Career Services’ JOB DIGEST

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5/25/2010

<table>
<thead>
<tr>
<th>Employer</th>
<th>Newton Community Service Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>AmeriCorps Ambassador of Mentoring</td>
</tr>
<tr>
<td>Location</td>
<td>Newton, MA</td>
</tr>
</tbody>
</table>

| Description   | Organizational Description:  
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td></td>
<td>Headquartered in Boston, Mass Mentoring Partnership (MMP) is the statewide umbrella organization solely dedicated to expanding high-quality youth mentoring in Massachusetts. MMP has a rich history of catalytic involvement in the start-up and sustainability of quality mentoring programs, the execution of high-visibility mentor recruitment campaigns such as the Red Sox Mentoring Challenge and Be A Champion for a child with Vince Wilfork, and the attraction of increased public and private resources to the mentoring movement. Currently, MMP has more than 165 diverse mentoring programs in its network, representing more than 18,000 matches.</td>
</tr>
<tr>
<td>Host Site Description:</td>
<td>Newton Community Service Center (NCSC) is a multi-service agency that strengthens children, youth, families and communities through educational programs and a network of support services. The agency serves a racially, economically, ethnically, and culturally diverse population from Newton, Waltham and surrounding communities. Mentor Connection, a program of NCSC, matches middle and high school students from the Newton community with adult volunteers to build meaningful, lasting relationships and promote active citizenship. Mentors help youth make healthy life decisions during their teenage years while supporting them on their journey to adulthood. The Highland Street Corps Ambassador of Mentoring will serve with Mentor Connection for their year of AmeriCorps service.</td>
</tr>
<tr>
<td>Program Summary:</td>
<td>Mass Mentoring Partnership’s AmeriCorps Ambassadors of Mentoring Program is currently recruiting for the 2010-2011 program year, which begins on August 2, 2010 through July 31, 2011. Ambassadors complete one year of service at a host organization in Massachusetts. Ambassadors will be placed at mentoring programs and youth-serving organizations across the state to lead capacity building projects in one or a combination of the following four program areas: Mentoring Program Development and Support; Mentor/Mentee Training; Match Support; and Mentor Recruitment/Marketing.</td>
</tr>
<tr>
<td>Position Description:</td>
<td>Mentor Connection is seeking an Ambassador to support the program in the following areas:</td>
</tr>
<tr>
<td>Program Development:</td>
<td>- Research and develop group mentoring programs for teens involved with NCSC’s teen programs</td>
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<td></td>
<td>- Implement and monitor programs; supervise and support volunteers and teens</td>
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<td></td>
<td>- Evaluate program and make recommendations for future improvement</td>
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<tr>
<td>Recruitment</td>
<td>- Reinvigorate volunteer and teen recruitment efforts in the community; develop new sources for recruitment</td>
</tr>
<tr>
<td></td>
<td>- Build relationships with NCSC staff to promote teen and volunteer participation</td>
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<tr>
<td></td>
<td>- Coordinate National Mentoring Month recruitment and outreach activities, including our Refer-a-Friend campaign</td>
</tr>
</tbody>
</table>
### Description
- **Match Support**
  - Foster relationships with program participants by dedicating 1-2 evenings a week to NCSC’s teen programs.
  - Research and develop a model for youth feedback and support.
  - Engage teen participants and lead proposed model.

**Program Support**
- Assist Program Director with special projects, training and event planning, as needed.

### Additional Position Responsibilities:
- Complete at least 1700 hours of service (1 year).
- Satisfactorily complete projects in assigned host organization.
- Participate in or lead volunteer mentor recruitment.
- Complete corps-wide projects to benefit the field of mentoring.
- Attend all corps-wide training, events, mid-year retreat and two service-week sessions.
- Maintain a service portfolio and journal.
- Complete all required AmeriCorps documentation.
- Monthly reporting on service activities.

### Position Type
Entry Level Jobs, Experienced.

### Job Function
Advocacy, Economic/Community Development, Event Planning, Marketing, Public Relations, Research.

### Qualifications
#### Position Requirements:
- Prior experience and comfort working with teens.
- Education, Social Work or Social Science background preferred.
- Experience with curriculum and/or program development preferred.
- Ability to support and coach volunteers of all ages, backgrounds and abilities.
- Strong organizational, planning and written/verbal communication skills.

#### AmeriCorps Requirements:
- BA/BS strongly preferred.
- Experience with and/or commitment to youth development.
- Service-minded individuals who understand service and sacrifice.
- Interest in non profit organizations and their development.
- The ability to work independently and as part of a team.
- Proven leadership and project management abilities.
- A passion for national and community service.
- The desire to work with diverse people, organizations and communities.
- Flexibility and a good sense of humor.
- US Citizen or Permanent US Resident.

### Salary
$542.00/bi-weekly taxable living allowance ($13,000/year).
- Health insurance, Monthly transportation stipend of $59.00, Travel reimbursement for corps meetings and other eligible activities, Excellent training and networking opportunities year-round.

### How to Apply
Please send resume and cover letter to Newton Community Service Center Director Debbie Tyson-Gottlieb at dtyson-gottlieb@ncscweb.org.

### Deadline to Apply
July 14, 2010.

### Database where job is found
The Clark Recruiter.

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### Employer
University of Connecticut.

### Job Title
Chemistry Laboratory Technician (2 openings).

### Location
Storrs, CT.

### Description
The Department of Chemistry seeks to fill two Laboratory Technician I positions to assist in servicing chemistry courses on the Storrs campus. Duties include: prepare and test routine laboratory experiments; assist students and instructors; evaluate lab experiments and set up and maintain laboratories. Schedule may vary to provide coverage for late afternoon, evening and weekend laboratory courses.

### Position Type
Entry Level Job, Experienced.

### Job Function
Education, Research, Scientist, Skilled Labor, Technical Support, Technician, Training.

### Qualifications
#### Minimum Qualifications:
- Bachelor’s degree in chemistry, biochemistry or related laboratory science, and 0-1 year of experience or equivalent education and experience; familiarity with concepts, practices and standard laboratory procedures, including safety procedures in Chemistry; and ability to explain laboratory procedures.

#### Preferred Qualifications:
- Prior work experience in a laboratory setting, including a high degree of competence in writing and communicating laboratory procedures and results; good computer skills; good interpersonal and communication skills.

### Salary
$35,000.

### How to Apply
Please send cover letter, resume and three reference letters to: Ms. Emilie Hogrebe, University of Connecticut, Department of Chemistry, 55 North Eagleville Road, Unit 3060, Storrs, CT 06269-3060 or e-mail application to: e.hogrebe@uconn.edu (preferred method). Screening of applications will begin immediately and will continue until the positions are filled. (Search # 2010424)

### Deadline to Apply
June 30, 2010.

### Database where job is found
The Liberal Arts Career Network.
3. **Employer**: Vera Institute of Justice  
**Job Title**: Program Analyst, Center on Youth Justice  
**Location**: New York, NY  
**Description**: The Vera Institute combines expertise in research, technical assistance, and demonstration projects to help leaders in government and civil society improve the systems people rely on for justice and safety. The Vera Institute of Justice, an equal opportunity employer that believes in diversity in the workplace, seeks a program analyst for its Center on Youth Justice (CYJ). CYJ’s mission is to promote the well-being and safety of youth, families, and communities by working with government partners to make juvenile justice systems more fair and equitable. Drawing upon Vera’s extensive experience, CYJ combines expertise in research, planning and technical assistance to inform and facilitate the work of juvenile justice policymakers and practitioners nationwide. The services we provide are individually tailored to the needs of our partner jurisdictions and responsive to the scope and objectives of the unique project at hand.

**Responsibilities**: Working closely with the Center’s director and staff, the Program Analyst will:
- Support senior staff in the management and coordination of assistance to clients, including intensive on-site assistance in the field (occasionally outside of New York City);
- Facilitate meetings with juvenile justice policy-makers;
- Develop and write program materials, including publications, briefing and research memoranda;
- Research national model practices in juvenile justice;
- Participate in grant writing and program development; and
- Assist on other projects as assigned.

For more information about Vera and the Center on Youth Justice’s work, please visit [www.vera.org](http://www.vera.org).

**Position Type**: Entry Level Jobs  
**Job Function**: Analyst, Research  
**Qualifications**: Interest in social justice, commitment to fairness, and demonstrated knowledge of juvenile/criminal justice issues (such as disproportionate minority contact and overincarceration) are essential. We also highly value experience with communities affected by criminal justice and other government systems. Candidates must possess the following:
- B.A. or B.S. and three or four years’ work experience in a government, advocacy or policy-related position;
- A demonstrated aptitude and interest in writing;
- Analytical thinking and rapid problem-solving skills;
- Ability to manage work on multiple projects effectively and efficiently;
- Willingness to travel outside of New York City occasionally; and
- Strong interpersonal and communications skills.

Ideal candidates will be equally adept at working independently and with a team.

**Salary**: Salary is commensurate with experience.

**How to Apply**: Please submit cover letter and resume. Online submission is preferred at [http://vera.theresumator.com/apply/WlaDtL/source:CLRK](http://vera.theresumator.com/apply/WlaDtL/source:CLRK). However, if necessary, materials may be mailed or faxed to ATTN: Elizabeth Rossi, Center on Youth Justice, CYJ Program Analyst Recruitment. Vera Institute of Justice 233 Broadway, 12th Floor, New York, N.Y. 10279 FAX: (212) 941-9407. Please use only one method (online, mail or fax) of submission. No phone calls, please. Only applicants selected for interviews will be contacted.

**Deadline to Apply**: June 30, 2010  
**Database where job is found**: The Clark Recruiter

4. **Employer**: National Council on Crime and Delinquency  
**Job Title**: Research Associate  
**Location**: Oakland, CA  
**Description**: This position performs qualitative and quantitative research and logistical operations for the organization. Specific duties include general data collection and data entry for research projects, statistical analysis, development of tables and graphs, as well as other support functions as needed.

**Position Type**: Entry Level Job  
**Job Function**: Law  
**Qualifications**: Successful candidates possess a Bachelors degree in criminal justice, social science, public policy, or other related fields. Prior experience in research-based work and statistical analysis software packages is desirable.

**How to Apply**: NCCD operates as an equal opportunity employer and accepts resumes for the following research positions on a continual basis. Please direct inquiries or resumes and cover letters to Isami Arifuku (iarifuku@sf.nccd-crc.org) or by mail to: National Council on Crime and Delinquency 1970 Broadway, Suite 500 Oakland, CA 94612.

**Deadline to Apply**: June 2, 2010  
**Database where job is found**: The Liberal Arts Career Network
**Employer**  
Brigham and Women's Hospital, Center for Clinical Investigation

**Job Title**  
CCI Technical Research Coordinator

**Location**  
Boston/Metro West, MA

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**Description**  
The CCI Technical Research Coordinator functions under the direction and supervision of the Chief Research technician and or Research Investigator in accordance to the policies and procedures of the BWH and CCI. Responsibilities of the coordinator are to carry out major experimental protocol events for human subjects, including Bedtimes, Waketimes, Light Exposure sessions, and Constant Routines, as scheduled by Investigators. The CCI Coordinator is responsible for overall shift supervision and the direct supervision of undergraduate Co-op laboratory technicians and work-study students. Other duties include, but are not limited to, collection of data, application of computer monitoring, frequent blood drawing, collection of EEG data, assisting subjects with ADL, weights, vital signs, fluid intake, and documentation.

The CCI Technical research coordinator is responsible to the Chief Research Technician and accountable to the CCI Nurse Manager.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Demonstrates understanding of the research and organizes work assignment to maintain the scheduled study times for appropriate research events.
2. Carries out major experimental protocol events, including bedtimes, waketimes, light exposure sessions and constant routines and other interventions as scheduled by the various project investigators.
3. Demonstrates knowledge and skills in monitoring sleep staging by subject preparation and electrode application.
4. Sets up and monitors data collection equipment, including computers, EEG machines, and all other sleep systems.
5. Timely collects and processes biologic specimens, including blood, urine and saliva.
6. Administers written and computerized tests of performance, memory, alertness and administers post sleep and exit questionnaires.
7. Prepares and distributes meals as scheduled in protocols and documents via computer and logbook/medical record.
8. Monitors and documents subject vital signs, sleep/wake cycles, EEG/EKG patterns, daily hematocrits, weights and fluid intakes.
9. Travels to other hospital departments, as required, to obtain necessary supplies for experiments.
10. Follows universal/standard precautions and maintains clean and safe work and subject areas, reports unsafe work areas to appropriate personnel.
11. Maintains the safety and well-being of the experimental subjects at all times.
12. Demonstrates professionalism and respect for subject rights and individual needs.
13. Collaborates with all full-time personnel to more effectively organize work to get all research events completed as scheduled, as well as have a better understanding for future careers.
14. Performs all others duties, as required.

**WORKING CONDITIONS**
During research studies nights, overnights and weekend shifts will be required.
Busy laboratory environment. Occasional intense periods of work can be associated with particular scientific deadlines.
Potential exposure to blood-borne diseases through contact with biological specimens.

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**Position Type**  
Entry Level Job

**Job Function**  
Research

**Qualifications**  
College degree required. Prefer individuals with science or patient-care background and interest in scientific research.

**SKILLS AND ABILITIES REQUIRED**

1. Good organizational and interpersonal skills necessary.
2. Able to prioritize and manage time efficiently.
3. Ability to follow directions carefully, and once trained, to work with a minimum of direct supervision.
4. Must possess the ability to continually learn new computer skills and update existing skills.
5. Ability to maintain positive working relationships with co-workers and to work cooperatively with peers.
6. Ability to perform his/her role in a team effort. Initiative and sound judgment are displayed in crisis or unexpected situations. Takes on additional work when the situation requires it.
7. Computer experience required

**How to Apply**  
Please send Resume and Cover letter to Kristen Foote at kfoote@partners.org

**Deadline to Apply**  
July 16, 2010

**Database where job is found**  
The Clark Recruiter
Employer: Youth Action Coalition (YAC)

Job Title: Program Coordinator, GirlsEyeView Ware

Location: Amherst, MA

Description:

Program Description:
GirlsEyeView Ware (GEV) is an empowerment project for middle and high school-aged young women in Ware that incorporates photography, creative writing, leadership development and community engagement. As one of Youth Action Coalition’s Arts-for-Change projects, GEV aims to help youth develop a strong sense of self and identity, understand difference, explore and develop language for critical social and media analysis. Within this context youth learn how to use photography and writing as a tool for communicating their ideas and opinions about growing up female and understanding their unique life situations. Workshops incorporate group building activities, photo skill development, discussions, photo shoots and fieldtrips. Youth play an active role in deciding how the group will function and how it can be a supportive and creative environment for all. They create exhibitions in galleries and downtown locations, and sell their photographs. GEV Ware brings young women together across many boundaries, to create their own community of artists. We have a sister site in Amherst for middle school girls in which collaborative projects and field trips are encouraged.

Responsibilities:
* Recruit a diverse group of young women from the Ware area. Outreach to Ware High School and Ware Adult Learning Center constituents and surrounding high schools and community organizations working with youth.
* Coordinate and facilitate youth workshops 2 afternoons/week during the school year. Potential for summer projects, pending funding.
* Work with the YAC Director in the development of curriculum for classes, workshops and projects.
* Provide hands on, technical training in digital photography and support the production and completion of youth projects.
* Assist participants with technical support, brainstorming ideas, project implementation, as well as emotional support in a mentoring relationship.
* Recruit and supervise interns from local colleges.
* Collaborate with and support peer leaders—past participants who step up their leadership.
* Network within the community to form/enhance existing partnerships.
* Participate in YAC staff meetings, trainings and events.
* Collaborate with YAC staff on YAC-wide events that advance the mission of GEV/YAC and continue to strengthen relationships between the four Arts-for-Change programs.
* Participate in evaluation of the program periodically throughout the year.
* Assist YAC Director and Board of Directors in grant writing and fundraising as time permits.

Position Type: Entry Level Job

Job Function: Advocacy, Creative/Design/Multimedia, Other

Salary: $14-16/hour

How to Apply: Send resume, cover letter, references and portfolio (CD/DVD) to: GirlsEyeView Search Committee, Youth Action Coalition P.O. Box 747 Amherst, MA 01004
Or you may email these materials to: slennard@youthactioncoalition.org

Hiring Process:
The hiring process will include interviews with our youth/adult Search Committee. Deadline to apply: May 31. Interviews will be scheduled in early-mid June. Second interviews may be required. Program begins in September with some training opportunities in summer.

Deadline to Apply: May 31, 2010

Database where job is found: The Liberal Arts Career Network

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Employer: Just Vision

Job Title: Development and Operations Assistant

Location: Washington, DC

Description:

About Just Vision:
Just Vision emerged in response to the lack of media coverage of Palestinian and Israeli civilians working to end the conflict. While violent extremism receives front-page exposure, courageous nonviolence leaders and peace-builders are relegated to occasional human interest stories. Consequently, at Just Vision, we work to ensure that these Palestinian and Israeli civic leaders are not only taken seriously as partners in the quest for peace, but are also more visible, valued and influential in their efforts.

Today, Just Vision informs local and international audiences about under-documented Palestinian and Israeli civilian efforts to resolve the conflict nonviolently. By creating award-winning films that tell the otherwise unknown stories of these individuals and complementing them with online educational tools, we equip journalists, community leaders, educators, students and facilitators with information, access and content so they can learn from, report on, support or join Palestinian and Israeli civilians working for freedom, dignity, security and peace without arms. Our materials have opened hundreds of doors for the people we highlight, empowering them to connect with audiences worldwide, to spread their message and to gain greater support at home and abroad.
Description Cont. Responsibilities Include:
- Corresponding with general public and staff
- Drafting and sending acknowledgment letters to donors
- Supporting the Development Director in preparing proposals
- Assisting in the drafting and editing of grant reports and proposals
- Coordinating quarterly mailings
- Data entry
- Preparing documents and press kits
- Reviewing, sorting and processing mail
- Faxing/scanning/emailing/filing documents
- Scheduling and organizing film screenings, related events
- Reviewing staff and internship applications
- Recruiting and supervising seasonal interns
- Checking messages/answering the phone
- Maintaining office and equipment
- Assisting Accounting Department with general administration
- Assisting the Development Director with donor research and administration
- Assisting the Executive Director and program staff with administrative tasks

Position Type | Entry Level Jobs, Experienced

Job Function | Administrative/Office, Business Analyst/Development, Database Administration, Editorial / Writing, Research

Qualifications | - Exceptional writing and proofreading abilities
- Outstanding organizational skills and attention to detail
- Computer skills, including Microsoft Word and Excel spreadsheet management
- Comfort with multi-tasking and a fast-paced, high-performance culture
- Interest in conflict resolution, peace building, international affairs, film or the Middle East a plus
- Energy, enthusiasm and a sense of humor
- Foreign languages and overseas experience a plus
- Candidates must be self-motivated with excellent oral and interpersonal skills
- Minimum of a Bachelor’s degree required
- Fluency in English
- Experience with database processing (especially Salesforce) and website administration a plus
- 1-2 years of professional experience in administration or operations

How to Apply | Please send a cover letter, resume, 3 references and 1-page English writing sample to: info@justvision.org. No phone calls, please. Due to the volume of applicants we anticipate, we may not respond individually to each application. We will contact those applicants that are of interest to the Search Committee directly.

Deadline to Apply | June 1, 2010. Early submissions are encouraged

Database where job is found | The Clark Recruiter

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**About the AT&T Performing Arts Center:**
The AT&T Performing Arts Center, a new multi-venue Center for music, opera, theatre and dance opened in October 2009, completing the 25-year dream of the Dallas Arts District. The performing arts complex provides multi-state-of-the-art facilities woven together by an urban park covering more than ten acres to create a dynamic cultural destination that is unparalleled in the world. The Center features the following: The Margot and Bill Winspear Opera House, designed in a modern horseshoe configuration, will seat 2,300 The Dee and Charles Wyly Theatre will serve as a gateway to the Dallas Arts District from the downtown Dallas business center and will seat 600. The completely new Annette Strauss Artist Square will be the Center’s outdoor entertainment venue. The City Performance Hall will provide main stage production space for many of Dallas’ smaller performing arts organizations. The Elaine D. and Charles A. Sammons Park will unify the venues within a lush urban oasis and will create a dynamic cultural destination in downtown Dallas. Two underground parking structures. More information on the AT&T Performing Arts Center is available at www.attpac.org.

**Job Summary:**
The Tessitura Support Coordinator is responsible for setting up and maintaining ticketing seasons for AT&T Performing Arts Center and its resident companies. This position will work in a multi-venue performing arts center, providing front line software support for AT&T Performing Arts Center staff and resident performing arts organizations.

**Position Responsibilities (include, but are not limited to):** Responsible for input and set-up of performances and subscription series as required for ticketing processes. Maintain season pricing changes as needed and required by AT&T Performing Arts Center and its resident organizations. Assist in developing and maintaining documentation of all processes and procedures relating to the season set-up process for the Tessitura software system. Assume other duties and responsibilities as required.
**Position Type**
Entry Level Jobs

**Job Function**
Creative/Design/Multimedia, Database management, Development, Information Management, IT Systems, Performing Arts

**Qualifications**

**Education and Experience:** Bachelor’s degree and/or equivalent training, certifications, and experience Excellent communication skills a must One year or more experience with Tessitura software Prior knowledge and work experience in ticketing operations or similar work Environment preferred as is an interest and appreciation for the performing arts Must be able to pass pre-employment background-screening

**Skill Set:** Basic computer skills including Microsoft applications, typing skills and keyboard Skill with Tessitura computerized ticketing system software Excellent verbal and listening skills are critical as is the ability to work well under pressure Pleasant clear speaking voice, professional demeanor and appearance Ability to work a flexible schedule including some weekends, evenings and holidays

**How to Apply**
For immediate consideration, send cover letter and resume
By Mail: Human Resources
AT&T Performing Arts Center
2100 Ross Avenue
Suite 650
Dallas, TX 75201
By Fax: (214) 954-9936
By Email: careers@attpac.org

**Deadline to Apply**
September 30, 2010

**Database where job is found**
The Liberal Arts Career Network

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**Employer**
Fidelity Investments

**Job Title**
Complex Operations Analyst

**Location**
Merrimack, NH

**Description**
Fidelity Pricing & Cash Management Services (FPCMS) was formed in 1998. FPCMS provides accounting and investment management support services to Fidelity mutual funds and other investment vehicles, as well as to many Fidelity business partners. These services include calculating and distributing NAVs, distribution rates and yields for a wide variety of investment products; preparing fund financial statements, dividend estimates and tax returns; monitoring delivery of fund trades to custodian banks; processing corporate actions; collecting securities income on behalf of the funds; reconciling, reporting and moving money in support of fund shareholder transactions; and managing fund liquidity.

Under minimal supervision, represents FPCMS' perspective in terms of evaluating the processing requirements of complex securities and assesses FPCMS' systemic or manual capabilities relative to those requirements Establishes and maintains strong working relationships with other Fidelity business partners and the audit firms Assists in the development and delivery of Complex Securities Training Program for FPCMS

Primary Responsibilities
Works with business groups' management to identify, define, interpret, and clarify technical accounting, pricing, custody, cash management, tax and reporting issues and systems limitations in terms of complex securities and processes
Support the compilation, documentation, and review of comprehensive business policies for complex securities purchased in Fidelity's products
Researches and evaluates alternative solutions due to systems limitations on new complex securities
Leads analysis of current processes/procedures and the development of recommendations for process improvements
Prepares charts, tables, and diagrams to assist in analyzing accounting, pricing, custody, cash management, tax or reporting issues utilizing various business and/or statistical techniques
Assists in the development and delivery of training to end users on complex securities
Monitors and communicates industry changes on new and/or changing regulations for complex securities and supports the business units during implementation
Serves as a consultant in area of expertise
Interacts effectively with peers and superiors to address and resolve issues
Influences management by supplying data that assists in decision-making
Leads by example to demonstrate the ability to work collaboratively

Primary Deliverables
With minimal supervision, manages cross-company evaluation summaries for new complex securities Manages issue resolution process within FPCMS Communicates on project milestones to all levels of FPCMS and Complex Securities cross-company teams Responsible for day-to-day monitoring of the work of the cross company project team, including project completion and investment professional satisfaction Manages complex and strategic analysis with multiple constraints Identifies process improvements and technical training opportunities
Follows up with various cross-company team members to determine task or milestone progress and communicates progress and issues to Complex Securities Manager.

Assists Complex Securities Manager in assessing staff skills and workload.

Works closely with FPCMS, Treasurer's Office, DMS, Compliance, Legal, Trading Desks and other FMR departments to manage project task estimates, deadlines and deliverables while simultaneously working on several projects.

**Position Type**
Entry Level Jobs, Experienced

**Job Function**
Banking, Business Analyst/Development, Finance/Economics

**Qualifications**

**Education and Experience**
Bachelor's degree in accounting or finance
Advanced technical skills in one or more of the following areas: Fund Accounting, Fund Reporting, Tax, Custody or Pricing
Strong technical knowledge of investments and broad business knowledge of the mutual fund industry and regulations

**Skills and Knowledge**
Excellent communication skills
Strong analytical ability
Strong judgment and problem-solving skills
In-depth technical knowledge of accounting, reporting or tax requirements
Broad knowledge of the FPCMS' functions and applications
Works well in translating technical accounting/reporting and tax requirements to other internal customers
Ability to work effectively with cross-company management and staff

**How to Apply**
You must log in to your Clark Recruiter account in order to apply

**Deadline to Apply**
June 16, 2010

**Database where job is found**
The Clark Recruiter

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Our mission at Big Brothers Big Sisters of Central Mass/MetroWest is to enhance the quality of life of children at-risk, and their families, by matching these children in professionally supported mentoring relationships with responsible and caring volunteers.

The Interview / Match Support Specialist will:

- Identify successful matches of youth with volunteers through effective interviewing and careful assessments.
- Coordinate five of our site-based mentoring programs with High School and corporate volunteers in the Framingham, Maynard, Marlborough and Hudson area.

**Responsibilities**

- Conduct volunteer enrollment including individual orientations and interviews.
- Conduct client enrollment including parent/child interviews, child safety education, and home visits as necessary. Assess and refer families for alternative or additional services as needed.
- Identify child safety issues for volunteers, children and their families.
- Collaborate with other BBBS staff to support smooth and timely transition of information and activity between customer service, interviewing/matching, and match support functions. Identify and eliminate obstacles interfering with the completion of the enrollment process.
- Conduct volunteer and client re-assessments and updates as needed.
- Review all enrollment information and make recommendations for participation in BBBS programs based on this information. Assess factors contributing to successful match. Effectively align volunteer interests and qualifications with service options the agency has available.
- Determine matches and facilitate match meetings in accordance with volunteer and family schedules.
- Provide match support at assigned schools and sites.
- Provide timely and comprehensive reports and recommendations for participation in the program based on assessments of each individual volunteer. Maintain accurate and up to date documentation for each match according to BBBSA and agency standards. Enter information into computer as information is gathered.
- Perform other duties as required.

**Key Competencies:**

- Focus on meeting the expectations and needs of fellow staff, volunteers, children, parents and agency partners. Speak and act with them in mind; establish and maintain effective relationship with clients gaining their trust and respect; add value to the experience of volunteers and children in their match relationship; build parental support for the match; deal effectively with diversity; demonstrate high degree of flexibility and adaptability.
- Market programs through enthusiastic, skillful, knowledgeable explanation about programs and program options.
- Monitor progress and results frequently; meet and exceed goals.
### Position Details

**Entry Level Jobs**

**Project Management, Social Work, Training**

**Salary**

$27,000-$29,000

**How to Apply**

Send resume and cover letter to Michelle Easton at michelle.easton@bbbs.org, subject line "Interview / Match Support Specialist."

**Deadline to Apply**

June 4, 2010

**Database where job is found**

The Liberal Arts Career Network

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**Kilimanjaro Sales Consultant**

**Thomson Safaris**

**Location**

Watertown, MA

**Description**

*This position was posted by Clark Alum Katie Cordes '07!*

**Your responsibilities:**

- Sell Kilimanjaro treks and safaris with professionalism and care
- Educate guests about Kilimanjaro and Tanzania’s unique wildlife and cultures
- Be able to create itineraries and understand costing / pricing
- Collaborate with colleagues, yet be able to work independently, often thinking ‘outside the box’
- Correspond via phone and email - great speaking voice, spelling and phone manner are required.
- Maintain sales leads, follow through on promises, reply within same business day
- Prior knowledge of mountain climbing, wildlife or Tanzania is a plus but not required.
- You’ll receive extensive education and training.

**Thomson Safaris:**

- We have been providing superior safari and trekking experiences in Tanzania for about 30 years.
- Every guest is a VIP and must be treated as such.
- Our Watertown Square office is young and vibrant with a laid back, fun and friendly atmosphere.
- At the same time, we work extremely hard and band together to meet tough goals.
- We are excited for the right candidate to join our team!

**Position Type**

Entry Level Jobs, Experienced

**Job Function**

Sales

**Qualifications**

World famous trekking company seeks sales superstar:

- Extremely motivated, driven, and passionate
- You enjoy working with people.
- Challenges are meant to be overcome, and mountains are meant to be climbed.
- You are not satisfied with just doing well; you exceed expectations with creativity and smart, hard work.

**Salary**

$38 - $42,000 starting salary

**How to Apply**

Please send resume and cover letter:

- No calls or drop-ins, please.  
- Resumes sent without cover letter will not be considered.  
- Tell us why you are interested in the position and why you think you would make a good sales person, citing relevant professional, college or personal experience.  
- [Info@ThomsonSafaris.com](mailto:Info@ThomsonSafaris.com)

**Deadline to Apply**

June 1, 2010

**Database where job is found**

The Clark Recruiter

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**English Teacher**

**GA Education**

**Location**

Seoul, South Korea

**Description**

What you need, whenever you want, we are the biggest and best ESL recruiting network in Korea.  We believe that to teach English abroad is the best way to gain a global perspective and start a fulfilling career.  Our years of experience and our commitment to education make us one of the most trusted names in overseas job placements and long-term career mentoring.  We are closely working with well-established and reputable schools that have good working conditions and assist teachers with the smooth transition into a new exciting life in Korea.

In this position, you can: have fun + get a great job + explore new environment and culture.  So if you want to work in Korea, come and join us!

**Position Type**

Entry Level Job, Experienced

**Job Function**

Teaching/Education
| Qualifications | 1. Bachelor’s degree in from an accredited university  
               2. Be a citizen of US, Canada, Great Britain, Australia, New Zealand, and South Africa |
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<tbody>
<tr>
<td>Salary</td>
<td>$2,100 - 2,400 per a month</td>
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| How to Apply   | Please e-mail your cover-letter, resume.  
               rotc153_2@hotmail.com  
               For More information  
               Skype: rote153  
               TEL: 02.878.0604 (+82.2.878.0604)  
               http://www.gaeducation.co.kr |
| Deadline to Apply | July 31 2010                                                                                   |
| Database where job is found | The Liberal Arts Career Network |