A Listing of openings for

OCTOBER 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**

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For your privacy and protection when applying to a job online, never give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction.

The following jobs have been posted for Students and Alumni:

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
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; coordination of title reports with title examiners; preparation of lender and owner policies 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
Director of Community Engagement	Worcester Area Mission Society	10/02/2012	Part Time	2765436		Bachelors	Any Major

Job Description:
This is a new position. You will design and develop a service learning program for youth and adults in religious congregations in Central Massachusetts and MetroWest. Report to Minister and President. Principal activities include: Create, schedule, and lead a series of weekend and day long service learning projects during the academic year. Create and manage a computerized clearinghouse of work opportunities for congregations to access for their internal program planning. Revamp WAMS' annual urban immersion experience for confirmation classes, partnering with the Central Mass Housing Alliance. Partner with leaders from the Massachusetts Conference and local congregations to assist with planning for mission trips and service opportunities during school vacation weeks and the summer, including a Worcester work camp. Visit churches to learn about their interests and recruit participants for WAMS programs, with a target goal of twenty presentations in the first year. Build social media infrastructure to launch and develop new programs.

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
Therapeutic Youth Sports Referee	Doc Wayne Athletic League, Inc.	10/10/2012	Internship, Volunteer	2765605		None Required	Any Major

Job Description:
Duties and Responsibilities: Be knowledgeable of all rules and Doc Wayne guidelines for assigned sport(s) - Make fair and consistent calls - Control on field/court situations early - Join in circle-ups, check in with coaches, and facilitate coach communication. - Monitor games for safety and curriculum adherence - Work with General Manager to ensure accepting environment for youth - Record and report scores of all games to General Manager (on site)

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
Sales and Leasing Agent	First Choice Realty	10/12/2012	Freelance, Full Time	2769195		None Required	Any Major

Job Description:
-Desire to earn what you are worth -Self-starter with a personal motivation to achieve -Above average "people" skills -Entrepreneurial determination and creativity -Ability to think on one's feet -Excellent time management ability -High moral business practices -Positive attitude

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
Employment and Training Trainer	Veterans Inc.	10/14/2012	Full Time	2772403		Bachelors	Any Major

Job Description:
Veterans Inc., the largest provider of services to veterans and their families throughout New England, is looking for an Employment and Training Trainer to join the Pawtucket, RI team. This individual would be responsible for, but not limited to, classroom instruction, client assessment, employment training, employment counseling, outreach for homeless and at-risk veterans, and attending networking events and employment/career fairs. All duties would take place throughout Rhode Island. This is a full time position with full benefits (health, dental, vision, 403B, paid time off, short/long term disability and life insurance, etc.) The annual salary is $38,000 and is non-negotiable.

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
Employment and Training Specialist	Veterans Inc.	10/14/2012	Full Time	2772419		None Required	Any Major

Job Description:
Veterans Inc., the largest provider of services to veterans and their families throughout New England, is looking for an Employment and Training Specialist to join the Southeastern, MA team. This individual would be responsible for, but not limited to, client assessment, employment training, employment counseling, outreach for homeless and at-risk veterans, and attending networking events and employment/career fairs. All duties would take place throughout the cities and towns located in the Southeastern, Massachusetts region. This is a full time position with full benefits (health,

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dental, vision, 403B, paid time off, short/long term disability and life insurance, etc.) The annual salary is $38,000 and is non-negotiable.

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
Superintendent of Schools	Roman Catholic Bishop of Manchester	10/15/2012	Full Time	2751535		Masters	Catholic Studies; Elementary Education; Pastoral Ministry

Job Description:
The Diocese of Manchester currently is seeking a highly-qualified, visionary leader to serve as its Superintendent of Catholic Schools. The Superintendent of Catholic Schools provides administrative and managerial services to support and sustain the ministry of Catholic school education in the Diocese of Manchester, where there are 23 elementary and secondary parish and diocesan schools and 5 elementary and secondary schools recognized by the Bishop as Catholic. In addition to managerial responsibilities, the Superintendent will lead a major strategic planning process to ensure the long-term health and vitality of the Catholic schools. The ideal candidate will be an inspirational, passionate advocate for Catholic education; demonstrate a complex understanding of the issues, challenges, and opportunities present in Catholic schools today; demonstrate leadership skills that inspire and engage others; and demonstrate skills in oral and written communication and conflict resolution

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
Nursing Informaticist	Bobbie Stone International, LLC	10/15/2012	Full Time	2772779		None Required	Any Major

Job Description:
THE OPPORTUNITY: Reporting to the Chief Information Officer, the Nursing Informaticist is responsible for planning, developing, implementing, maintaining and managing the clinical modules of the Health Information System. This newly created position would be of interest to an “out of the box thinker who can hit the ground running” and who understands the nuances of the System and how it works. The ideal candidate needs to be an independent, collaborative team partner who can utilize their clinical nursing experience, education and knowledge in combination with the Hospital’s systems to assure coordination between data collection and the realities of bedside clinical care. QUALIFICATIONS: • Excellent communication skills to provide training, education and support to HIS users • Working knowledge of database building, programming, data collection and cataloging of gathered information • Strong organizational and analytical skills with the ability to work autonomously • Ability to identify trends, system issues and improvement opportunities EXPERIENCE: • Minimum 3 - 5 years clinical nursing experience; Demonstrated track record of working with Meditech 5.5 Client Server or above as well as proficiency with computers and computerized relational databases; Knowledge of LSS Modules relevant to physician practice management for patient records is a plus. EDUCATION: • BSN, MSN or MS Informatics is preferred or equivalent education and experience is a plus... We have been exclusively engaged by our client Hospital located in a historic area of New England to search and recruit for a Nursing Informaticist. Candidate reviews will begin immediately and will continue until the search is successfully concluded. The Hospital will offer a highly competitive salary and comprehensive benefits. Relocation assistance is available. We invite you to discover personal fulfillment in an exciting environment where you can learn and grow.

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
Part-Time Museum Store Clerk	Higgins Armory Museum	10/18/2012	Part Time	2774797		None Required	Any Major

Job Description:
The Museum Clerk is an integral member of the team that guides the museum store. Working closely with the weekend manager, the assistant store manager, the business manager, the front desk coordinator and volunteers, this position is responsible for a positive guest experience and helping to meet the museum store’s sales goals. Responsibilities: • Assists guests with purchases and handles merchandise sales. • Encourages guests to purchase Museum memberships. • Receives merchandise and tracks inventory as instructed by Assistant Store Manager • Maintains a secure, clean, and attractive store. • Keeps shelves well stocked. • Creates merchandise displays as requested. • Secures daily store revenues at the end of every day. • Other duties as assigned. Qualifications: • Strong interpersonal skills essential, including the ability to engage customers • Experience and skill displaying merchandise and creating an attractive store environment • Basic computer skills, including the PC/Windows computing environment • Retail sales experience a plus • Store Operations experience a plus • Must be able to physically lift, push, pull, hold and carry 20 to 30 pounds

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.

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
full time, part time, relief	The Bridge Of Central Massachusetts	10/20/2012	Full Time, Part Time	2778464		None Required	Any Major

Job Description:
Dynamic opportunities to work with the leading agency in Evidence Based and Best Practice models for providing services to adults, young adults, adolescents, and children with Mental Illness, Dual Diagnosed, (Mental Illness and Substance Abuse), or Developmentally Disabled populations in Residential or Supported Housing. Programs are located in Worcester, Southbridge, Webster, Marlboro, Hudson, Framingham, Westborough, Northborough, Southboro, West Brookfield, Gardner, Fitchburg and Hyde Park.

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
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.

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
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.

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
Playgroup Associate	The Paw Pack Adventure Club	11/01/2012	Part Time	2747479		None Required	Any Major

Job Description:

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted

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!

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
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
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
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 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. reach 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
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
Fundraising Intern	African Community Education Program	12/21/2012	Community Service, Full Time, Internship, Volunteer	2744120		None Required	Any Major

Job Description:
These positions 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, 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
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
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 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
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 Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted

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
Art Foundation	http://www.delaid.org	12/24/2012	Volunteer	2644271		None Required	Any Major

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
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
C#.Net Developer	Systems-Logic	01/14/2013	Full Time	2771599		Bachelors, Masters	Computer Science

Job Description:
Responsibilities:- • A solid understanding of .NET technologies. • Experience with database design and query development, specifically with SQL Server or other database engines. • Support and maintain the existing code base though refactoring and fixing reported bugs. • Investigate areas for improvement in current code base and development processes. • Familiarity and interest in agile methodologies. • Excellent communication skills and ability to work in a team. • Follow internal standards for user interface and development practices. • Work with QA team to ensure development is properly covering defined requirements.

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
Clinical Social Worker-Behavioral Clinician	South Bay Mental Health	02/01/2013	Full Time	2759694		Masters	Psychology; Social Work

Job Description:
Clinical Social Worker-Behavioral Clinician Mentoring to guide your professional growth. Supervision that challenges you. Training that pushes you to excel. Those are just some of the benefits Master's level Clinical Social Worker-Behavioral Clinicians at South Bay Mental Health have as they provide a continuum of community-based services to individuals, children, adults, and families. Job Responsibilities Gain valuable experience as you work with our professional and innovative clinical team to provide clients with a full range of counseling services for their mental health and substance abuse recovery needs including intensive family issues, trauma, forensics, and mental illness. Specific Duties will include: • Leading individual, family, couples, and group therapy. • Conducting client intake sessions • Developing individual treatment plans • Facilitating crisis intervention • Administering drug screens • Providing documentation and reports to referral providers • Conducting case management • Participating in multidisciplinary teams to present cases for proper treatment • Attending monthly in-service trainings • Maintaining competency in the field via ongoing continuing education Job Requirements As a Clinical Social Worker-Behavioral Clinician, you must be license of recessed eligible. You will need to be highly organized with solid time management skills as well as adaptable to a fast paced work environment. You will receive training after hiring and if you are not yet licensed you will be provided the hours required sitting for your license exam Specific qualifications Include • Master's level degree in Social Work, Counseling, Psychology, or a Master's degree with a concentration in one of those areas • Proficiency with Microsoft office suite • Having a flexible work schedule • Having experience or understanding of underserved populations • LCSW/ LICSW or LMHC license preferred. Benefits We value your work as Clinical Social Worker-Behavioral Clinician and will reward you with a generous and competitive compensation package including: Medical Insurance Benefits Voluntary Dental Short-Term And Long-Term Disability Insurance Life & AD&D Insurance Supplemental Insurance Retirement, Tax Advantage Plans, & Savings 401 & Roth 401 (K) Plan Benefits...Beyond The Basics Paid Vacation and Paid Time Off Benefits Professional Liability Career Development/Free CEU's Membership to a Team Employee Referral Bonus Flexible Schedules for Clinical Staff Mentoring and Job Coaching Company Overview Since 1986, South Bay Mental Health, a privately held company, has provided community-based behavioral healthcare in Eastern Massachusetts that is sensitive and focused on helping individuals, children and families reach their full potential. We are a culturally diverse and dynamic organization that prides ourselves on clinical excellence and a commitment to the people we serve. South Bay locations include Attleboro, Brockton, Fall River, Lawrence, Leominster, Lowell, Lynn, Plymouth, Salem, Swansea, South Yarmouth, Weymouth and Worcester. South Bay welcomes bilingual and multicultural applicants. Come bring your strengths and skills into play as a member of our dedicated team of professionals. Great Careers in Behavioral Health Care Begin Here! Apply now! jobs@southbaymentalhealth.com

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Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
Clinical Social Worker-Behavioral Clinician	South Bay Mental Health	02/01/2013	Full Time	2759697		Masters	Psychology; Social Work

Job Description:
Clinical Social Worker-Behavioral Clinician Mentoring to guide your professional growth. Supervision that challenges you. Training that pushes you to excel. Those are just some of the benefits Master's level Clinical Social Worker-Behavioral Clinicians at South Bay Mental Health have as they provide a continuum of community-based services to individuals, children, adults, and families. Job Responsibilities Gain valuable experience as you work with our professional and innovative clinical team to provide clients with a full range of counseling services for their mental health and substance abuse recovery needs including intensive family issues, trauma, forensics, and mental illness. Specific Duties will include: • Leading individual, family, couples, and group therapy. • Conducting client intake sessions • Developing individual treatment plans • Facilitating crisis intervention • Administering drug screens • Providing documentation and reports to referral providers • Conducting case management • Participating in multidisciplinary teams to present cases for proper treatment • Attending monthly in-service trainings • Maintaining competency in the field via ongoing continuing education Job Requirements As a Clinical Social Worker-Behavioral Clinician, you must be license of recessed eligible. You will need to be highly organized with solid time management skills as well as adaptable to a fast paced work environment. You will receive training after hiring and if you are not yet licensed you will be provided the hours required sitting for your license exam Specific qualifications Include • Master's level degree in Social Work, Counseling, Psychology, or a Master's degree with a concentration in one of those areas • Proficiency with Microsoft office suite • Having a flexible work schedule • Having experience or understanding of underserved populations • LCSW/ LICSW or LMHC license preferred. Benefits We value your work as Clinical Social Worker-Behavioral Clinician and will reward you with a generous and competitive compensation package including: Medical Insurance Benefits Voluntary Dental Short-Term And Long-Term Disability Insurance Life & AD&D Insurance Supplemental Insurance Retirement, Tax Advantage Plans, & Savings 401 & Roth 401 (K) Plan Benefits...Beyond The Basics Paid Vacation and Paid Time Off Benefits Professional Liability Career Development/Free CEU's Membership to a Team Employee Referral Bonus Flexible Schedules for Clinical Staff Mentoring and Job Coaching Company Overview Since 1986, South Bay Mental Health, a privately held company, has provided community-based behavioral healthcare in Eastern Massachusetts that is sensitive and focused on helping individuals, children and families reach their full potential. We are a culturally diverse and dynamic organization that prides ourselves on clinical excellence and a commitment to the people we serve. South Bay locations include Attleboro, Brockton, Fall River, Lawrence, Leominster, Lowell, Lynn, Plymouth, Salem, Swansea, South Yarmouth, Weymouth and Worcester. South Bay welcomes bilingual and multicultural applicants. Come bring your strengths and skills into play as a member of our dedicated team of professionals. Great Careers in Behavioral Health Care Begin Here! Apply now! jobs@southbaymentalhealth.com

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
Family Service Provider	South Bay Mental Health	02/01/2013	Full Time	2759699		Bachelors, Masters	Art Therapy; Criminal Justice; Human Development & Human Services; Psychology; Social Work; Sociology

Job Description:
Family Service Provider The next step in your career! South Bay seeks a Family Service Provider to provide a continuum of community-based services to children and families. As a Family Service Provider on one of our teams, you will provide therapeutic training and support for youth and families under the supervision of a clinician which will assist the clinician in implementing their treatment plans. We provide excellent mentoring, training, and a competitive benefits package. South Bay is committed to diversity and welcomes bilingual and multicultural applicants. We are an Equal Opportunity Employer. Come bring your strengths and skills into play as a member of our dedicated team of professionals! Since 1986, South Bay Mental Health Center has provided community-based behavioral healthcare that is sensitive and focused on helping individuals, children and families reach their full potential. We have outpatient mental health clinics in Brockton, Attleboro, Fall River, Lawrence, Lowell, Plymouth, Weymouth, Worcester, Salem, Lynn, Leominster and Mashpee. A Bachelor's or Master's level degree in Social Work, Psychology, or a related field required and related experience is preferred.

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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.

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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

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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.

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
Financial Representative - Spring Internship	Northwestern Mutual Financial Network	09/16/2013	Internship	2773005		Bachelors	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. Qualifications: Various majors welcome to apply. To be considered for the position, you must be a full-time student in pursuit of a bachelor's degree from a four-year institution, hold US Citizenship or US Permanent residency, have strong interpersonal skills, be self-motivated and have a history of personal success. Our ideal candidate is self-motivated, entrepreneurial and has an interest in business and building client relationships.

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Financial Representative - Graduating	Northwestern Mutual Financial Network	09/16/2013	Full Time	2773676		Bachelors	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," 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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Legal	Law Office of Kevin Patrick	09/19/2013	Full Time, Internship, Part Time,	2776906		None Required	Any Major

Job Title	Company	Expires	Job Type	Job ID	School Job ID	Degrees Wanted	Majors Wanted
Intern	Seaver		Seasonal				

Job Description:
Law Office Seeks Legal Intern The Law Office of Kevin Patrick Seaver is a busy, small, friendly law firm. The law office is conveniently located across the street from the Green Line's Science Part T stop. There is discounted parking on site available. Practice focus is on Juvenile Law and Family Law. The internship provides a substantive legal experience. The interns will assist Attorney Seaver in the critical analysis of documents, accompany Attorney Seaver to court, assist Attorney Seaver in writing and reviewing legal memoranda and briefs, visit clients, attend meetings at medical and residential institutions, and other tasks assigned. The ideal candidate has strong computer, research, writing, and critical reading skills. A positive attitude and a high level of integrity are imperative. Attorney Seaver seeks applicants who are team players and self-starters who can take directions from others. Internship hours are full days for one or more days per week Monday through Saturday. Interns are expected to attend court with Attorney Seaver so starting times can vary depending on court times and location. Normal hours are from 8:30 a.m. to 5:00 p.m. for the fall, winter, spring, and summer. Students applying for this internship position are encouraged to visit Attorney Seaver's website at www.kevinseaver.com, or MassachusettsChildAbuseAttorney.com Please send a cover letter and resume to kevin@kevinseaver.com, and state why you are interested in the practice of law. Please, no telephone calls or faxes.

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