**A periodic listing of openings for**

## September 2012

## ***Students:***

**If you wish to apply for these positions, the employer contact information is available at:**

***www.collegecentral.com/annamaria***

## ***Faculty & Staff:***

**If you know of students or alums seeking work, please share these openings with them and encourage them to register on the above website.**

## ***Employers:***

**If you have job, internship, or volunteer opportunities, please register and then post your opportunities on the above website.**

## ***Questions:*** ***Call*** **508.849.3345 or** ***email*** **jsparanges@annamaria.edu**

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Local Sales Account Executive - Spotlight | Comcast Spotlight | 09/06/2012 | Full Time | 2723423 | | None Required | Any Major |

**Job Description:**
This position will be responsible for developing, servicing and maintaining a base of local clients and/or agencies that purchase advertising space or other media services to achieve established annual sales goals within assigned sales team. Offer zone buying to allow small advertisers the opportunity to reach only the customers in their retail trading areas. Work with moderate guidance in own area of knowledge. Comcast Spotlight, the advertising sales division of Comcast Cable, helps put the power of on air, online and on demand media to use for local, regional and national spot advertisers. We are focused on moving the advertising industry forward with advanced technologies and innovative products to reach, engage and connect with audiences most effectively and efficiently. Tasks: - Seeks new customers by continuously prospecting following Company's planned sales strategies and tactics. - Analyzes confidential information, prepares reports, manuals, agendas and general correspondence. - Presents opportunistic packages every month to prospective or regional active advertisers to generate incremental revenue. - Completes required documentation and reporting for the proper processing of contracts, advertising schedules, sales calls, and expense reports. - Maintains up-to-date customer and prospect records and participates in development of sales forecasts. - Consistent exercise of independent judgment and discretion in matters of significance. - Regular, consistent and punctual attendance. Must be able to work nights and weekends, variable schedule(s) as necessary. - Other duties and responsibilities as assigned. Requirements: - High School or Equivalent - Marketing - Generally requires 0-2 years related experience Comcast is an Equal Employment Opportunity/Affirmative Action/Drug-Free workplace employer.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Financial Representative Internship | Northwestern Mutual Financial Network | 09/07/2012 | Internship | 2688138 | | None Required | Any Major |

**Job Description:**
Northwestern Mutual Financial Network was founded in 1857 and continues to provide expert guidance and innovative solutions to the planning needs of individuals and businesses. Our Financial Representatives have exclusive access to the Network's group of specialists and work with clients in the areas of insurance and investments, comprehensive financial planning, retirement solutions, estate planning, long-term care insurance, education funding, business needs analysis, and employee and executive benefits . Northwestern Mutual is built on more than 150 years of experience and unmatched levels of client service and satisfaction. Northwestern Mutual has been named "Most Admired Company" in its category for 25 consecutive years by Fortune magazine. Northwestern Mutual has been named one of the "Best Places to Launch a Career," according to Bloomberg BusinessWeek, 9/2009. The Wellesley Group of NMFN has been named among the "Best Places to Work in Boston" by the BBJ April 2011. We also offer college students the opportunity to test drive a career with Northwestern Mutual Financial Network through our internship program (offered every semester). Recognized for 15 consecutive years, Vault Inc., April 2011 named Northwestern Mutual's Internship program one of "America's Top Ten Internships." College students have the opportunity to get state licensed, gain valuable business experience and can earn an income that matches their ambition. As college students, interns in the program generally work 10 to 20 hours per week during the school semester and/or full-time over breaks or summer developing their business- and client-building skills. In most ways, our interns follow the same process for establishing their careers as our Financial Representatives. As you build your business, you will: Meet with clients - You'll set up appointments to discuss your clients' current financial situation. Analyze the Client's Situation - After extensive fact-finding, you'll uncover long-term goals that you will use to help determine your client's needs. Make recommendations - After evaluating your client's current situation and goals, you'll determine what products can help fill their needs and present appropriate solutions to your clients. Provide ongoing service - You'll continue to work with your clients beyond the close of the sale. Most financial representatives contact their clients twice per year to determine whether their needs have changed, and keep them aware of the resources available to them.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Financial Representative-Graduated Seniors/Alum | Northwestern Mutual Financial Network | 09/07/2012 | Full Time | 2688146 | | None Required | Any Major |

**Job Description:**
Northwestern Mutual Financial Network was founded in 1857 and continues to provide expert guidance and innovative solutions to the planning needs of individuals and businesses. Our Financial Representatives have exclusive access to the Network's group of specialists and work with clients in the areas of insurance and investments, comprehensive financial planning, retirement solutions, estate planning, long-term care insurance, education funding, business needs analysis, and employee and executive benefits . Northwestern Mutual is built on more than 150 years of experience and unmatched levels of client service and satisfaction. Northwestern Mutual has always received the highest ratings for financial strength from the four major rating services: Standard & Poor's, Moody's, Fitch ratings, and A.M. Best. Northwestern Mutual has also been named "Most Admired Company" in its category for 25 consecutive years by Fortune magazine. Northwestern Mutual has been named one of the "Best Places to Launch a Career,"

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|---|---|---|---|---|---|---|---|

according to Bloomberg BusinessWeek, 9/2009. The Wellesley Group of NMFN has been named among the "Best Places to Work in Boston" by the BBJ April 2011. Financial representatives with the Network provide expert guidance and innovative solutions to help meet a client's financial goals and objectives at every life stage. They offer exclusive access to insurance products from a top-rated company, The Northwestern Mutual Life Insurance Company, as well as an array of quality financial products and services available through Network subsidiaries and affiliates. Representatives have access to a network of specialists who together provide guidance on: • Asset and income protection • Personal planning • Education funding • Business planning • Investment services • Estate planning • Trust services • Employee and executive benefits • Retirement solutions As you build your business, you will: Meet With Clients - You'll set up appointments to discuss your clients' current financial situation. Analyze the Client's Situation - After extensive fact-finding, you'll uncover long-term goals that you will use to help determine your client's needs. Make Recommendations - After evaluating your client's current situation and goals, you'll determine what products can help fill their needs and present appropriate solutions to your clients. Provide Ongoing Service - You'll continue to work with your clients beyond the close of the sale. Most financial representatives contact their clients twice per year to determine whether their needs have changed, and keep them aware of the resources available to them.

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|---|---|---|---|---|---|---|---|
| Program Staff | Boys & Girls Club of Webster-Dudley | 09/08/2012 | Part Time | 2686675 | | None Required | Any Major |

**Job Description:**
Under the direction of the Program Director, staff will assist in the design and implementation of programs for the after school program or teen night program. Responsibilities: -direct all recreational, educational and cultural activities -provide a safe environment for all participants -maintain all records as required -attend all scheduled meetings and trainings

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|---|---|---|---|---|---|---|---|
| Messenger/Clerical Assistant | Lane, Greene, Murtha & Edwards, LLP | 09/09/2012 | Part Time | 2730179 | | None Required | Any Major |

**Job Description:**
office errands, filing, photocopying, outgoing mail, maintaining office kitchen, computer file records, other tasks/projects as needed

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|---|---|---|---|---|---|---|---|
| Sales & Administration Intern | Central Massachusetts Convention & Visitors Bureau | 09/12/2012 | Internship | 2746219 | | None Required | Any Major |

**Job Description:**
Enhance your college education with hands on industry experience as a Sales & Administration Intern at the Central Massachusetts Convention and Visitors Bureau! You'll use your customer service and organizational skills to assist the CMCVB staff with compiling sales leads, correspondence, follow-up procedures and research for the travel and tourism industry. The Sales & Administration Intern may be assigned to work on the following tasks: • Membership recruitment • Maintenance of ACT! (membership database) • Attending member events/meetings with a supervisor • Phone calls/correspondence to recruit and communicate with members • Assisting with lead development • Sales research • Help with financials and accounts payable Self-starters who are interested in gaining experience in travel and tourism are encouraged to apply! The CMCVB works with the Massachusetts Office of Travel and Tourism, the City of Worcester, the Massachusetts Turnpike Authority, the DCU Center as well as the Central Massachusetts Tourism industry. If you'd like a challenging experience that brings you to the state, regional and local levels, please apply today! As a not-for-profit, our internships are for school credit only (unpaid, but highly appreciated!).

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Marketing & Communications Intern | Central Massachusetts Convention & Visitors Bureau | 09/12/2012 | Internship | 2746224 | | None Required | Any Major |

**Job Description:**
Enhance your college education with hands on industry experience as a Marketing & Communications Intern at the Central Massachusetts Convention & Visitors Bureau! Marketing & Communications Interns will assist the CMCVB in reaching target audiences through a variety of mediums. The intern will support all staff as needed with special events, administrative support, research, and sales. The Marketing & Communications Intern may be assigned to work on the following tasks: - market research & data analysis - drafting press releases - attending press conferences & events - developing surveys - assist in the development of marketing materials: sales kits, membership materials, correspondence, flyers, website and others as needed - attend meetings/events

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|---|---|---|---|---|---|---|---|

with supervisor as needed - create itineraries As a not-for-profit, our internships are for school credit only (unpaid, but highly appreciated!).

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Bookkeeping & Administration Intern | Central Massachusetts Convention & Visitors Bureau | 09/12/2012 | Internship | 2746470 | | None Required | Any Major |

**Job Description:**
Enhance your college education with hands on industry experience as a Bookkeeping & Administration Intern at the Central Massachusetts Convention and Visitors Bureau! You'll use your customer service and organizational skills to assist the CMCVB staff with preparing invoices and statements, helping with financials, accounts payable and accounts receivable, correspondence, follow-up procedures and research for the travel and tourism industry. The Bookkeeping Intern may be assigned to work on the following tasks: • Preparing invoices and statements • Compiling monthly membership billing information and invoices • Helping with financials and accounts payable • Maintenance of ACT! (membership database) Must possess basic bookkeeping knowledge and experience with Quickbooks. Self-starters who are interested in gaining experience in travel and tourism are encouraged to apply! The CMCVB works with the Massachusetts Office of Travel and Tourism, the City of Worcester, the Massachusetts Turnpike Authority, the DCU Center as well as the Central Massachusetts Tourism industry. If you'd like a challenging experience that brings you to the state, regional and local levels, please apply today! As a not-for-profit, our internships are for school credit only (unpaid, but highly appreciated!).

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|---|---|---|---|---|---|---|---|
| Fall/Winter Intern | Brattleboro Museum & Art Center | 09/14/2012 | Internship, Part Time | 2705187 | | None Required | Any Major |

**Job Description:**
The intern observes and assists in many aspects of running a small contemporary art museum. The job description includes a great deal of general administrative support, rounded out with exhibit installation, marketing and research, public interface in the gallery, assistance to the education curator and exposure to Visual Thinking Strategies. The position provides a student interested in museum work an opportunity to experience a wide variety of museum functions. - Administration: General administrative assistance may include telephone answering, mail distribution, data entry, website updating, membership and event mailings, and writing drafts of event information, cleaning, tending archives, and more. - Exhibits: Interns work behind the scenes on the installation, de-installation, and security of exhibits. - Research: Online research may include finding information on artists, researching gift shop merchandise, updating press lists, updating and expanding exhibit and event listings, updating internship listings, contacting exhibiting artists about their publications, and other projects as needed. - Public Interface: Interns work with the public as substitute gallery greeters, helping with openings, and staffing public events. - Education: Education tasks may include assisting the education curator in setting up for school visits, preparing materials for activities, assisting at workshops, and filing. Interns learn about BMAC's docent program and may act as docents-in-training during Museum tours. BMAC docents are trained in the methodology called Visual Thinking Strategies. More information about VTS is available at www.vue.org/whatisvts.html. This is an unpaid internship. The schedule may be adapted to fit the intern's availability. The hours may run from 100 to 300 hours over the course of 12-15 weeks. Starting time is early September. BMAC staff can guide interns in becoming acquainted with the community. The Museum is located downtown, and there is some public transportation; a vehicle is not required, but is recommended for the occasional driving errand.

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|---|---|---|---|---|---|---|---|
| Executive Assistant | First Choice Realty | 09/14/2012 | Full Time | 2734674 | | None Required | Any Major |

**Job Description:**
-Developed organizational skills -Maturity to handle a range of situations -Verbal and written communication skills -Up to date technological proficiency -Ability to take initiative -Excellent time management skills -Multi-tasking ability

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|---|---|---|---|---|---|---|---|
| Marketing Intern | Higgins Armory Museum | 09/19/2012 | Internship | 2740156 | | None Required | Any Major |

**Job Description:**
Marketing interns assist in the day-to-day operations of the marketing and communications office including: • supplement and implement the Social Media calendar; • photograph and/or video tape interactive programming at the Museum and procure Release Forms from all guests photographed; • contribute to and format e-newsletter and e-blasts; • prepare marketing materials and images for media releases; • other projects as needed or available.

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| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Music Therapist | Seven Hills Foundation | 09/20/2012 | Internship, Part Time, Volunteer | 2725668 | | None Required | Music Therapy |

**Job Description:**
Looking for a music therapist either board certified or on their way to becoming certified. Our current therapist can no longer continue teaching classes for our youth and adult classes starting at the age of 8. Classes will be held once a week during the early evening. Compensation can be offered. BC preferred.

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|---|---|---|---|---|---|---|---|
| Volunteer | Seven Hills Foundation | 09/20/2012 | Volunteer | 2725670 | | None Required | Any Major |

**Job Description:**
Volunteer opportunities for various programs through the Recreation Department. Music Therapy, art classes, poetry, social mixer, Girls Group, Fitness and possibly Special Olympics sports.

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|---|---|---|---|---|---|---|---|
| IDI Cust Serv Billing Representative | Unum | 09/20/2012 | Full Time | 2741188 | | None Required | Any Major |

**Job Description:**
Unum is a company of people serving people. As one of the world's leading employee benefits providers and a Fortune 500 company, Unum helps protect more than 25 million working people and their families in the event of illness or injury. Headquartered in Chattanooga Tennessee, Unum has significant U.S. operations in Portland, Maine, Worcester, Massachusetts and Glendale, California with 35 field offices nationwide. Principal Duties & Responsibilities • Process financial transactions (premium allocations/reconcile individual invoices) within established processing standards while adhering to Sarbanes Oxley guidelines (i.e. premium payment histories and reconciliations). • Research and reconcile department suspense accounts through daily monitoring ensuring timely processing of all lockbox, cash and journal postings to meet departmental service standards. • Actively monitor outstanding premium. Follow established guidelines for collection or termination of delinquent accounts. • Independently provide customer satisfaction by responding to individual customer inquiries and requests to accurately communicate policy information within departmental service standards. • Seek information from customers to thoroughly understand their needs and educate customer to ensure understanding of administrative procedures and deliverables. • Present all communications, both written and verbal, in a professional manner and accurately document all necessary and pertinent customer information. • Work effectively and collaboratively with internal partners to ensure service standards and customer needs are met. • Maintain assigned policy workload, while consistently meeting department standards and provide team coverage on an as needed basis. • Generate supplemental billings when applicable. • Keep manager apprised of problems and customer needs. • May perform other duties as assigned by manager. Qualifications • 4 year college degree highly preferred • 3-5 years industry-related experience in a customer service role • Strong knowledge of general banking, accounting and billing/collection business practices and procedures • Basic knowledge of Individual portfolio and experience with mainframe processing systems • Excellent computer skills • Strong work ethic and the ability to work effectively without direct supervision • Demonstrates good listening ability with exceptional written and verbal communication skills • Ability to perform in a fast paced environment, both as part of a team and independently • Demonstrates strong organizational and time management skills with the ability to multi-task • Demonstrates strong analytical/mathematical skills • Displays solid problem solving and decision making ability • Exhibits exceptional customer service skills • Meets the standards for this position, as defined in the Talent Management framework Unum offers world-class training and development, generous compensation and benefits packages, and a culture built on employee ideas. Unum provides equal employment and advancement opportunities for all employees regardless of a person's race, color, religion, national origin, age, disability, military status, gender, sexual orientation, gender identity or expression.

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|---|---|---|---|---|---|---|---|
| Planning & Regulatory Intern | City of Worcester | 09/21/2012 | Internship, Part Time | 2743019 | | None Required | Any Major |

**Job Description:**
Specific administrative duties comprise ~ 80% of the internship and include assistance with data entry, filing, mailing, file maintenance, office inventory, meeting preparation, and land use Boards' support. Special research projects will depend on applicant's abilities and interests and may include research on topics of land use regulation, sustainable development, historical preservation and/or energy efficiency.

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| Legal Secretary/Paralegal | Ball & Sargent, | 09/23/2012 | Full Time | 2746015 | | None Required | Any Major |

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| | P.C. | | | | | | |

**Job Description:**
Full-time - Legal Secretary/Paralegal needed for a small law firm supporting an attorney in Family Law and Torts. The qualified candidate will be a detail oriented individual with strong organizational and computer skills. Duties include: multi-line telephone system, reception duties, drafting various correspondence and pleadings, and managing client files.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Law Intern | Law Office of Kevin Patrick Seaver | 09/27/2012 | Internship | 2380243 | | None Required | Any Major |

**Job Description:**
The Law Office of Kevin Seaver provides a substantive legal internship experience. The focus of the internship is to assist Attorney Seaver in the critical analysis of Department of Children and Families documents, accompany the attorney to court, write legal memoranda and briefs, visit clients, attend meetings at medical and residential institutions, and other tasks as assigned. Internship hours are flexible and may be one or more days per week from 8:30 a.m. to 5:00 p.m., Monday through Saturday, during spring and fall semesters, or five days a week from 8:30 a.m. to 5:00 p.m. during the summer of 2012. Students applying for this internship are encouraged to visit Attorney Seaver's website at www.kevinseaver.com.

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|---|---|---|---|---|---|---|---|
| Freelance Graphic Design | Pocket-Ads | 09/27/2012 | Freelance | 2676417 | | None Required | Graphic Design |

**Job Description:**
Pocket-Ads is looking for freelance graphic designers to post 4 inch x 4 inch ad designs. Graphic designers are paid 95% of the design sale price every time the design is sold. Designers can place website and/or contact information under their designs if they choose. This could be useful to businesses looking for a more custom design from the designer. Pocket-Ads does not charge any posting fees, require any minimum participation levels or charge any yearly dues. Please visit www.pocket-ads.com for more information or to post designs.

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|---|---|---|---|---|---|---|---|
| Part-Time Operations Manager | FedEx SmartPost | 09/30/2012 | Part Time | 2698557 | | Associates, Bachelors, Diploma | Any Major |

**Job Description:**
Job Summary: Under the direction of the Manager of Dock Operations or the Senior Hub Manager, the Part-Time Operations Manager is responsible for overseeing and supervising the day-to-day operation of the Hub to provide the best possible service to the customers through timely and safe movement of parcels throughout our system, in accordance with Company policies and procedures. Essential Functions: • Monitor the performance of the dock employees in the Operations Manager PT's designated area. • Conduct pre-sort meetings to communicate values, strategies, and objectives, and assign accountabilities; plan, monitor, and appraise job results; develop a climate for offering information and opinions. • Address equipment malfunctions and/or immediately notify major and potential problems to the Maintenance Department. • Ensure compliance with all safety and work rules and regulations, and the maintenance of departmental housekeeping standards. • Motivate employees to maximize productivity and potential through reward & recognition programs. • Update and maintain accurate dock status reports. • Ensure the completion of all required paperwork, records, and documents such as inventories, maintenance reports, and quality checks. • Ensure trailer space is maximized without damaging packages through load quality checks. • Assess and define assigned hub employee training needs and participate in on-the-job and new hire training. Provide educational opportunities to employees. • When required, participate in daily/weekly/monthly site staff meetings, corporate planning meetings and conference calls. Attend meetings, development training, and conference calls. • Perform other duties as assigned.

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|---|---|---|---|---|---|---|---|
| Real Estate Paralegal | Bowditch & Dewey, LLP | 10/01/2012 | Full Time | 2746725 | | Associates, Bachelors | Legal Studies |

**Job Description:**
Bowditch & Dewey, LLP, ranked among the largest law firms in Massachusetts, has an opening in the Framingham office for a Real Estate Paralegal to assist with commercial real estate legal work. Responsibilities include preparation of draft documents, including purchase and sale agreements, deeds, settlement statements, commercial leases and related documents; obtaining closing documents, including UCC searches, title examinations, municipal lien certificates, corporate organizational documents and payoff letters; preparation of tenant estoppel certificates and clerk’s certificates; attendance at closings; title research using Landtrak; coordination of

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|---|---|---|---|---|---|---|---|

title reports with title examiners; preparation of lender and owner polices of title insurance; preparation of organizational and authority documentation; coordination of recording of documents at registries of deeds; assistance in preparation of zoning opinions; management of transactional due diligence, and responsibility for completion of all post-closing matters. Must have excellent interpersonal and writing skills; knowledge of basic accounting principles; good computer skills; and experience with the above real estate legal concepts. Bachelor's degree, paralegal certificate or comparable, related experience required. This is an excellent opportunity that provides a competitive compensation package and a professional environment. Dedicated to Diversity: Bowditch & Dewey focuses on inclusive hiring of those candidates having excellent skills with a broad range of experiences, knowledge and perspectives. Diversity within the Firm promotes an open and mutually respectful workplace and the delivery of superior service to its clients.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Sales and Marketing Internship | Donahue Industries | 10/19/2012 | Internship | 2404795 | | None Required | Art and Business; Business Administration |

**Job Description:**
Candidate will be introduced to the sales and marketing functions of an international manufacturing company through market research, industry and company analysis. The candidate will report to the Vice President of Sales and Marketing and be responsible for a variety of tasks, including: - Compiling sales and marketing data - Performing preliminary analysis - Reporting findings - Maintaining contact database - Implementing lead generation programs - Managing special projects as assigned - Implementing a CRM (Customer Relationship Management) program

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Engineering / Manufacturing Internship | Donahue Industries | 10/19/2012 | Internship | 2404813 | | None Required | Any Major |

**Job Description:**
Candidate will be introduced to the manufacturing process and quality control procedures by auditing and compiling data for discreet parts based on part drawings and measurements. The part dimensions will be analyzed against the corresponding tooling to ensure congruity. This is an excellent opportunity for technical students to gain valuable experience in the manufacturing sector.

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|---|---|---|---|---|---|---|---|
| Youth Mentoring Program | LUK Inc. | 10/25/2012 | Community Service, Volunteer | 2409895 | | None Required | Any Major |

**Job Description:**
Community Mentoring Program: The LUK Mentoring Program seeks adults 18 years and older to be a positive role model for youth who may have learning, emotional or behavioral disabilities, youth in foster care or youth in need of additional support. Volunteers spend at least one hour per week doing a variety of activities with the youth they are matched to. Friendship is the emphasis of this relationship and we stress the year long commitment.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Recruitment/Marketing | LUK Inc. | 10/25/2012 | Community Service, Internship, Service Learning, Volunteer | 2409906 | | None Required | Any Major |

**Job Description:**
Assist with mentor & youth recruitment activities at local colleges, community recruitment events, area schools & youth serving agencies; mass mailings; flier postings.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Group Mentoring Project | LUK Inc. | 10/25/2012 | Community Service, Internship, Service Learning, Volunteer, Work Study | 2409913 | | None Required | Any Major |

**Job Description:**
Support mentoring staff by supervising foster care group activities, planning & conducting activities which include crafts, food, games and asset building. Groups are held in Fitchburg on the second Tuesday of each month and in Worcester on the 4th Tuesday of each month from 6:00 - 8:00 PM.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Site-Based Youth Mentoring | LUK Inc. | 10/25/2012 | Community Service, Internship, Volunteer | 2409945 | | None Required | Any Major |

**Job Description:**
The LUK Mentoring Program seeks adults 18 years and older to be a positive role model for a local youth. Mentoring takes place at the North Central Boys & Girls Club in Leominster or the Worcester Youth Center. Volunteers spend at least one hour per week doing a variety of activities offered on site, which may include academic help.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Fundraising Assistant | LUK Inc. | 10/25/2012 | Community Service, Internship, Volunteer | 2409984 | | None Required | Any Major |

**Job Description:**
Assist in planning of and participation in fundraising activities for the LUK Mentoring Program, specifically in the fundraising planning process for the Rodman Ride for Kids which takes place the end of September/beginning of October each year in Foxboro, MA.

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|---|---|---|---|---|---|---|---|
| LUK Mentoring Program Advisory Board | LUK Inc. | 10/26/2012 | Community Service, Part Time, Volunteer | 2409779 | | None Required | Any Major |

**Job Description:**
Serve as a member of the Mentoring Advisory Board which meets the second Wednesday of each month at 5:30 PM. Offer ideas and expertise to program staff; promote and assist with mentor recruitment, fundraising, and act as an ambassador for the LUK Mentoring Program.

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|---|---|---|---|---|---|---|---|
| Playgroup Associate | The Paw Pack Adventure Club | 11/01/2012 | Part Time | 2747479 | | None Required | Any Major |

**Job Description:**
The Playgroup Associate will assist the owner in managing playgroups to exercise dogs. The ultimate goal of each playgroup is to give each dog the proper amount of exercise as well as enforcing proper rules, boundaries, limitations and playgroup etiquette. Responsibilities: 1. Coordinating weekly playgroup schedule with owner and clients 2. Collaborating with owner and clients to create proper exercise plans for their dogs 3. Picking up/dropping off dogs and transporting them to park for off leash playgroup hikes 4. Clean up any accidents in the home (if necessary) 5. Food/water change (if necessary) 6. Ball/toy play (if necessary) 7. Administer medication (if necessary) 8. Collecting weekly payments from clients and distributing to owner 9. Leaving a detailed "pawgress report" on visit 10. Giving lots of love, affection, and fun!

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Dog Walker | The Paw Pack Adventure Club | 11/01/2012 | Part Time | 2747480 | | None Required | Any Major |

**Job Description:**
The dog walker will assist the owner in making home based visits to exercise dogs. The ultimate goal of each visit is to give each dog the proper amount of exercise as well as enforcing proper rules, boundaries, limitations and leash walking techniques. Responsibilities: 1. Coordinating weekly walk schedule with owner and clients 2. Performing 30 or 60 minute leashed adventure walks and/or runs in client neighborhoods 3. Collaborating with owner and clients to create proper exercise plans for their dogs 4. Clean up any accidents (if necessary) 5. Food/water change (if necessary) 6. Ball/toy play (if necessary) 7. Administer medication (if necessary) 8. Collecting weekly payments from clients and distributing to owner 9. Leaving a detailed "pawgress report" on visit 10. Giving lots of love, affection, and fun!

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|---|---|---|---|---|---|---|---|
| Parcel Assistant | FedEx SmartPost | 11/10/2012 | Part Time | 2740455 | | None Required | Any Major |

**Job Description:**
FedEx SmartPost has immediate part-time openings for Parcel Assistants on shifts beginning at 1:00 PM, 5:30 PM, or 10:00 PM in Northborough, MA. Job Summary: Lift, sort, process and load packages. Duties may include but are not limited to pushing and stacking packages, loading and unloading trucks by hand, processing packages, and creating mailing containers.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Special Events Coordinator | African Community Education Program | 12/21/2012 | Internship, Part Time, Volunteer | 2744098 | | None Required | Any Major |

**Job Description:**
The ACE program is looking for a Special Events Coordinator to work collaboratively with ACE staff, students and teachers to coordinate and plan special events throughout the year. Special Events include, but are not limited to: field trips, college access days, guest speakers, family events or workshops, clothing drives, holiday giving tree, etc. These events provide excitement and educational enhancements to our Saturday Program and Afterschool programming, while exposing our students to new experiences and community resources. The Special Events Coordinator will be responsible for developing event proposals, engaging ACE students in event planning, ensuring that educational objectives are met, and more! This internship is a great opportunity for those interested in event planning and coordination. This position allows an intern to work hand in hand with various members or the ACE program and play a crucial part in planning exciting and engaging events for our students!

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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| Office Assistance | African Community Education Program | 12/21/2012 | Internship, Part Time, Volunteer | 2744105 | | None Required | Any Major |

**Job Description:**
There is a lot of work that goes on behind the scenes at ACE in order to provide comprehensive programming to our students. If you are interested in learning more about non-profit management and program development, this is a great opportunity for you! Interested volunteers can develop flexible schedules and we will work with you to put your experience & skills into action to support our programs! The ACE office is a welcoming and collaborative environment where staff enthusiastically work together to develop effective and engaging programming. Responsibilities include: Manage phone calls and emails sent to the general ACE email and phone line. Provide the required information if possible or refer to appropriate staff member. Greet guests who visit the office and provide requested information. Manage incoming and outgoing mail. Assist staff in organization and management of files and information (both paper and electronic). Assist with other secretarial and office related duties.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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| Grantwriter | African Community Education Program | 12/21/2012 | Community Service, Internship, Part Time, Volunteer | 2744108 | | None Required | Any Major |

**Job Description:**
The main tasks of this position include: 1. Search various foundations, organizations and governmental agencies for grant appropriate for ACE 2. Work with the City of Worcester on any possible city funding 3. Prepare grant narratives and budgets and submit to ACE administration for review 4. Maintain communication with the funders and provide necessary documentation and reports 5. Maintain communication with ACE staff and ensure proper documentation for each grant Experience in grant writing required. Must have good written and oral communication skills.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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| Assistant Volunteer Coordinator | African Community Education Program | 12/21/2012 | Community Service, Internship, Part Time, Volunteer | 2744111 | | None Required | Any Major |

**Job Description:**
This position is responsible for the management and administration related to volunteers for the organization. Primary responsibilities will include: 1) Maintain communication with volunteers on weekly basis 2) Assign students to volunteers. 3) Organize students and volunteers during tutoring time on Saturdays. 4) Maintain documentation and other duties as necessary. 5.) Help to recruit new volunteers, mentors and interns. This position may be formalized into an internship with a weekly commitment of 5+ hours per week assisting during class and developing activities for students to use inside and outside of class. This is a great opportunity for anyone interested in pursuing a career in teaching, social work, or simply becoming involved in your community!! College students- we can work with your school to have this internship count for course credit!

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| Financial Assistant | African Community Education Program | 12/21/2012 | Community Service, Internship, Part Time, Volunteer | 2744113 | | None Required | Any Major |

**Job Description:**
Maintain all financial records of ACE showing incoming funds, expenditures and current assets. Manage all ACE accounts based on

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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fund sources and ensure that proper expenses are applied towards appropriate fund sources. Prepare quarterly financial statements. Prepare monthly checks for all ACE- paid staff and maintain record of all such transactions. Assess/ reassess ACE needs and prepare organizational budgets Work with grant writer on preparing program budgets based on organizational budget and current needs. Manage ACE bank accounts ensuring maximum profit for ACE (i.e. etch out for fees; keep money in Savings account with interest, etc.). Accounting experience and/or coursework required. Great opportunity for students pursuing accounting to get hands-on experience in their field.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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| Access Database Support | African Community Education Program | 12/21/2012 | Community Service, Part Time, Volunteer | 2744117 | | None Required | Any Major |

**Job Description:**
This position requires proficiency in MS Access to be able to update and program our office database in order to input, produce, analyze and interpret various data. Must update database monthly with grades and test score information and maintain the attendance database. Must generate necessary reports several times a year. In addition to experience working with Access, this person must also have good communication skills and patience to explain to office staff how to effectively use the database.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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| Fundraising Intern | African Community Education Program | 12/21/2012 | Community Service, Full Time, Internship, Volunteer | 2744120 | | None Required | Any Major |

**Job Description:**
This position's main tasks include: 1. Identifying organizations interested in supporting educational programs or African community development 2. Identifying all local African businesses or those that cater to the African community 3. Schedule necessary meetings, give Power Point presentations 4. Identify and coach 2-3 older students to assist you in presentations. 5. Organize ACE events geared toward fundraising, obtain sponsors, and ensure proper publicity 6. Maintain database of ACE donors, send Thank You cards, periodic information updates on ACE. Work with all kids to plan a group fundraiser that they can participate in. This internship is a great opportunity for anyone pursuing a career in Business, Marketing, Events Planning, Communications, Non-Profits, and Youth Leadership Development. If you are a student we can work with your college or University so your internship can count towards course credits. This position requires organization, good communication and networking skills. Previous fundraising experience is helpful.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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| Publicity/ Communications & Media Intern | African Community Education Program | 12/21/2012 | Community Service, Internship, Part Time, Volunteer | 2744121 | | None Required | Any Major |

**Job Description:**
This interns overall duty is to produce and distribute information and advertisements about ACE events and announcements. Experience with MS Publisher and PowerPoint preferred. Some tasks include: 1. writing press releases for local media for all ACE events 2. create/update all written informational materials of ACE, including the ACE Magazine. 3. Distribute informational flyers to different agencies, business, organizations, community members, churches etc- (work with fundraising and volunteer coordinator interns.) 4. Improve brochure. 5. Ensure photographs and videos are taken at all ACE events and maintain database of such 6. Create a short 2-3 minute video to serve as an Advertisement for ACE to recruit volunteers and receive funds 7. Obtain and keep all audio/visual/written materials on ACE 8. Find opportunities for ACE administration to speak on radio/ TV shows This position may be formalized into an internship with a weekly commitment of 5+ hours per week. This is a great opportunity for anyone interested in pursuing a career in media relations, communication, marketing or publicity or simply becoming involved in your community!! College students- we can work with your school to have this internship count for course credit!

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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| IT / Database Intern | African Community Education Program | 12/22/2012 | Community Service, Internship, Part Time, Volunteer | 2744096 | | Bachelors | Any Major |

**Job Description:**
• Manage ACE student and faculty databases • Maintain website and update web content in a timely manner • Train appropriate staff in new application uses and other relevant areas • When necessary, provide options for the purchase of new hardware/software to

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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Program Director • Provide IT support to ACE personnel • Perform other job-related duties as requested by supervisor

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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| Spring Festival Coordinator | African Community Education Program | 12/22/2012 | Community Service, Internship, Part Time, Volunteer | 2744097 | | None Required | Human Development & Human Services; Media Communications |

**Job Description:**
The Spring Festival Coordinator will work collaboratively with ACE staff, students, volunteers, parents and other interns to plan and implement our annual Spring Festival. Every year the African Community Education program puts on a Spring Festival where our students showcase their talents and ambitions through creative performances, such as drumming and dance, and through personal stories. This is a very important and exciting event for ACE students, and a component of this internship will involve engaging ACE student leaders in the planning and running of the event. This internship is a great opportunity for those interested in event planning and coordination. This position allows an intern to work hand in hand with various members or the ACE program and play a crucial part in the planning of such a special and inspiring event!!

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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| Development in Focus | http://www.delaid.org | 12/24/2012 | Volunteer | 2644265 | | None Required | Any Major |

**Job Description:**
The mission of the organization is to mobilize resource and stakeholders to empower poor vulnerable women, youth and children, to realize their own development. Integrated Development in Focus (DIF) was formed and inaugurated as a capacity building social development agency involved primarily in poverty reduction, preventive health education, reproductive health, rural/urban development, capacity building and the development of networks. Its mission is to mobilize resources and stakeholders to empower poor vulnerable women, youth and children to realize their own development, know about themselves and be responsible adults. The organization is interested in the health, socio-economic needs and ensuring the future of children, youth and poor women in deprived, underserved and hard to reach areas, locally and internationally. It promotes models of participatory, sustainable and self-reliant development through action-research. This is mostly achieved through community education, behavioral change communication (BCC), training, outreach activities, skills development and peer education, using drumming, dancing and interactive drama/theatre as a means of communication to transfer information on women, children and youth issues as well as sensitize stakeholders on factual reproductive health issues and preventive health. Development in Focus needs: Students: The organization is looking for keen students to share their knowledge and support the development initiatives. Child Rights Educator: A Child Rights Educator is required to help run workshops and to review and develop current activities and programs. Social Worker: A social worker is required to mobilize, organize and sensitize local authorities to support the management of ongoing TB projects. Development Project Assistants: A Child Rights Educator is required to help run workshops and to review and develop current activities and programs. Community Sanitation Officer: You will be required to develop and run community cleaning projects and hold educational workshops for schools and community groups. Development Fundraising Officer: A Fundraising Officer is required to develop grant proposals for review by organizations such as the World Bank and the UNDP.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
|---|---|---|---|---|---|---|---|
| African Business Network | http://www.delaid.org | 12/24/2012 | Volunteer | 2644268 | | None Required | Any Major |

**Job Description:**
African Business Network is a registered Enterprise Development Non-Governmental Organization that specializes in the provision of capacity building programmes for micro and small enterprise development institutions, especially those involved in assisting women and youth enterprise groups. The network since its inception has undertaken a number of initiatives aimed at promoting and developing micro-enterprise and entrepreneurship among business owners, women and youth groups. It's domain of activity covers Marketing & Public Relations, Business Management & Development and Project Management. It has received support from the United Nations Development Programme and the United Nations System Gender Programme for some of its projects. Volunteers will work in the areas of research, strategic business advice and planning, programme development and management, resource mobilization and strategic planning to support the organization to achieve the objectives above. Current Placements: Micro-Finance Advisor & Development Practitioner: They are looking for a committed development practitioner to further develop micro-finance packages and services for their Development Partners. Business Development Researcher: Researchers are needed to assess, monitor, and evaluate ongoing projects. The ideal candidate will have a background in business and/or development studies. Women

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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Enterprises Development Officer: They are looking for a development practitioner to help female networks & business associations to advocate for access to finance for women in Enterprise. Youth Enterprises Development Officer: They are looking for a development practitioner to facilitate youth networks and business associations to advocate for access to finance for youth in small scale Enterprises. Agribusiness Development Advisor: An Agribusiness Development Officer is needed to develop business strategies for SME's in the horticultural sector with good agronomic practices Waste Management Specialist: A Waste Management Specialist needed to help develop strategies and identify grant funding opportunities to support waste management companies in Ghana. Agribusiness Supply Chain Development Advisor: The intern will help develop business services for actors in the Horticultural Industry using the value chain approach. He/She will also formulate Expressions of Interest (EOI's) for projects/programmes involving agribusiness development. Web Designer/Database Designer: The intern will design an attractive and user-friendly website for AABN, to serve as a platform to disseminate relevant information pertaining to AABN's projects and partners. Administrative Executive/Accountant: The intern will undertake administrative duties such as drafting monthly and annual reports, performing basic bookkeeping tasks etc. Marketing & Media Advisor: A Marketing & Media Advisor is needed to develop newsletters, posters, brochures and other promotional products. The Advisor will be required to form partnerships with media outlets to promote the work of AABN. Telecommunication Advisor/ Programme Developer: The intern will be required to coordinate and plan for all of AABN's major events, including finding and booking proper locations, organizing event participants and developing innovative ways to conduct AABN events. Event Planner/Coordinator: The intern will be required to coordinate and plan for all of AABN's major events, including finding and booking proper locations, organizing event participants and developing innovative ways to conduct AABN events. • You must be at least 18 years of age upon application. • You must have a background of relevance to the individual position and have a strong interest in Development. • In order to maintain the sustainability and high performance of this project all volunteers are required to complete a detailed hand-over document for successive volunteers. • You will need to be flexible and tolerant, show initiative and enthusiasm to face the many hurdles and challenges that you will encounter. • The roles will be quite hectic with a minimum working day of 8hrs required. All interns will be required to act professionally and dress appropriately (jackets will need to be on stand-by).

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| Special Needs School | http://www.delaid.org | 12/24/2012 | Volunteer | 2644284 | | None Required | Any Major |

**Job Description:**

New Horizon Special Needs School is an inclusive school for children with learning needs as well as mainstream students. The school builds confidence and competency in all children through providing an enabling environment which can empower all students to reach their full potential. This Special Needs School embraces all children's needs from those with learning, language or social challenges to the gifted and talented. They contribute to the well being of the Ghanaian society by reaching out to the community by providing training to Ghanaian teachers on inclusive teaching and supporting those in challenged schools (Ghanaian government or public schools). Currently, the School is incorporating a mixed therapeutic input to their regular curriculum. They work with children aged 3-18 years through therapy, mainly speech and language, music, occupational therapy and physiotherapy. One of the sectors of the Ghanaian educational system that is hardly given any attention is the education of children with special needs. Inclusive education in Ghana is more about meeting the needs of students with special needs in an educational system swamped by huge numbers of untrained teachers. This worrying trend is gradually being slowed through the work of schools such as the New Horizon Special Needs School. New Horizon Special Needs School is recognized in Ghana as the first Inclusive Education Institution that offers a full time UK National Curriculum. Placement categories Special Needs Teacher An experienced and trained special needs teacher is urgently needed to support the work being done at the school. Students currently pursuing studies in special needs are welcome. Special Needs Teaching Assistant Special needs teaching assistant is required to assist our teachers in various classes. The teaching assistant will focus on offering one-on-one assistance to the children. Speech & Language Therapist A therapist is required to work closely with children of different ages with varying levels of speech and communication disorders. Music Therapist A Music Therapist is needed to use music creatively to help their clients address social, emotional or physical problems. Occupational Therapist The services of an occupational therapist are needed to devise treatment programmes to increase the children's ability to carry out activities or occupations independently, and with more confidence. Counsellor The school needs the services of a Counsellor to offer advice to both children and their parents to contribute to the welfare of the children. Web Designers-ICT A web designer is required to work as part of the ICT team and to troubleshoot IWBs for all classes. Physiotherapist A dedicated volunteer is required to provide treatment to children to develop, maintain and restore maximum movement and function throughout their normal activities.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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| Equity Trader | WTS Proprietary Trading Group LLC - Boston | 12/30/2012 | Full Time | 2703366 | | None Required | Any Major |

**Job Description:**

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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JUNIOR TRADING POSITION We are interested in selected candidates who have a passion for proprietary trading as well as those with high frequency trading strategies and are ready to take on our vigorous training program and receive the necessary education and mentoring needed for the opportunity to profit on an intra-day basis. Our staff with more than twenty years of trading experience provides top level training. With daily classroom training, one on one mentoring, we are dedicated to providing our traders with modeled strategies and techniques. Our firm provides a systematic approach, tested on historical data which traders, trade with precision and accuracy. With devoted staff and technical support, we provide comprehensive and sophisticated proprietary software. Our traders accumulate profits with a back-tested quantitative strategy to offer the opportunity for excellent results. At the completion of the training program, traders will immediately be allocated a portion of the firm capital to begin their career as a trader. This capital allocation is reviewed on a weekly basis. Performance based increases in capital allocations are made if a trader exhibits consistent profitability and growth. Traders will be expected to analyze, model, and develop trading strategies on trading system improvements. This position requires a capital contribution of $2,000 SENIOR TRADING POSITION Experienced prop traders are encouraged to contact us to join our team of senior traders. We offer full payout directly to the trader, with no firm profit sharing for traders that trade their own methodology. We offer our senior traders a desk and trade station with the added synergies of an environment with other successful experienced traders to share trade ideas. These traders trade very independently and have extensive freedom and autonomy in executing their own trading ideas. Intraday leverage and overnight leverage are shared liberally. Required capital contribution of $5,000 WE DO NOT SPONSOR FOR H1B VISA OR HOLD ANY STUDENT VISA SPONSORSHIPS.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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| Software Development Engineer/ SDET Full-Time | Amazon.com | 12/31/2012 | Full Time | 2603969 | | Bachelors, Doctorate, Masters | Computer Science |

**Job Description:**
As a member of the Amazon development team, you'll be given the opportunity to have direct impact on the evolution of the Amazon e-commerce platform and lead mission critical projects early in your career. Your design, code and raw smarts will contribute to solving some of the most complex technical challenges in the areas of distributed systems, data mining, optimization, scalability, security and tweaking algorithms, just to name a few. Innovation: Are you seeking an environment where you can drive innovation? Are you interested in finding the best intersection of features vs. performance? Are you up to the task of delivering innovative technology that offers millions of unique products to thousands of suppliers, to tens of millions of customers around the world? Many of the technical challenges Amazon encounters have never been dealt with before on this scale, if at all. Come help lead the way in e-commerce innovation.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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| Boardwalk Mission Hill Is Hiring | Boston Pads | 04/17/2013 | Full Time, Part Time | 2598210 | | None Required | Any Major |

**Job Description:**
Are you interested in making tons of Money while you are a Full Time Student? Boardwalk Properties is looking for Apartment Rental Agents to the New Office Opening on Tremont Street in the Mission Hill Area. We are already the #1 Apartment Rental and Property Management Agency of Mission Hill & now we are officially moving to the neighborhood! Do you currently live in the Mission Hill or Longwood Medical Area? Have you ever dreamed being close to your job and putting over $15,000 dollars in your pocket for one month's worth of work? Those numbers are more than possible with our private listings and largest database of apartment right in the area. We currently manage over 400 Units in the Greater Boston area. We are currently the largest property manager of apartments on Mission Hill – Boston, MA. We have over 84+ Websites including the #1 ranked Google website search term for mission hill apartments www.MissionHillPads.com. We are also the largest property management company on Mission Hill with over 110 units under management. Overall we are also Boston's Largest Apartment Rental Database with over 109,700 Apartment Listings. We also have the finest training staff as well as Dozens of Veteran Agents to show you the ropes & more leads than you can imagine… In fact, we rent more properties than anyone in the entire Boston area and our huge numbers prove it! If you are interested in a Job making amazing money interests you… Call us NOW! What Makes Our New Office the Best: *Brand New Office fully wired office with new computers and experience Managers in the Heart of Mission Hill near Forth Hill, Northeastern Area and more! * Access to New England's LARGEST apartment database with more than 109,700 apartment listings! Nobody can beat that! * Ability to market on over 84+ proprietary websites (Many are ranked #1 on Google, Bing, Yahoo etc. al. for keyword searches): http://www.missionhillpads.com/http://www.rentboardwalk.com/http://BostonApartmentnetwork.com- http://symphonyapartments.com/http://cambridgemapartments.com/ http://www.BostonPads.com - http://www.OffCampusPads.com - http://www.AllstonPads.com - http://www.BrooklinePads.com - http://www.BrightonPads.com - http://missionhillpads.com - http://www.FenwayPads.com - http://ApartmentsSouthBoston.com http://www.BackBayPads.com and more! * Relationships with over 13,100 landlords. We have more hot properties to show than any other company. * Over 2 million web hits per month on average - creating incredible leads- you spend less time marketing and more time showing. * We have over 27,500 apartment picture galleries,

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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5,000 property videos and 800 virtual tours in our database alone! (No one can touch that either) * Ability to make over 10k a month! Our Top Agent in February 2012 closed over 32k in rentals and sales commission! What You Need: * Cell Phone (617 area code) * Mass. Real Estate Salesperson License (or in-process). Don't have one? We can help! * Positive Attitude * Basic Computer Skills * The Will to Make Money * Effective time-management skills - the key to success * Having your own automobile is optional, but not required Visit www.BostonRealEstateJob.com and select "Boardwalk – Mission Hill" to apply! Please Submit your Resume to: HR@MissionHillPads.com or Call Reed Sasamura at (617) 756-5271

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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| Direct Care Professionals | Rehabilitative Resources, Inc. | 07/27/2013 | Full Time, Part Time | 2711961 | | None Required | Human Development & Human Services |

**Job Description:**
We are currently recruiting individuals to join us in our mission of providing quality support services for people with disabilities and health care services to the community. Responsibilities include: the care, supervision and safety of developmentally disabled adults in both the residential and community settings. Staff will follow through on assignments set by the Program Staff Supervisor. An opportunity to gain experience in the Human Services field working with varied settings. Must be flexible to work evenings, weekends and holidays.

| Job Title | Company | Expires | Job Type | Job ID | School Job ID | Degrees Wanted | Majors Wanted |
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| Legal Intern | Lutheran Social Services | 08/16/2013 | Internship, Volunteer, Work Study | 2736435 | | None Required | Any Major |

**Job Description:**
Lutheran Social Services, 51 Union St. suite 222, Worcester, ph: 508-754-1121 x407 Immigrant Legal Assistance Program We are currently looking for students who can fluently speak any or all of the following languages: Spanish, Portuguese, French and/or Chinese (Mandarin). The legal department of LSS provides a rich learning experience for interested interns, especially for those considering applying to law schools. ILAP is a program of the non-profit organization Lutheran Social Services. We provide legal representation/assistance mainly to asylum/refuge seekers and human trafficking victims for their immigration applications and petitions. Apart from sitting in on meetings with our trained attorneys and helping with interpretations and translations, interns normally perform tasks including, but not limited to examples listed below: (Please be advised that all the works performed in our offices are confidential, and students interested in applying for our program will be expected to respect and uphold that confidentiality. Attorney-client and/or attorney-work product privileges may extend to each volunteer/intern.) 1. Asylum/Refugee seekers may include victims of rape and sexual violence, victims of anti-gay hate crimes, victims of violent crime and/or victims of domestic violence. Working with clients seeking asylum/refuge, volunteers/interns may have the opportunity to learn about the U-Nonimmigrant visa applications and requirements, and acquire the following skills: a. Biometrics (CORI and FBI) b. Database entry c. Closing cases d. Case follow up and monitoring 2. Following are the skills one could acquire in the human trafficking cases while working on T-Nonimmigrant Visas: a. Legal writing (indexing, summarizing, editing affidavits, et al) b. Legal research Please note that the tasks listed above are not area specific and commonly cross over. Additionally, our attorney(s) or partners provide various webinars and legal trainings that students are welcome to participate in. This internship is unpaid, but we cooperate with university requirements for academic credit.

You may apply for these positions and more at the following Web address:

**http://www.collegecentral.com/annamaria**

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