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6/2/2010

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10. *Clinton Foundation*- **Accounts Payable Analyst**– Boston, MA

1.

Employer	Museum of Science
Job Title	Star Wars Exhibit Tour Coordinator
Location	Boston, MA
Description	<p>This position is key to the smooth operation of the Star Wars exhibit while on the road, by minimizing costs and maximizing revenue. Allows for the smoothest possible transitions and maintenance, and keeping museum Temporary Exhibit Coordinators in a position to install and de-install the exhibit in the most efficient manner.</p> <p>Dimensions</p> <ul style="list-style-type: none"> *Oversee 10,000 square foot exhibit tour *Monitor costs of \$5,000,000 exhibit and a tour budget of approximately \$300,000 *Coordinate scheduling of 7-person exhibit installation staff *Coordinate arrangements and scheduling of 13 trucks of equipment delivery *Oversee adherence of contracts with values of up to \$600,000 *Must be able to travel up to 3 weeks at a time and up to 6 times per year *Handle and assist with installing priceless artifacts *Support 7 offsite technicians <p>Accountability Statements</p> <ol style="list-style-type: none"> 1. Organize and schedule Star Wars exhibit delivery and technical staff tour schedule, allowing for a smooth and efficient use of staff time while assuring that the installation/deinstallation remain on target and on budget. 2. Oversee billing of costs to venues, including but not limited to rental fees, surcharge fees, and install/deinstall costs. Work with accounting staff to see proper accounts are credited ensuring that revenue of the exhibit is received and properly applied to support the project. 3. Schedule Star Wars exhibit site visits, and make the site visits to acquire necessary information from host in order to help resolve contract negotiations and to provide technical information necessary for a smooth installation. 4. Will be assigned to work on deinstallations and installations on the road as back up for the current team, allowing museum to schedule staff more efficiently, reducing expenditures, and to prevent burnout of existing staff. 5. Communicate needs of Star Wars exhibit to each hosting venue, and oversee contractual obligations required by venue, with guidance of department manager, and maintains on-going working relationship between borrower and vendor in order resolve issues, and to achieve the best possible venue attendance and product delivery within the limits of contractual obligations. 6. Track monthly financial expenditures of Star Wars tour and assist in budgeting for maintenance, allowing for an accurate model of the current financial status of the exhibit expenses to date for use by Department and Museum management. 7. Update Star Wars manuals as needed with assistance of Star Wars Technical staff, in order to provide host with support necessary to quickly resolve maintenance issues. 8. Order disposable and other supplies for Star Wars tour as needed. Serve as first contact for venues regarding maintenance issues and provide support in a timely manner, in order to keep the exhibit in the best operating condition possible. 9. Assist other staff in all aspects of temporary exhibits with all other exhibit operations as needed. 10. Perform other work-related duties as required by Manager.
Position Type	Entry Level Jobs, Experienced
Job Function	Arts/Entertainment, Customer Service, Education – Administrative & Teaching, Hospitality/Tourism, Science

Qualifications	-Bachelor's of Science or Arts degree preferred -3 to 5 years of experience required—Proficient with Microsoft Office, especially Excel - Aptitude in Photoshop and Creative Suite -Understanding of temporary exhibit special needs- Ability to travel on short notice for up to 3 weeks at a time, up to 6 times a year -Understanding and practice in the handling of exhibit artifacts
Salary/ Compensation	Salary commensurate with experience. Benefits for full-time, non-exempt (hourly) staff include: free parking, T accessibility, 15 vacation days, 12 holidays, 5-10 sick days, medical and dental insurance, short- and long-term disability, life insurance, retirement and savings plan, health care/dependent care flex spending plan, employee discounts, employee referral program, tuition assistance, professional development, direct deposit, free admission, free Duck Tours, discounted movie passes, and much more!
How to Apply	To apply email your cover letter and resume to: Human Resources Department , Museum of Science, Science Park, Boston, MA 02114 OR Fax: 617-589-0362 OR jobs@mos.org (Enter the exact job title in the subject line of the e-mail)
Deadline to Apply	June 28, 2010
Database where job is found	The Clark Recruiter

2.

Employer	Bloomberg
Job Title	Financial Software Developer
Location	New York, NY/ Princeton, NJ
Description	<p>The Company Bloomberg is the world's most trusted source of information for businesses and professionals. Bloomberg combines innovative technology with unmatched analytic, data, news, display and distribution capabilities, to deliver critical information via the BLOOMBERG PROFESSIONAL® service and multimedia platforms. Bloomberg's media services cover the world with more than 2,200 news and multimedia professionals at 146 bureaus in 72 countries. The BLOOMBERG TELEVISION® 24-hour network delivers smart television to more than 240 million homes. BLOOMBERG RADIO® services broadcast via SIRIUS XM Radio and Iworldspace™ satellite radio globally and on WBBR 1130AM in New York. The award-winning monthly BLOOMBERG MARKETS® magazine, Bloomberg BusinessWeek magazine and the BLOOMBERG.COM® financial news and information Web site provide news and insight to businesses and investors.</p> <p>The Role Bloomberg's Research and Development department offers exciting opportunities for highly-motivated individuals seeking a challenging technical role in the financial industry. An extensive training program will provide technical and financial skills needed to succeed in Bloomberg's fast-paced and dynamic organization. Successful applicants will be involved in the design and development of state-of-the-art financial information products. The position can lead to a variety of career paths, including technologist and financial specialist. Candidates with related career experience in fields such as finance or accounting are encouraged to apply.</p> <p>Additional Information -Positions are located in both New York, New York and Princeton, New Jersey -Please include your cumulative GPA as well as relevant technical skills on your resume</p>
Position Type	Entry Level Job
Job Function	Programming/Software Development
Qualifications	<ul style="list-style-type: none"> -Strong technical skills and/or a strong interest in programming -Problem solving skills -Strong interpersonal and communication skills -Self-motivated and detail-oriented with a desire to design and develop financial software applications -Bachelor of Arts/Bachelor of Science, Master of Arts/Master of Science, PhD or equivalent experience in one of the following disciplines:Computer Science, Accounting, Economics, Engineering (Civil, Computer, Electrical, Mechanical, etc.), Finance, Mathematics, Physics, Statistics -Minor in Computer Science OR work experience in a related field, with two programming classes -Available to work full time in 2010
How to Apply	Apply through the following website: http://careers.bloomberg.com/hire/jobs/job23482.html Please include your GPA and technical skills on your resume.
Deadline to Apply	June 15, 2010
Database where job is found	The Liberal Arts Career Network

3.

Employer	Pension Benefit Guaranty Corporation
Job Title	Actuary
Location	Washington, DC
Description	The Benefits Administration & Payment Department (BAPD) supports the overall mission of the Pension Benefit Guaranty Corporation (PBGC) by paying and delivering timely and uninterrupted pension benefits to more than 600,000 retirees. The BAPD promotes the continuation of defined benefit plans by terminating plans only when necessary and providing quality customer service.

Description Cont.	This position is to be filled by highly motivated individuals to assist the BAPD in its mission. This full-time, 2-year term position is being announced under the Federal Career Intern Program (FCIP) hiring authority and has conversion potential to permanent upon completion of the 2-year term. Join the BAPD's team of Actuaries and make a difference in the lives of over 44.1 million American workers. In your position as an Actuary you will: <ul style="list-style-type: none"> • Determine how pension plans have calculated benefits for its participants. • Verify what benefits are guaranteed by PBGC's insurance program and the value of those benefit liabilities.
Position Type	Entry Level Job
Job Function	Advocacy, Customer Service, Government/Political
Qualifications	<ul style="list-style-type: none"> • You must be a U.S. citizen. • You must have at least a bachelor's degree that included courses in actuarial science, mathematics, relevant statistics, business, finance, economics, insurance or computer science. A combination of education and experience may also meet the requirements
Salary	\$34,075 - \$67,114 USD/year
How to Apply	You will be evaluated on your responses to the following statements, including: <ul style="list-style-type: none"> o The ability to comprehend and interpret policy, procedure, regulations, legal materials, protocol, etc. o Skills in applying mathematical principles and analyzing and interpreting data. o Skill and experience with programming applications, statistical software or actuarial software. <ul style="list-style-type: none"> • You must submit a resume, copy of your unofficial transcript and responses to the above competency statements to Serena Watters at: Fax: (202) 326-4086 OR Email: apply@pbgc.gov
Deadline to Apply	June 16, 2010
Database where job is found	The Clark Recruiter

4.

Employer	Prime Publishing LLC
Job Title	Editor
Location	Northbrook, IL
Description	<p>Through its network of niche content Web sites, Prime Publishing will enable consumers to live fuller lives every day. The company is a start-up with a focus on women's lifestyle content creation. The founder has created three successful start-ups focused on niche content and lifestyle database.</p> <p>We are seeking an Editor for our content sites in the area of crafting, recipes, healthy cooking, home décor and related niche content targeted primarily to women.</p> <p>The Editor will be responsible for developing new story ideas, mentoring freelance writers, collaborating with management, as well as the design, tech, and marketing teams to maintain, update, and enhance the sites. He or she will regularly contribute to ongoing content updates and new site-related projects, from concept through completion, and provide input on the user experience. The prospective candidate needs to be a creative thinker with strong writing and editing skills, be able to work on multiple projects at once, and meet strict deadlines.</p> <p>Daily site tasks include:</p> <ul style="list-style-type: none"> * Regularly embodying the voice and tone of our sites. * Creating, organizing, and editing new content, and making appropriate updates to existing content. * Contributing to the writing, editing, and/or top editing of the e-newsletters, web sites, and feature articles. * Interfacing with the Customer Service team to provide solutions and proper responses to subscribers who contact them with questions or issues. * Supporting Management in cross-functional projects with Marketing, Ad Sales, and Tech teams, as well as company-wide initiatives.
Position Type	Entry Level Job
Job Function	Editorial, Writing
Qualifications	<ul style="list-style-type: none"> * College degree, preferably with English or journalism concentration or equivalent experience. * Basic understanding of HTML and online media. * Strong writing, editing, research, communication, and management skills. * Detail-oriented with the ability to meet deadlines effectively and multitask. * Interest in and/or experience with women's lifestyle content. * Entry level or experienced may apply; multiple positions are available depending on level of experience.
Salary	Prime Publishing LLC offers a comprehensive benefits package, competitive salaries, career training and enhancement programs, a supportive and respectful working environment and the chance to gain knowledge and insight.
How to Apply	You must include your salary history/requirements in order for us to consider your application. Send your cover letter, resume, writing sample and salary history/requirements to careers2008@primecp.com . Please include "Editor Position E11" as the subject line of your email.
Deadline to Apply	June 26, 2010
Database where job is found	The Liberal Arts Career Network

5.

Employer	ECI's Family Of Companies
Job Title	Field Arborist / Hazard Tree Mitigation Team
Location	Worcester, MA
Description	<p>Since 1972, ECI has provided innovative vegetation and asset management consulting services. We offer a business perspective backed by proven, research-driven solutions.</p> <p>ECI is the industry leader in utility vegetation management. We have a solid track record for improving reliability and operational efficiency for our clients, while helping them save money. Based on our success with vegetation management, we also offer effective solutions for the management of other utility assets such as wood pole, street-light and joint use programs.</p> <p>ECI has recognized that traditional maintenance strategies cannot provide companies with the optimum return on investment and greater reliability they demand. Our proven, progressive business solutions remain focused on the bottom-line, and are delivering tangible performance improvements at a lower cost, enhancing stakeholder value.</p> <p>ECI's Family Of Companies is currently seeking energetic professionals who enjoy working outdoors and that value the freedom of working independently. Our field service positions are ideal for entry-level professionals looking to gain experience in the green industry, or for seasoned professionals interested in changing careers.</p> <p>Our employees act as a liaison between the Utility company, their clients, contractors and customers.</p> <p>Responsibilities for this position include: Inspection and assessment of customer requests for pruning or removals, securing clear rights-of-way for new line and pole construction, handling customer complaints related to scheduled pruning, or completed pruning, audit the tree contractor's work for compliance with the utility's specifications, assist in storm and emergency situations, and other miscellaneous line clearance projects. Assist in investigating and recommending future R-O-W maintenance requirements. Operate system forestry computer programs and record systems. The position requires daily contact with the client, contractors, and the public. Perform duties in a manner that will promote and maintain good public relations. Assume other duties and responsibilities as assigned.</p>
Position Type	Entry Level Jobs, Experienced
Job Function	Agribusiness/Agriculture/Forestry, Environmental
Qualifications	<ul style="list-style-type: none"> - Individuals with solid tree identification skills, strong problem solving abilities, an attention to detail, and exceptional public relations/interpersonal skills best meet the challenges of a Utility Arborist position. - We prefer candidates with a two or four-year degree in a related field. Successful professionals at ECI's Family Of Companies have come from a variety of backgrounds, including: forestry, arboriculture, natural resource management, biology, landscape maintenance, horticulture, nursery management, environmental sciences, geology, agriculture, parks & recreation management, urban forestry, geography, and more. - Certification as an ISA Arborist is a plus. - All candidates must possess a valid driver's license and a good driving record. - Being Bi-Lingual (Spanish) is a plus.
Salary	We offer exciting career opportunities with an excellent compensation package and ongoing growth
How to Apply	Please submit application to the following website: http://www.eci-consulting.com/em.php
Deadline to Apply	July 25, 2010
Database where job is found	The Clark Recruiter

6.

Employer	Kobre & Kim LLP
Job Title	Litigation Assistant
Location	New York, NY
Description	<p>Kobre & Kim LLP is a law firm specializing in civil and criminal litigation, including trials and appeals, regulatory investigations, and asset forfeiture. Our firm represents select institutional and private clients at trials, hearings, or contested proceedings on a regular basis. Where matters are resolved by agreement, our clients enjoy an advantageous negotiating position by virtue of the fact that we are fully prepared and willing to proceed to trial. On average, our firm has a contested hearing or trial scheduled every few months.</p> <p>This position will include responsibility for assisting our legal team of lawyers and analysts by performing tasks such as filing court documents, organizing case files and documents, maintaining case indices, and assisting with electronic and physical document control</p> <p>ESSENTIAL FUNCTIONS: 1. Assist in compilation of legal documents, binders and indices. 2. Assist with document production. 3. Locate documents requested by lawyers/analysts and coordinate pick-up and delivery of documents.</p>

Description	4. Organize documents in chronological order, bates or control number order, by subject, by witness set, to assist in preparation for deposition or trial. 5. File documents with and obtain documents from various courts and agencies. Monitor docket sheets and other court papers via electronic court systems. 6. Photocopy and scan sensitive files. 7. Assist in preparation of document productions, including Bates numbering and confidential designation stamping. 8. Assist in implementing electronic and paper document control systems. 9. Maintain and organize case files and storage rooms.
Position Type	Entry Level Job
Job Function	Law, Administrative/Support Services
Qualifications	<ul style="list-style-type: none"> • Ability to collaborate in an effective and mature manner with co-workers and clients. • Ability to be a proactive self-starter with close attention to detail and an ability to understand the importance of detailed work within a larger context. • Must be flexible in order to respond quickly and positively to shifting demands and opportunities. • Ability to work under tight deadlines and multi-task with detailed responsibilities for various aspects of the firm's work. • Ability to plan, organize and carry out multiple related activities. • Ability to work effectively in a culturally and educationally diverse environment. • Must pay close attention to details and have the ability to follow up and follow through on assigned projects. • Must possess the ability to work both independently and as a team player in a face-paced and high-pressure environment.
How to Apply	Send resume & cover letter to recruiting@kobrekim.com
Deadline to Apply	June 26, 2010
Database where job is found	The Liberal Arts Career Network

7.

Employer	NBC Universal
Job Title	Entertainment Coordinator
Location	Universal City, CA
Description	<p>NBC Universal is one of the world's leading media and entertainment companies. We develop, produce and market entertainment, news and information to a global market. NBC Universal owns and operates a valuable portfolio of news and entertainment networks, a premier motion picture company, significant television production operations, a leading television stations group, and world-renowned theme parks.</p> <p>The Entertainment Coordinator will support 2 executives in the Network Drama Programming department and will act as liaison to internal NBCU divisions as well as the external creative community.</p> <p>Responsibilities to include but not limited to:</p> <ul style="list-style-type: none"> - Maintain and coordinate all aspects of Executive's daily calendar - Organize files, maintain expenses, reports, etc as necessary - General administrative duties include: answering telephones, scheduling, arranging drive-ons, copying and faxing, filing and travel arrangements - Must be a team player and cover for other assistants as needed
Position Type	Entry Level Job
Job Function	Arts/Entertainment, Administrative/Office
Qualifications	<p>Basic Qualification:</p> <ul style="list-style-type: none"> -Bachelor's Degree -Minimum 2 years experience with Microsoft office (Word, Excel, PowerPoint, etc) -Minimum 1 year assistant experience required <p>Eligibility Requirements:</p> <ul style="list-style-type: none"> -Willingness to work overtime. -Must be willing to work in Universal City, CA. - Must be willing to take drug test and submit to a background investigation. - Must have unrestricted work authorization to work in the United States. -Must be 18 years or older. <p>Desired Characteristics</p> <ul style="list-style-type: none"> - Have excellent administrative and organizational skills - Entertainment industry knowledge of agencies, production companies, studios, networks in the community and their respective executives is a plus (Network and Studio) - Previous industry and or assistant experience covering an executive producer, agent or executive desk - Be flexible, personable, have a positive attitude, a self-starter, ability to think on your feet and anticipate issues before they happen, detail-oriented with the ability to interface with the creative, digital, business community as well as all levels of NBC Universal personnel
How to Apply	Interested candidates must submit a resume/CV through http://www.nbcunicareers.com to be considered. (Note job#: 1189095)
Deadline to Apply	July 6, 2010
Database where job is found	The Clark Recruiter

8.

Employer	eLoyalty
Job Title	Behavioral Analytics Associate Consultant
Location	Chicago, IL
Description	The Behavioral Analytics™ Associate Consultant will be part of the Behavioral Analytics™ Service group, responsible for helping our clients derive the maximum value from the Behavioral Analytics™ Service solution. The Behavioral Analytics™ Associate Consultant conducts daily reporting and call classification quality assurance in addition to providing daily support of existing clients. More specifically, the Behavioral Analytics™ Associate Consultant will analyze speech mined calls to build and verify the accuracy of existing call classification rules, research and identify patterns for new insights, actively monitor client data to spot trends or potential issues, create various ad-hoc analyses for the eLoyalty management, and assist clients in the definition of change requests. Additional responsibilities based on skills and interest could include assisting in solution demonstrations or training sessions given to clients.
Position Type	Entry Level Job
Job Function	Consulting
Qualifications	The Behavioral Analytics™ Associate Consultant position is an entry level role typically suited for recent graduates with little or no prior work experience. All Behavioral Analytics™ Associate Consultants receive initial training, followed by division or department specific training over varying lengths of time. The goal of our training program is to provide the Behavioral Analytics™ Associate Consultant with the knowledge and skills necessary to become an integral member of the Behavioral Analytics™ group. The ideal candidate is someone who is looking for, and is capable of, rapid career progression. With the growth of our solution and client base, there are a variety of career paths available within the Behavioral Analytics™ group. Employees in this role are expected to identify an appropriate career path and work with their manager towards quickly advancing down that path.
How to Apply	Please send resume & cover letter to patrick_stearns@eloyalty.com
Deadline to Apply	July 23, 2010
Database where job is found	The Liberal Arts Career Network

9.

Employer	Trow Engineering Consultants, Inc.
Job Title	GIS Technician
Location	Tallahassee, FL
Description	<p>Position Description: Trow Engineering Consultants, Inc. in Tallahassee, Florida has an immediate need for a GIS Technician. This is a great opportunity to work with a group of experienced employees on an exciting pipeline project that to date is the largest in North America.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> •Help create and maintain a GIS mapping system in support of the Keystone pipeline project as well as other pipeline projects; •Apply GIS software knowledge and analytical skills to engineering projects and assignments; •Develop spatial data, tools, informational resources, analyses and map products in support of various project initiatives; •Create, compile, manipulate, maintain, analyze and visualize data; •Maintain accurate documentation; •Provide technical assistance; •Conduct quality review of maps and data products; •Other duties as assigned. <p>Learn more at http://www.trow.com</p>
Position Type	Entry Level Job
Job Function	GIS, Technician
Qualifications	<ul style="list-style-type: none"> •Must have ESRI ArcGIS software experience (ArcMap, ArcToolbox, ArcCatalog) •Must be able to work in the office located in Tallahassee, FL •Ability to work occasional weekends and overtime as needed •Will consider part-time hours or flex hours for qualified candidate •Presently this position is a temporary assignment (3-6 months) but may lead to full-time •Will consider partial relocation or temporary living expenses for exceptional candidate
How to Apply	Please submit to yvonne.moore@trow.com : (1) resume (2) proposed work schedule NO Phone calls or Faxes!
Deadline to Apply	June 25, 2010
Database where job is found	The Clark Recruiter

10.

Employer	Clinton Foundation
Job Title	Accounts Payable Analyst
Location	Boston, MA
Description	<p>The William J. Clinton Foundation is a non-profit, nongovernmental organization focusing on worldwide issues that demand urgent action, solutions, and measurable results -- global climate change, infectious disease in the developing world, childhood obesity and economic opportunity in the United States, and economic development in Africa and Latin America. Our Boston headquarters office supports the Clinton Health Access Initiative (CHAI) (formerly the Clinton HIV/AIDS Initiative) and the Clinton Climate Initiative (CCI). We are currently seeking an Accounts Payable Analyst to support these two initiatives through a variety of administrative, analytical and accounting functions.</p> <p>The Accounts Payable Analyst will report directly to the Manager of Accounts Payable and will work closely with Finance, In-Country and various other Initiative teams, as well as our Care Partners and suppliers. The Accounts Payable Analyst plays a key role in supporting both CHAI and CCI to achieve their financial goals and objectives.</p> <p>Provide a high level of customer service by performing a variety of customer facing tasks and through professional, written communication Assist in the completion of all steps in the Accounts Payable process within established deadlines and in accordance with Initiative policies Manage CCI payment process by preparing weekly payment forecast, completing invoice entry into A/P system and setting-up payments for processing Prepare and upload CCI expense payments to GL Prepare, process and record payments in foreign currencies Work with multiple financial institutions to ensure payments are properly accounted Maintain accurate detailed records of financial transactions within areas of responsibility Ensure data integrity by participating in monthly review of A/P financials Provide financial analysis and special project support as required Assist in the annual preparation of 1099 reporting Conduct thorough research and resolve payment problems as presented Provide constructive, creative, and cost effective ideas and recommendations for process improvement Assist in the development and implementation of new and improved policies, practices and procedures. Provide support in the documentation of standard operating practices. Establish and maintain effective working relationships with those contacted in the course of work</p>
Position Type	Entry Level Job, Experienced
Job Function	Accounting
Qualifications	<p>Required Qualifications: Bachelor's degree in Finance, Accounting, Operations, or related field Strong oral and written communication skills Ability to work independently and effectively in a high-pressured, fast-paced, less structured environment and to handle multiple tasks simultaneously Demonstrated strong analytical and problem solving skills Ability to create and maintain complex spreadsheet models Detail-oriented, highly organized and productivity driven Proficiency in Microsoft Software programs; esp. Excel</p> <p>Preferred Qualifications: Knowledge of accounting practices Knowledge of Accounts Payable functions Prior experience working with an NGO or non-profit organization Familiarity with Accounts Payable software programs; preferably Blackbaud's Financial Edge</p>
How to Apply	Please apply through the following website: http://careers-chai.icims.com/jobs/intro
Deadline to Apply	June 28, 2010
Database where job is found	The Liberal Arts Career Network

Career Services
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careers@clarku.edu 508-793-7258