Background in theatrical electrics and rigging a plus. Excellent communication skills a must.

We work with a wide range of artists and change venues frequently, including off-site and in-gallery productions: we're looking for a Production Coordinator who enjoys being fast on their feet, working with many different people in a spectrum of disciplines and likes getting involved in all phases of staging shows and who looks forward to providing excellent service to visiting artists-in-residence.

### **MMI Public Relations**

7406-H Chapel Hill Rd.  
Raleigh, NC 27607

#### **Entry-Level PR Professional**

If you are interested in developing your career with MMI Public Relations, please send your resume (including internship experience) to [careers@mmipublicrelations.com](mailto:careers@mmipublicrelations.com).

MMI Public Relations does one thing - create compelling client stories and deliver them where they will get the most effective results. That is great public relations. We make sure that our clients' stories are heard - no matter the medium. Our approach to our craft is unique and our results are measurable. With a strong base in traditional public relations tactics, MMI has strategically evolved into a market leader in emerging PR tools such as social media, online video and podcasting. The outcome is simple and clear - our "best-in-breed" clients are among the most recognizable and well-respected names in their respective industries.

MMI Public Relations is growing! In anticipation of our future hiring needs, we are currently accepting applications for entry-level public relations professionals. Our ideal candidates for entry-level positions possess a Bachelors Degree in Public Relations, Communications or Marketing, strong social media skills and 0-2 years of experience in a public relations environment (agency experience preferred). The proven ability to work hard in a "team-first" environment is required to be successful at our company.

## **Natural Resources Foundation of Wisconsin**

Madison, WI

### **Financial Manager**

**Appl:** Send resume, cover letter, and 3 references to Charles Luthin, Executive Director, Natural Resources Foundation of Wisconsin, P.O. Box 2317, Madison, WI 53701. Ph: 608-261-4384, Fax: 608-266-2452, Email: charles.luthin@wisconsin.gov Website: www.wisconsinconservation.org

**Qual:** Degree in accounting, business management, or related field. Minimum 2-year non-profit financial management experience. QuickBooks and Excel experience and competency.

**Duties:** General management of all organizational finances across multiple programs and funding sources; cash-flow management. Prepare and record payables/disbursements. Prepare and record receivables/receipts. Payroll and select HR functions. Perform monthly/quarterly reconciliations for bank accounts. Reconcile contributions monthly with fundraising reports. Track and report on multiple revenue streams (grant and other restricted) and affiliated expenditures. Track individual endowment funds (externally managed). Manage and report on several escrow accounts (funds held by NRF for others). Preparation of monthly financial statements and associated reports, including investment and endowment reports, for Board of Directors. Prepare (with ED) and track annual budget and cash flow projections (as needed). Financial liaison to the Board of Directors and Finance Committee. Responsible for internal control structure, monitoring, and review. Prepare and record multiple monthly journal entries. Extensive Excel use to manipulate data for reporting. Prepare financial materials for annual audit. Prepare and submit annual IRS Form 990. Familiarity with financial investment management. Flexibility and adaptability in a changing organization. Team player. Personal commitment to non-profit mission.

## **Needham & Johnson**

10 Liberty Square  
Boston, MA 02109  
617-482-0500

### **Paralegal**

Send cover letter and resume to above address

We are a small civil litigation law firm with a very busy trial schedule located in Boston's financial district. We are currently seeking a recent college graduate who plans to attend law school to fill this paralegal position. This is a great opportunity for someone who wants substantive, hands-on experience before law school in all aspects of civil litigation

We are looking for someone to start immediately, so applicants should have already earned their undergraduate degrees and should have full U.S. work credentials.

Bachelor's degree; excellent communication skills (written and verbal); strong analytical and research skills; and intention to attend law school required.

## **Town of Manchester**

Manchester, CT

### **Environmental Health Inspector/Health Department**

Interested applicants may download an application from our website at [www.ci.manchester.ct.us](http://www.ci.manchester.ct.us). Applications are also available in the Human Resources Office, 41 Center Street, P.O. Box 191, Manchester, CT 060405-0191 or by calling (860) 647-3170. Vacancy No. 2009030 Applications must be received in the Human Resources Department by 4:30 p.m. on October 26, 2009 or must be postmarked by October 26, 2009. **No faxed or emailed resumes and/or applications will be accepted.**

**SUMMARY OF POSITION:** Under general supervision is responsible for performing environmental health inspections for the Town. Performs diversified tasks that identify or prevent violations of the State of Connecticut Public Health Code and other regulations and ordinances. Performs routine inspections of septic installations, day care centers, food service establishments, swimming pools and schools; investigates nuisance complaints.

**KNOWLEDGE AND SKILLS REQUIRED:** Knowledge of and ability to interpret the Public Health Code of the State of Connecticut. Ability to enforce codes with tact to avoid friction. Ability to use, thermometer, tape measure, respirator, water testing kit, water collection bottles, surveyor's level, light meter, drafting tools, noise meter, Drager test tube and air sampling pump.

**MINIMUM QUALIFICATIONS:** Bachelors Degree from a recognized college or university with a major in biological, environmental, sanitary science or related field or 3 years experience in a food safety or regulatory food protection program acceptable to the department is required. Connecticut Certification in Food Service Inspection is preferred. Experience in subsurface sewage disposal installation inspection is highly preferred; Experience in Environmental Health or related field in a regulatory capacity is also preferred.

**EXAMINATION WILL CONSIST OF:**

Parts Weight Passing Score

Oral Exam 100% 70%

**Willis Group Holdings**

185 Asylum Street

25th Floor

Hartford, CT 06103-3708

**Administrative Support/Employee Benefits**

Interested and qualified candidates should forward their cover letter and resume to [james.eckels@willis.com](mailto:james.eckels@willis.com).

Willis of Hartford, CT is currently seeking a college graduate willing to start their career in an Administrative Services role for the Employee Benefits Practice. This entry level role is initially responsible for monitoring supplies and office technology, arranging meetings, copying, filing and archiving, project management, marketing proposal compilation, and other administrative support to a large team of client service managers. As the individual gains experience, he/she can gain exposure to the professional side of the business through deeper involvement in the proposal/bidding process of a variety of employee benefit products, claim issue resolution, billing activity, and more complex projects. Career path potential can include client service management or the client marketing process itself.

Skills required include attention to detail, familiarity with Microsoft applications, organization, analytical, ability to balance competing priorities, sense of urgency, and customer service focus.

Willis Group Holdings Limited is a leading global insurance broker, developing and delivering professional insurance, reinsurance, risk management, financial and human resource consulting and actuarial services to corporations, public entities and institutions around the world. Willis has more than 400 offices in nearly 120 countries, with a global team of approximately 20,000

Associates serving clients in some 190 countries. Additional information on Willis may be found at [www.willis.com](http://www.willis.com) <<http://www.willis.com/>>.

## **Woodard & Curran**

41 Hutchins Drive  
Portland, ME

### **Administrative/Support Services**

Interested applicants may apply online at [www.woodardcurran.com](http://www.woodardcurran.com). You may also fax your resume to 207-774-6635.

Woodard & Curran is a 550-person, integrated engineering, science, and operations company. Privately held and steadily growing, we serve public and private clients locally and nationwide. Come share in the opportunities that maintain our dynamic and award-winning firm as one of the leaders in our industry!

A successful candidate is an organized individual with demonstrated communication skills and desktop publishing experience to support the firm's proposal pursuits in New York and New Jersey. Candidates for the Proposal Production Coordinator position will ideally have three or more years of relevant experience in architecture/engineering/construction industry proposal and presentation coordination and thrive in a deadline-oriented setting with multiple demands on their time in a team environment. He/she will work well with minimum supervision, support multiple managers, thrive in a fast-paced environment, and have a can-do attitude. This position is based in our White Plains, NY office.

#### Primary responsibilities include:

- \* Proposal tracking and follow-up
- \* Proposal and presentation writing, organization, editing, layout, production, and delivery - from concept to completion
- \* SF 254/255 and 330 submittals
- \* Writing, development, and ongoing maintenance of qualifications materials
- \* Client Relationship Management system support related to employee resumes and project descriptions (Deltek)
- \* Maintaining brand integrity and quality control
- \* Electronic and hard copy file management
- \* Coordination with other members of the Marketing team to complete additional marketing tasks

The multi-tasking aspects of this position also cannot be overemphasized. The successful candidate will be a high-energy individual who is detail-oriented and has the:

- \* ability to work well with others, showing flexibility and good listening skills
- \* ability to work under pressure with competing schedule demands
- \* ability to switch gears frequently and smoothly
- \* organizational and time management skills
- \* ability to take initiative and to be persistent
- \* understanding of the confidential aspects of the business
- \* willingness to work overtime when deadlines require

#### Requirements:

- \* Bachelor's degree, preferably in English, Marketing, Journalism, Communications, Graphic Design, Business, etc.
- \* 3+ years of relevant experience
- \* exceptional written and verbal communication skills
- \* knowledge of a wide range of software (Microsoft Office Suite and Adobe Creative Suite, particularly InDesign)
- \* experience coordinating work for a large group in a deadline-oriented setting

## **University of Connecticut**

Storrs, CT

### **Academic Advisor I (UCP 5)**

#### **English Department**

Please submit a complete application, including cover letter, resume, and three letters of recommendation to: Wayne Franklin, Head, Department of English, ADVISOR Search, 215 Glenbrook Road, U-4025, University of Connecticut, Storrs, CT, 06269-4025 Review of applications will begin immediately and continue until an appropriate candidate is selected. Please see our website at [www.english.uconn.edu](http://www.english.uconn.edu) for more information about our program.

The University of Connecticut English Department seeks a full-time Undergraduate Advisor. The selected candidate will coordinate all advising activities as well as serve as the general advisor for all English majors, providing guidance regarding registration, academic regulations, degree requirements, and plans of study.

**Minimum Qualifications:** BA in a related field; one to two years experience advising students; excellent communications skills with students, faculty, and parents; expertise in Word and Excel; and familiarity with the English program.

**Preferred Qualifications:** Knowledge of BRIO and PeopleSoft systems desired

Salary commensurate with experience.

## **OTHER OPPORTUNITIES**

### **The Carnegie Endowment for International Peace Junior Fellows Program**

As one of the world's leading think tanks specializing in international affairs, the Carnegie Endowment for International Peace promotes cooperation between nations by supporting programs of research, discussion, publication and education. The Junior Fellows Program at the Carnegie Endowment provides a substantive work experience for students who have a serious career interest in the area of international affairs. Approximately 8-10 students will be selected to work at the Carnegie Endowment in DC on a full-time basis for a period of one year.

**ASSIGNMENTS:** Junior Fellows provide research assistance to scholars working on Carnegie Endowment's projects such as non-proliferation, democracy building, Middle East political reform, energy and climate change, economics, international security, South Asian politics, China-related issues, and Russian and Eurasian affairs.

Junior Fellows have the opportunity to: conduct research for books, participate in meetings with high-level officials, contribute to congressional testimony, organize briefings for scholars, activists, journalists and government officials.

#### **QUALIFICATIONS:**

1. Selection is very competitive. Accordingly, applicants should have exceptional academic credentials.

2. Applicants must be nominated by Connecticut College Dean of Fellowships Deborah Dreher.
3. **Applications are accepted only from seniors or individuals who have graduated within the past academic year.** No one will be considered who has started graduate studies.
4. Applicants should have completed a significant amount of course work in the area associated with their application essay topic (i.e., IR, government, economics, history, Russian, Chinese or Middle East studies.)
5. Language and other skills may also be required for certain assignments.

APPLICATION PROCESS:

1. For access to the application and essay topics, contact Dean Dreher ([dvdre@conncoll.edu](mailto:dvdre@conncoll.edu)) by Nov. 4, 2009.
2. The Connecticut College deadline to submit the campus application materials that will be used to select the college's two nominees is Dec. 1, 2009.
3. Final application materials must be received by the Carnegie Endowment no later than January 15, 2010 and must be submitted by the nominating official.
4. Finalists in the selection process will be invited for personal interviews in the spring.
5. Selection decisions will be made by March 31, 2010

DURATION: Fellowships begin on August 2, 2010 and end on July 31, 2011. International students may apply only if they are eligible to work in the US for the full 12 month term, from August 1, 2010 through July 31, 2011.

**Institute for Humane Studies**, 3301 N Fairfax Drive, Suite 440, Arlington, VA 22201-4432

The Institute for Humane Studies offers many opportunities for students and recent graduates who support the ideas of a freer society. I wanted to let you know in particular about our **paid journalism, production and policy internships**.

Applications are currently available online. I've included brief descriptions of some of our programs below. I also invite you to post our flyers, which can be downloaded at [www.TheIHS.org/flyers](http://www.TheIHS.org/flyers).

Keri Anderson  
Student Coordinator  
Institute for Humane Studies  
[www.TheIHS.org](http://www.TheIHS.org)

**Journalism**

The IHS Journalism Internship Program places talented writers in paid internships in print, broadcast, and investigative journalism. IHS Journalism Internships provide a stipend, housing allowance, and travel allowance. Placements are available at newspapers, media networks, and state-policy organizations and take place during spring, summer and fall. The application deadline for spring placement is November 15, and the deadline for the summer is January 31. For more information, visit [www.TheIHS.org/journalism](http://www.TheIHS.org/journalism).

- Newspaper & Print track: Interns are placed at daily newspapers across the country and participate in an opening career building workshop. The internship offers real reporting assignments—interns this summer averaged 30 clips.
- Broadcast Journalism track: Interns work at major media networks or news production houses on projects such as researching news stories and setting up interviews. Last year we sponsored internships at CNN in Atlanta, ABC's "20/20" in Manhattan, and Fox News in Los Angeles, among others.
- Investigative Journalism track: Interns work under the guidance and supervision of a professional investigative journalist, writing, researching and analyzing state policy.

### **Production**

IHS Production Internships offer placements in feature film, documentaries, video game development and animation. Placements are available for spring, summer and fall and take place in New York, Los Angeles, Washington, DC, and other major media centers across the country. We consider applicants at all levels of experience—from extensive camera work and training in Final Cut Pro to simply a general interest and desire to work in the film and media industry. The deadline for spring placement is November 15, and the deadline for the summer is February 15. Find out more at [www.TheIHS.org/production](http://www.TheIHS.org/production).

### **Public Policy Internships**

The Charles G. Koch Summer Fellow Program offers paid public policy internships at think tanks and nonprofits. Journalists considering a political beat can learn how to analyze government policies and will develop a network of contacts within the policy world. The program includes two weeklong career workshops and weekly policy lectures. Apply by Jan 31. Learn more at [www.TheIHS.org/publicpolicy](http://www.TheIHS.org/publicpolicy).

### **Spring 2010 INTERNSHIP PROGRAMS AT MASS MoCA**

Please email Meghan Robertson, Intern Coordinator, at [internapp@massmoca.org](mailto:internapp@massmoca.org) for any further questions about the internships.

Our application deadline is November 1, 2009. The dates of the internships are located on the detailed description. All applications should provide cover letter, resume, and 2 references for the position.

Our website with further internship information is <http://www.massmoca.org/opportunities.php>.

### **Interns are paid a stipend of \$100/week plus free housing**

**Production Interns (2):** Interns work with the Production Coordinator, Master Carpenter, Master Electrician, House Sound Engineer, and house crew on all aspects of technical theatre and film. This includes hands-on in all of the following areas – carpentry, lighting, sound, audio/visual, and running crew.

**Performing Arts Administration (2):** Interns work directly with the Managing Director of Performing Arts in coordination of current and future season planning, general office work, and maintaining/updating department archives. Interns will rotate between assisting in both drafting the event programs and researching upcoming artists and working with artist services to arrange logistics of visiting artists, staff, and fellow interns.

**Marketing/Public Relations (1):** Interns work on all aspects of publicizing the organization including writing press releases, giving tours of the galleries, preparing press packets, advertising for all upcoming performing arts events in surrounding areas, researching new forums for publicity, and assisting with public outreach and special events.

**\*Box Office (1):** Intern assist both Box Office Manager and Assistant Box Office Manager with promoting performances and exhibitions to public, act as a greeter and provide customer service to MASS MoCA patrons, filling brochure racks, answering phones, ticket orders via phone, in person, and online for performing arts and gallery exhibitions, updating mailing list database, responsible for daily cash drawer, and providing general information about MASS MoCA, North Adams, Western Massachusetts - often includes giving directions and/or recommendations of other highlights of the Berkshire County.

**Visual Arts (1):** Interns assist in the day-to-day operations of a busy curatorial and education department, giving regular tours of exhibitions, developing focused "spotlight" talks on topics of special interest, and assisting in the preparation and planning of upcoming exhibitions at MASS MoCA.

**Graphic Design (1):** Intern works directly with the Director of Design producing a wide variety of printed and virtual matter for MASS MoCA, including, but not limited to, catalogues, posters, brochures, signage, websites, apparel, and packaging. Applicants should demonstrate creativity, versatility, enthusiasm, and a commitment to a career in graphic design. Excellent knowledge of Adobe Creative Suite required. Portfolio review and interview required.

**\*Kidspace (1-2):** Primary responsibility is to oversee public hours, helping visitors explore the exhibition and create their own works of art. The intern also teaches summer art classes and works with summer groups. The intern will assist Kidspace staff with planning upcoming events and gallery activities, writing family guides and curriculum activities, and with some office duties as needed. The intern is invited to participate in the MASS MoCA intern education program, which meets once a week to discuss different museum-related topics. Interns also meet artists, performers, and museum staff.

## **NYC Teaching Fellow - June 2010 Program**

For more information, or to apply: [www.nycteachingfellows.org](http://www.nycteachingfellows.org). Deadline: November 23, 2009

The NYC Teaching Fellows are people like you - accountants, nurses, recent graduates, chief executives, police officers, secretaries, artists, reporters, and retirees - who have decided to change their lives and teach in the schools that need teachers most. Almost none of them had teaching experience before joining the Fellowship.

Having passed through a rigorous selection process and trained in an intensive pre-service program, over 8,000 of these talented individuals are currently teaching in New York City's public schools. At the same time, each is pursuing his/her own education through a **subsidized Master's degree** program. Fellows also benefit from

- A regular teacher's salary and benefits;
- Ongoing support at the school and region levels; and
- A network of like-minded professionals committed to educational excellence for New York City's students.

Established in 2000, the Fellowship upholds the conviction that public schools can work, but that

Jack Tinker  
Director of Recruiting  
[jack.tinker@conncoll.edu](mailto:jack.tinker@conncoll.edu)

Deborah Dreher '89  
Associate Dean &  
Director of CELS  
[dvdre@conncoll.edu](mailto:dvdre@conncoll.edu)

Deb Brunetti  
Career Counselor/  
Newsletter Editor  
[deborah.brunetti@conncoll.edu](mailto:deborah.brunetti@conncoll.edu)

## Contents

### Employers Seeking Resumes:

*External Relations Associate (Community Relations), Achievement First, New Haven, CT*  
*Data Entry Clerk/Receptionist (Human Resources) and Program Assistant/Mattapan Head Start*  
**Action for Boston Community Development (ABCD), Boston, MA**  
*Account Executive, Captains of Industry, Boston, MA*  
*IT Application Consultant, Customer Systems, Iselin, NJ*  
*Conservation Planning Associate, Defenders of Wildlife, Washington, DC*  
*Business Development Associate, Eurekahedge, New York, NY*  
*Technical Support Specialist (posted by Emily Serrell '04), Fire Engine RED, Philadelphia*  
*Teacher Intern K-9/Immediate opening, The Foote School, New Haven, CT*  
*Research Assistant, Hanover Research Council, Washington, D.C. & Charlottesville, VA*  
*Help Desk Analyst, ITech Consulting Partners, Coventry, RI*  
*Application Developer/Computer Programmer, J.H. Lynch & Sons, Inc., Cumberland, RI*  
*Associate to the President and CEO, Keep America Beautiful, Stamford, CT*  
*Account Manager, Kayak.com, Norwalk, CT*  
*Production Coordinator for the Performing Arts, Massachusetts Museum of Contemporary Art (MassMoCA), North Adams, MA*  
*Entry-Level PR Professional, MMI Public Relations, Raleigh, NC*  
*Financial Manager, Natural Resources Foundation of Wisconsin, Madison, WI*  
*Paralegal, Needham & Johnson, Boston, MA*  
*Environmental Health Inspector/Health Department, Town of Manchester, Manchester, CT*  
*Administrative Support/Employee Benefits, Willis Group Holdings, Hartford, CT*  
*Administrative/Support Services, Woodard & Curran, Portland, ME*  
*Academic Advisor I/English Department, University of Connecticut, Storrs, CT*

### Other Opportunities:

### **CELS Liberal Arts Recruiting Connection (LARC) Job Fair**

Friday, Nov. 6, 1 – 4 p.m., Courtyard by Marriott Boston Tremont Hotel  
275 Tremont Street, Boston, MA 02116