



CURRENT JOBS IN LIBERAL ARTS

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The publisher does not knowingly place advertisements that discriminate or that are not bonafide vacancies. Positions are compiled from a variety of sources including vacancy announcements provided to the publisher, and other published sources. Please note that many employers do not acknowledge your application. Some employment procedures, in particular those of government agencies, can take four to six months. ISSN 0887-2821.

East/Northeast

ASSOCIATE HR GENERALIST. Develop reporting, data reqs to track success of specific programs, report on/analyze contractor info for third party contingent labor partners, administer, maintain report reqs, maintain strong vendor relationships, manage programs, special projects. Req BA/BS, 1-3 yrs exp, excel Excel, PowerPoint, communication, orgz, time mgmt, analytical skills, exp w/ tracking systems, PeopleSoft, Access, e-Room. Apply online to EMC, Hopkinton, MA, <http://www.emc.com/hr>.

SMALL BUSINESS ADVOCATE. Ensure small biz subcontracting plans meet US govt reqs, assist subcontracts administration w/ corrective actions, develop winning approaches to meet special small biz participation reqs, serve as principle supplier partnerships interface w/ prime contracts, develop material cost, contract supporting documentation, update, track electronic, paper files, assist w/ advocacy programs, monitor outreach efforts. Req BA/BS, 2 yrs exp, orgz, time mgmt, communication skills, know spreadsheet software, data admin, FAR, DFAR, fedl govt subcontracting regs, SBA rules/regs, pref biz mgmt rel industry exp. Apply online to BAE Systems, Nashua, NH, http://www.baesystems.jobs/job_detail.asp?JobID=1709777.

ASSOCIATE, ENTERPRISE MARKETING. Provide operational support for weekly lead programs incl overseeing lead transition from mktg to sales operations, support fact-finding research to facilitate PR activities, provide industry research to target mktg, sales prospecting efforts, provide logistical support for thought leadership events, trade shows, research promotional activities of major competitors. Req BA/BS, 1 yr mktg/sales communications exp, project mgmt, communication skills, pref exposure to Webinar, direct mktg, biz-to-biz mktg. Apply online to TheLadders, New York, NY, http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&jobid=290781&company_id=15772&version=1&source=ONLINE&jobOwner=988184&aid=1.

ID THEFT PROGRAM ANALYST. Assist w/ creation, maintenance of program materials rel to incident collection, analysis, reporting, integration of covered accounts, annual report, program policies, procedures, training, communications materials. Req BA/BS, strong orgz, technical, Excel, Access, Word, PowerPoint, Visio skills, pref know operational risk mgmt concepts. Apply online to Morgan Stanley, Baltimore, MD, <http://www.morganstanley.com/about/careers/careersearch.html>.

CLIENT ASSOCIATE. Assist w/ day-to-day mgmt of new, ongoing project initiatives, ensure timely delivery of daily, weekly, monthly reporting requests, understand sources of reporting data to validate accuracy, schedule, update, manage calendars, weekly agendas for client, internal team meetings, compile meeting notes, update project plans, monitor product functionality, ensure client deliverables are met, identify optpts to improve process speed, accuracy. Req BA/BS mktg/rel, 1-2 yrs exp supporting sales, client mgmt, strong orgz, analytical, presentation, communications skills, know spreadsheet, PowerPoint, sales lifecycle. Apply online to Affinion Group, Norwalk, CT, http://www.affiniogroup.com/about-us/careers/current_opportunities.cfm.

DATA ANALYST/STATISTICAL DEVELOPER. Analyze student assessment data for early reading intervention product, provide feedback to product development team to improve effectiveness of instruction, services, assist researchers. Req strong background in linguistics, statistics, psychology, know statistical techniques applied to data analysis, data manipulation, integration skills, research exp at undergrad/grad level. Apply online to Wireless Generation, Brooklyn, NY, <https://www.cytiva.com/wgen/details.asp?wgen1271>.

COORDINATOR OF CAMPUS VOLUNTEERS. 20 hours/week. Plan, orgz, implement, evaluate volunteer program. Req BA/BS, 2 yrs rel exp in people-oriented field, know community, computer, MS Word, GroupWise 6, PowerPoint, Excel, Access, analytical, orgz, time mgmt, communication, interpersonal skills. Apply online to Hagerstown Community College, Hagerstown, MD, <http://www.hagerstowncc.edu/human-resources/jobs/4320/coordinator-campus-volunteers>.

JOB DEVELOPER/VOCATIONAL COUNSELOR. Create employment optpts for job-ready grads, work w/ local employers, market program to prospective employers, develop internships thru advocacy work for clients in community, teach job seeking skills, maintain documentation. Req BA/BS. \$13-\$16/hour. Apply online to Search For Change, Norwalk, CT, <http://www.searchforchange.org/employment.php>.

SCHOOL SUPPORT SPECIALIST. Support daily operations, staff, faculty, student, family support needs, work w/ individual or small groups of students in classroom, participate in school-rel events outside classroom, admin duties, assist w/ attendance tracking. Req BA/BS, strong undergrad record, exp working w/ children, excel problem-solving, communication skills, commitment to urban education. Apply online to DC Prep-Benning Elementary School, Washington, DC, <http://jobs-dcprep.icims.com/jobs/1118/job>.

CAREER DEVELOPMENT SPECIALIST. Plan, develop, facilitate career development, training programs to prepare adult participants for work, work w/ employers to develop employment optpts, program planning, identify, screen candidates for potential job placements. Resume/ltr/sal req to Cheryl Godsey, Assistant Director, Learn to Earn at St. Ambrose, St. Ambrose Center, 3445 Park Heights Avenue, Baltimore, MD 21215; fax 410-383-1490; email cgodsey@vincentbaltimore.org.

ASSISTANT BUYER. Assist home furnishings, lifestyle product team. Req BA/BS, buying exp in tabletop, decorative accessories, jewelry, baby, apothecary, lighting, strong planning, analytical, MS Office skills, exp in home furnishings, furniture. Email resume/ltr/sal req to ABC Carpet & Home, New York, NY, svickers@abchome.com (subj: Assistant Buyer-Furniture); fax 212-475-8896.

RESEARCH ASSOCIATE. Conduct industry analysis, corporate research, strategic analysis for orgzing campaigns, collective bargaining activities, legislative initiatives, summarize, synthesize relevant industry data, policy trends, key industry player info in industry context, produce quantitative analysis for use in campaigns, collective bargaining, mentor new staff. Req BA/BS, 1 yr exp in capital strategies, working for labor union or equiv exp in labor, community services or political action activities, accounting/financial analysis exp, strong communication skills, interest in US, Canadian labor movements. Apply online to United Food Commercial Workers International Union, Washington, DC, http://www.ufcw.org/ufcw_jobs/index.cfm?jobaction=detail&jobID=82.

JUNIOR MULTIMEDIA DESIGN SPECIALIST. Develop creative sales presentation materials for commercial real estate brokers to win new biz, create Flash animations, animated GIFs files, PowerPoint animations, manage presentation log to record activity. Req proofing, writing, editing, communication, orgz skills, know PowerPoint, Excel, Word, Outlook, Illustrator, InDesign, Photoshop, Flash, AfterEffects, Premiere Pro. Email resume/ltr in pdf or MS Word format to Newmark Knight Frank, New York, NY, resumeshr@newmarkkf.com (subj: Multi-media).

AFTER SCHOOL SITE COORDINATOR. 2 days/week for 2 hours/day in after school program + 2 full days/month at office. Supervise program, manage student attendance, case notes, volunteer timesheets, ensure implementation of policies/practices, act as positive role model for refugee youth. Req college junior or senior or have BA/BS, pursuing MA/MS education/social work/public admin/rel, exp working w/ children, youth, communication skills, pref program mgmt exp, exp working w/ refugee, immigrant populations. Apply online to International Rescue Committee, New York, NY, <http://tbe.taleo.net/NA2/ats/careers/requisition.jsp?org=IRC&cws=1&rid=5519>.

INTERNATIONAL INSTITUTIONS POLICY ASSOCIATE. Research, analyze intl public funding sources to support conservation overseas w/ emphasis on USAID, State Dept, Millennium Challenge Corp, assist w/ prep of public funding proposals, develop public funding, policy guidance, communications materials, track funding agreements w/ USAID, update database. Req BA/BS political science/economics/environmental policy/rel, 2-4 yrs exp, exp researching info from divergent sources, time mgmt, writing, analytical, problem-solving skills, know MS Office, Word, PowerPoint, Excel. Apply online to The Nature Conservancy, Washington, DC, http://careers.nature.org/psp/P89HTNC_APP/APPLICANT/HRMS/c/HRS_HRAM.HRS_CE.GBL. App ddl 12/01/09.

PRODUCT MANAGER-INDEX REVIEW. Assist w/ developing quality control procedures to ensure component selection process abides w/ index objectives, approve component reviews for products, prepare summaries of changes, recognize need for methodology changes for index products, monitor industry trends rel to index maintenance, construction. Req BA/BS economics/finance/rel, exp w/ index maintenance, construction or portfolio mgmt, ability to manipulate large data sets, exp w/ data vendors such as Fact Set, Bloomberg. Apply online to Dow Jones & Co, Princeton, NJ, <http://www.dowjones.com/careers.asp>.

PUBLIC AFFAIRS SPECIALIST. Respond to internal communication requests, coordinate logistics of exec webcasts, internal employee townhall meetings, produce daily/weekly press clipping reports, maintain/update PR databases, news bureaus, monitor car rental/travel industry trends, update written, online corporate background info, assist w/ production of online newsletters, communication materials, manage trade media inquiries, assist w/ social media projects. Req BA/BS communications/rel, 1-3 yrs PR/communications exp, writing, communication skills, exp w/ online newsletter production. Apply online to Hertz, Park Ridge, NJ, <https://jobs-hertz.icims.com/jobs/9901/job>.

ASSISTANT ACQUISITION/DEVELOPMENT EDITOR, TRAVEL. Manage number of books in travel series, work w/ senior editor on author mgmt, style of work, evaluate manuscripts, maps for comprehensiveness, balance, accuracy, timelines, readability, line edit, rewrite copy, create content databases, manage search engines. Req strong editing, rewriting, map proofing, MS Office, orgz, communication skills, pref know MAC, InCopy, web mgmt exp. Apply online to Globe Pequot Press, Guilford, CT, <http://gpp.iapplicants.com/ViewJob-38247.html>. App ddl 12/07/09.

ASSISTANT BUYER-OUTLETS. Identify fabric content for discontinued, second quality products, maintain records, updates, handle purchase order maintenance, post order entry checks, handle store promotional signage, produce historical market analysis to assist associate buyer, assist w/ product assortment, pricing strategy. Req BA/BS, 1 yr buying/merchandising exp, time mgmt, orgz, communication problem-solving skills, pref know Word, Excel, SAP. Apply online to Burberry, New York, NY, https://burberrycareers.com/americas/tpl_burberry02.asp?s=PyAxDfSgHTyVvHqn&jobid=28230,4858158758&key=2310858&c=232352542523&pagestamp=secvidqnsacuvoorhh.

TESTING MARKETING AND SALES ASSISTANT. Assist in compiling market data, data entry, assist in online research to support formulation of mktg strategy, assist in setting up focus groups, scan/score tests, produce print, pdf files, assist in financial monitoring of testing projects. Req BA/BS, excel communication, orgz skills, know MS Word, Excel, Outlook. Apply online to Amideast, Washington, DC, <http://www.amideast.org/forms/aeoo/positiondetails.aspx?positionid=558b0c81-8bd0-4e5e-acf3-d48ea70a2b39>.

MARKETING ASSOCIATE-TRADE/REFERENCE. Act as key sales contact for US schools, maintain sales processes for handling school-based quote requests, sampling, adoptions, acct mgmt, answer questions from schools, establish sales strategies, analyze sales, provide regular reporting on sales. Req BA/BS, 1-2 yrs mktg/sales exp, know MS Word, Excel, internet, excel communication, orgz skills, pref book publishing exp. Resume/ltr/sal req/source of ad to Human Resources, Oxford University Press, 198 Madison Avenue, New York, NY 10016; fax 212-726-6458; email hmy.us@oup.com (subj: Marketing Associate-Trade/Ref). No phone calls.

EDITORIAL RESEARCHER. Research investment profiles, strategies of US institutional investors, interview senior execs, input info in central database, produce broader editorial content for monthly, quarterly analysis of industry trends. Req investigative writing, orgz, phone skills, ability to analyze data, know MS Word, Excel, exp interviewing senior execs, pref know financial terms. Email resume/ltr to Mandate Wire, New York, NY, careers.mandatewire@ft.com.

RESEARCH ANALYST. Process, analyze Nielsen data, estimate future program performance, product mktg, sales presentations, work w/ station research, sales mgmt. Req strong statistical, communication, MS Office skills, pref BA/BS. Apply online to Cox Television, New York, NY, <http://www.coxenterprises.com/ecorpcocareer/eRecruit.asp>. App ddl 10/29/09.

ACCOUNT MANAGER. Call on prospects, present outlines of programs or commercial announcements, prepare promotional plans, sales lit, time rates, sales contracts, develop relationships w/ clients, investigate/resolve customer problems, collect payment from clients, maintain records. Req strong communication skills, driver's license, pref BA/BS/equiv exp. Apply online to Cox Radio, Inc, Milford/Norwalk, CT, <http://www.coxenterprises.com/ecorpcocareer/eRecruit.asp>. App ddl 12/31/09.

QUALITY CONTROL ASSOCIATE. Inspect, audit inbound, outbound shipments at distribution center, identify damaged, unsellable merchandise, prioritize inbound shipments for inspections, document result of all quality inspections, track/maintain damaged inventory to be returned to vendor. Req 2-5 yrs exp, ability to work in warehouse environment, communication, Excel, Word skills, pref exp in quality control or logistics, interest in fashion. Email resume/ltr to Gilt Groupe, Brooklyn, NY, careers@gilt.com.

WOMEN'S CONTEMPORARY ASSISTANT BUYER. Work w/ internal team, external vendors to create product selection, develop biz strategies to drive sales thru product assortment, pricing, promotion, attend buying trips, negotiate buying terms w/ vendors, create purchase orders, manage purchase order process. Req 1-3 yrs buying exp, love women's fashion, understanding of merchandising financials, retail math, profitability mgmt, exp in buying in multibrand, multivendor environment, analytical skills, pref discount retail exp. Email resume/ltr to Gilt Groupe, New York, NY, careers@gilt.com (subj: ME-0022-PK).

STUDIO COORDINATOR. Coordinate sample delivery w/ merchandising team, manage disposition of samples, check in inventory samples, schedule table top, model shoots, prepare products for shoots, upload images, quality control check of images. Apply online to Ideeli, Paterson, NJ, <http://www.ideeli.com/pages/careers>.

MEMBERSHIP RETENTION ASSOCIATE. Orgz member events, schedule member webcasts, update membership sections of website, coordinate member communications incl monthly member e-newsletter, coordinate member mailings, admin duties. Req AA/AS, 1 yr professional exp, excel communication, decision-making, orgz, computer skills, know MS Office, pref BA/BS, know html. 30% travel. Email resume/ltr/sal req/source of ad to Human Resources, U.S. Green Building Council, Washington, DC, jobs@usgbc.org (subj: Membership Retention Associate); fax 202-478-5046; www.usgbc.org. No phone calls.

COORDINATOR OF TEEN PROGRAMS. Lead, supervise programs, supervise educational facilities as reqd, develop/plan curricula for addl teen programs on grounds, coordinate, produce mktg materials, oversee budgets, monthly ledgers. Req BA/BS science/education/rel, ability to oversee teen programs, excel communication, interpersonal, orgz, creative skills, flexibility to work weekends. Apply online to New York Botanical Garden, New York, NY, http://www.nybg.org/footer/employment_listings_results.php?id_employment_listings=717.

COORDINATOR, STANDARDS AND PRACTICES. Track research-rel productions for channels, receive, distribute tapes, scripts, update database w/ title changes, press material, schedule info, notify operations, programming, mktg depts when research is complete, maintain database records, assist w/ mktg/press needs. Req BA/BS, 1-3 yrs admin exp, excel communication, analytical, orgz skills, know MS Word, Excel, ability to learn new software. Apply online to National Geographic International, Washington, DC, https://jobs.nationalgeographic.com/psp/jobspa/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_PRE&Action=A&SiteId=1.

SUPPLY CHAIN PROCUREMENT AGENT. Conduct, manage, maintain synchronization of supply chain for obtaining goods, services in support of programs, manage activities to commit company resources thru contracts, agreements, manage inventory levels, simulation, modeling forecasting data, supplier performance, work w/ customers, suppliers. Req customer service, analytical, decision-making skills, know procurement processes, supply chain strategies, pref BA/BS, 2 yrs rel exp. Apply online to Boeing, Ridley Park, PA, <https://jobs.boeing.com/JobSeeker/JobView?reqcode=09-1014088>. App ddl 10/22/09.

JUNIOR PLANNER. Identify, interpret trends, external info w/ focus on presentation of actionable ideas, compile, analyze secondary research from variety of sources incl trade journals, research reports, white papers, monitor cultural, social trends affecting client's biz, write new project, research proposals, oversee qualitative research projects, analyze data, review tracking studies. Req BA/BS, 1 yr exp, moderation, project mgmt exp, orgz, time mgmt skills, pref bilingual Eng/Spanish. Limited travel. Apply online to Alloy Media & Marketing, New York, NY, http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app_ds_pjob&jobid=215938&company_id=16082&jobboardid=24.

PUBLIC RELATIONS CONSULTANT. Assist w/ PR programs, create, aggregate press materials, coordinate press releases, manage media contact lists, interviews, sweepstakes/contests, assist w/ mgmt of PR campaigns. Req BA/BS PR/communications, PR internship exp, strong analytical, communication, writing skills, know MS Office. Apply online to 1-800-Flowers.com, Carle Place, NY, <http://jobview.monster.com/Public-Relations-Consultant-Job-Carle-Place-NY-US-83947512.aspx>.

JUNIOR ROTATIONAL PROGRAM. Complete several rotations over 2 yrs w/ optional 3rd yr, work on project-based assignments in assigned dept for 6-12 months. Areas incl communications/public affairs, events, finance, football operations/officiating, intl, mktg/sales, media. Req current enrollment in undergrad program w/ 2010 graduation, min 3.0 GPA, legally permitted to work in US. Apply online to National Football League, New York, NY, <https://www.nfl.apply2jobs.com/index.cfm?fuseaction=mExternal.showJob&RID=67&CurrentPage=1>. App ddl 10/23/09. (From 10/02/09 issue)

PROGRAM ASSISTANT. Conduct media outreach, write press materials, make pitch calls, field media calls, track media coverage, post content on website, social networking sites, respond to public info requests, assist in production, distribution of publications, manage official blog by publishing posts, researching/writing blog posts, assist w/ photo, video production, admin duties. Req BA/BS, 1-2 yrs exp in nonprofit orgz, PR agency, media outlet, Capitol Hill, MS Word, editorial, orgz, communication, writing, web skills, pref know blogging platforms, html, video editing software. Resume/ltr/sal req/3 supervisory refs/writing samples to Human Resources Department, National Women's Law Center, 11 Dupont Circle, #800, Washington, DC 20036; fax 202-588-5185; email (preferred) humanresources@nwlc.org (subj: Program Assistant). No phone calls. App ddl 10/31/09. (From 10/02/09 issue)

South/Southeast

LOGISTICS ANALYST. Serve as analyst for saber weapon system, readiness reporting, monitor monthly screening reports for anti-armor weapon systems, monitor stmts of work, contract deliverable reqs list, update, maintain combat loss files, prepare agendas, schedules, action items, record weekly readiness numbers on spreadsheet, maintain reports on rotation of multiple programs. Req BA/BS or AA/AS + 2 yrs exp or HS grad + 4 yrs exp, exp w/ Marine Corps supply system, transactions, exp w/ Merit, MIMMS, addl logistics, supply systems, exp as item manager, eligibility for secret security clearance. Apply online to BAE Systems, Albany, GA, http://www.baesystems.jobs/job_detail.asp?JobID=1709761.

MARKETING ASSISTANT, CORPORATE EVENTS. Begin 11/01/09. Design, establish, oversee integrated logistical, admin support needs of professional educational events, conference/trade shows, corporate events, support mktg initiatives manage mktg collateral/material, websites. Req BA/BS, pref IT focus. Apply online to K2M, Leesburg, VA, <http://www.k2m.com/careers/current-openings.cfm>.

MEETING PLANNER. Direct staff re meeting specs, reqs, set up meeting framework, timeline, help monitor meeting costs, research meeting sites, conduct bidding process for meeting venues, negotiate hotel, vendor contracts, assist w/ prep of logistical, registration, confirmation materials, coordinate meeting promotion, registration activities, speaking arrangements, exhibit hall functions. Req BA/BS, 2-3 yrs exp coordinating meetings, events, US citizenship, orgz, writing, communication, know Word, database software. Email resume/ltr to Circle Solutions, Inc, McLean, VA, careers@circlesolutions.com; www.circlesolutions.com.

VOLUNTEER COORDINATOR. Recruit, screen, orient, match interns, volunteers w/ service optys, maintain files, manage daily operations of reception, storage, display, distribution of donated in-kind goods, plan logistics of donations pickups, deliveries, coordinate gift drives, produce newsletter stories on volunteers, donations, assist in producing outreach materials. Req BA/BS, 2 yrs volunteer coordination/mgmt exp, 3 yrs professional work exp, excel orgz, MS Office, communication skills, driver's license, pref exp working w/ refugees, immigrants, 2nd language skills. Apply online to International Rescue Committee, Decatur, GA, <http://tbe.taleo.net/NA2/ats/careers/requisition.jsp?org=IRC&cws=1&rid=5553>.

ADMINISTRATIVE ASSISTANT. Complete general tasks incl typing, processing invoices, answer phones, working w/ vendors, prepare mailings for events, assist w/ travel logistics. Req BA/BS, know Excel, Word, database mgmt, PowerPoint, strong writing, communication, proofing, editing skills, pref 1 yr exp. Apply online to USO, Arlington, VA, <http://uso.balancetrak.com/JobListing/63/joblisting.aspx#>.

PRODUCT SPECIALIST. Develop relationships w/ advertisers, sell to existing advertisers, achieve monthly, annual revenue goals thru selling advertising, develop new biz, grow existing biz thru outside, inside sales calls. Req HS grad, excel computer, interpersonal skills, driver's license, pref BA/BS, newspaper advertising sales exp. Apply online to Red River Moms Magazine, Shreveport, LA, <http://www.jobpath.com/Jobs/Gannett/Product-Specialist-Red-River-Moms-Magazine/J8A89V5XH12Z67R9ZLX>.

ADMINISTRATIVE PRODUCTION ASSISTANT. Temp position thru 06/30/10. Assist w/ research, production for video, internet incl transcription, editing, designing material for development phase pilot program, edit, draft documents, generate reports, file, track invoices, accounts, coordinate meetings. Req BA/BS, strong writing, orgz, research, computer skills, know MS Office, pref know Photoshop, Final Cut Pro, video production, interest in journalism. \$27K. Email resume/ltr to MacNeil Lehrer Productions, Arlington, VA, kjaffe@newshour.org.

PHOTOJOURNALIST. Cover 3-county SC portion of market, shoot w/ reporter, work on own. Req 1 yr TV photography, editing, producing, directing exp in commercial TV news orgz, solid skills. Resume/ltr to News Director, WSAV-TV, PO Box 2429, Savannah, GA 31404; www.mediageneral.com; email hr@wsav.com.

SITE MANAGER. For living history 19th century farm. Open 6 months/yr, 5 days/week, 6 hours/day, but position year rnd to care for site, animals. Req mgmt skills; pref couple or 2 friends to share 2-bedroom cottage on farm. 2nd person to care for animals. Resume/ltr to Bill Parker, Chair, Outer Banks Conservationists, PO Box 970, Manteo, NC 27954; or email Melody Leckie, obcinc252@gmail.com.

LIVING HISTORY INTERPRETER. Req exp in public site interpretation, know Low Country history, ability to work for prolonged period, willingness to wear historic clothing, pref exp w/ historic crafts, pottery. Resume/ltr to Robert L. Sherman, Historic Agriculture & Livestock Manager, Middleton Place, 4300 Ashley River Road, Charleston, SC 29414; email rsherman@middletonplace.org.

HUMAN RESOURCES PROGRAM MANAGER. Drive deployment, implementation of HR programs, processes, work to operationalize HR programs in region, assist w/ workforce planning, headcount reporting, performance mgmt, reward/recognition programs, talent mgmt, metrics, reporting. Req BA/BS, excel MS Office skills. Apply online to NCR Corporation, Duluth, GA, <http://www.candidatecare.com/srccsh/job.guid?reqID=2000000557910&x=845>.

TRANSFER CREDIT EVALUATOR. Evaluate documents containing transfer credit, implement policy/procedures, complete accurate transfer credit summaries. Pref BA/BS, exp w/ APUS policy/procedure, MS Office skills. Apply online to American Public University System, Manassas, VA, <http://www.apus.edu/hiring/positions/09012009-Transfer-Credit-Evaluator-I.htm>.

TRANSFER CREDIT EVALUATOR. Evaluate documents containing transfer credit, implement policy/procedures, complete accurate transfer credit summaries. Pref BA/BS, exp w/ APUS policy/procedure, MS Office skills. Apply online to American Public University System, Manassas, VA, <http://www.apus.edu/hiring/positions/09012009-Transfer-Credit-Evaluator-I.htm>.

Midwest

ONLINE CONSULTANT. Prospect, identify optys to acquire new biz, cold call decision makers to set appts, make presentations, conduct data gathering sessions, research companies, competitors, industry trends, create, deliver customized solutions to provide value to client's bottom line. Req 6-24 months exp, excel communication, writing, presentation, time mgmt skills, know MS Office, internet, pref BA/BS, cold calling exp, exp w/ conceptual sales, solution selling, value-based selling. Apply online to CareerBuilder.com, Chicago, IL, <http://www.careerbuilder.com/CSH/Details.aspx?did=J7X4GR70RKKFXZHITXV&csH=cshcb>.

BENEFITS ANALYST. Analyze data provided by clients, perform individual pension calculations under defined benefit plans, assist w/ transition of work from consulting offices to retirement admin center, perform individual pension calculations for terminated or retired participants, interpret pension plan documents, update pension calculation tools, prepare/manipulate data for special projects. Req BA/BS biz/math/statistics/rel, analytical, orgz, interpersonal, communication skills, know MS Excel, Word. Apply online to Mercer, Milwaukee, WI, http://www.mercer.com/applynow.htm?sessionId=cqOrL67eSmmQIOiORUNG9g**&mercer02?newwin=yes&siteLanguage=100.

HUMAN RIGHTS INVESTIGATOR. Investigate, evaluate charges of employment, public accommodation discrimination, conduct fact-finding conference, submit report to supervisor for technical review, assist w/ settlement negotiations, interpret human rights acts, regs. Req know human rights issues, analytical skills. Apply online to Illinois Human Rights Department, Cook County, IL, <http://agency.governmentjobs.com/illinois/default.cfm?pageNumber=2&action=jobs&sortBy=CLASSIFICATION&sortByASC=ASC&bHideSearchBox=1&PROMOTIONALJOBS=0&SEARCHAPPLIED=0&TRANSFER=0> App ddl 10/21/09.

OUTREACH COORDINATOR. Supervise FoodShare program, staff, helpline, project planning, partnership development, service documentation. Req BA/BS, MS Office skills, know assistance programs. Email resume/ltr to Second Harvest Foodbank of Southern Wisconsin, Madison, WI, hr@shfbmadison.org; fax 608-223-9840.

PROJECT SPECIALIST. Begin 01/10. Coordinate development, implementation, evaluation of youth apprenticeship program, assist w/ securing work-based learning locations, project number of youth apprentices to be trained, monitor progress, performance of students, resolve problems, coordinate efforts to facilitate youth apprenticeship written training agreements, monitor budget, expenditures. Req BA/BS education/rel, 2 yrs exp working w/ youth, adults, know education, occupational training principles, mktg, PR, budget mgmt, orgz, communication skill. \$35.6K-\$42.5K. App avail at www.wctc.edu. Resume/ltr/app to HR Services, Room A-101, WCTC, 800 Main Street, Pewaukee, WI 53072; email HRServices@wctc.edu. App ddl 10/23/09.

CLIENT SERVICES COORDINATOR. Work w/ client services execs to provide issue resolution re enrollment, claims, coordinate operational performance guarantees, client reports, client-rel projects. Req BA/BS biz/mktg/rel, 2 yrs customer service exp, know MS Office, email, internet, excel communication skills, driver's license, pref know healthcare industry. Email resume/ltr to Navitus Health Solutions LLC, Appleton, WI, employment@navitus.com.

STUDENT SERVICES COORDINATOR. Recruit non-traditional students, work w/ students to advise on programs, academic status, financial aid, admissions, assist w/ goal development. Req BA/BS, 2-4 yrs exp working in student services, recruiting, advising, customer service, exp w/ technology, pref exp w/ online/distance education courses. \$35K-\$42K. Apply online to University of Wisconsin, Madison, WI, <http://ce.uwex.edu/employment/studentrecruiter.aspx>.

TRAFFIC CLERK. Coordinate, schedule, route internal/external print mktg projects. Req multi-tasking, MS Office, admin skills, pref exp in high volume data entry or print production environment. Apply online to CPM Marketing Group, Madison, WI, <http://www.cpm.com/careers/detail.cfm?listing=492>.

CAMPAIGN ANALYST. Create, write, execute database selections for multichannel mktg campaigns, evaluate new tools, technologies, methodologies for managing campaign infrastructure, assist w/ planning, execution, analysis of customer acquisition, retention, reactivation efforts, report, monitor, analyze critical biz metrics, develop ongoing testing strategies to drive future revenue growth, develop critical cross-segment customer relationships metrics. Req BA/BS mktg/statistics/math/rel, 1-3 yrs exp in data analysis, reporting, contact mgmt, know SAS, sql, Office, strong interpersonal, communication, orgz, analytical, problem-solving skills. Apply online to Fingerhut, Eden Prairie, MN, https://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jobinfo&jobid=216865&company_id=16055&version=1&source=ONLINE&jobOwner=979162&aid=1.

STAFFING COORDINATOR. Monitor clients' staffing needs, project future staffing levels, conduct site visits at clients' biz, conduct interviews, reference, background checks, oversee current employee attendance, performance, recruit candidates for open positions. Req BA/BS, customer service, human resources exp. Email resume/ltr/sal req to Life Style Staffing, Columbus, OH, gad@lifestylestaffing.com.

INTERVIEWING SPECIALIST. Schedule, conduct phone interviews w/ candidates, evaluate candidate resumes against position reqs, perform direct recruiting, sourcing activities for open positions. Req AA/AS biz/mgmt/human resources/communications/rel or equiv exp, 3-12 months exp in recruiting/staffing, excel communication, orgz, time mgmt, customer service skills, know Word, Excel, PowerPoint, Outlook, internet. Apply online to Pinstripe, Brookfield, WI, <http://www.pinstripetalent.com/index.php/landing/careers/>.

COMMUNITY INTEGRATION SPECIALIST. Support adults w/ developmental disabilities by teaching social skills, independence thru community based activities, plan, conduct quality leisure activities. Req BA/BS recreation/disability-rel field, 2 yrs exp working w/ people w/ varying disabilities. \$26K-\$35K. Email resume/ltr to Amanda Dodds, Easter Seals Southeast Wisconsin, Milwaukee, WI, adodds@eastersealswise.com.

QUALITY ASSURANCE ASSOCIATE. Develop systems to assure quality; implement TQM programs; conduct audits/reviews; provide task-focused performance improvement feedback to frontline; ; implement improvement efforts. Req analytical ability; strong comm. skills; 1 yr dta gathering exp pref. Apply online to Affiliated Computer Services, Inc, Indianapolis, IN, https://acs71.recruitmax.com/main/careerportal/Job_Profile.cfm?szOrderID=29076&szReturnToSearch=1&szWordsToHighlight=.

LEASING COORDINATOR. Coordinate assignments, resident, guest arrival/departure activities, billing, resident communication, service delivery in family/grad housing community for university. Req BA/BS biz/communications/rel, 2 yrs professional exp in housing, apt leasing, university admin/student affairs, hospitality, customer service, exp w/ automated systems, strong customer service, conflict mgmt, communication skills, pref MA/MS, exp w/ intl clientele, grad students. For info contact University of Illinois Housing Department, Champaign/Urbana, IL, www.housing.illinois.edu/Staff/Employment. App ddl 12/23/09.

REPORTER. Write stories, cover govt meetings, write features for weekend edition. Pref photo skills, know page design. Resume/ltr/clips to Northwoods Media HR Department, 314 Courtney Street, Rhinelander, WI 54501; email stowne@rhinelanderdailynews.com. App ddl 10/26/09.

WRITER. Report on county govt, education, write features, investigative pieces. Pref exp shooting video from web, still photography. Email resume/ltr/clips/refs to Janell Bradley, Publisher, The Fayette County Newspapers, Fayette, IA, jbradley@alpinecom.net. App ddl 10/26/09.

REPORTER. 20 hours/week. Write news, features. Req exp or newcomer w/ writing skills. Resume/ltr/clips/refs to Jeffrey Jackson, Owatonna People's Press, 135 W. Pearl Street, Owatonna, MN 55060; email jjackson@owatonna.com. App ddl 10/26/09.

SALES AND MARKETING ASSISTANT. Assist natl, local sales staff w/ all aspects of sales operation, create new mktg initiatives. Req communication, computer skills. Resume/ltr to WDJT-TV, HR Dept, 809 S. 60th Street, Milwaukee, WI 53214; fax 414-608-8189; email ccamps@cbs58.com. App ddl 10/29/09.

SINGLE COPY MANAGER. Create, plan, implement single copy retail programs in various segments, incl third party mgmt, manage single copy draws, account aging/credit process, respond to dealer inquiries, reporting. Req BA/BS, 1-2 yrs sales/mktg exp/equiv, interpersonal, communication skills, know MS Office, pref retail, outside cold call exp. Apply online w/ resume/ltr/refs to The Post Crescent, Appleton, WI, <http://www.jobpath.com/Jobs/Gannett/Single-Copy-Manager/J8H5QJ5YDG4X4PJNB4G>.

DATA SPECIALIST. Produce stories, projects in print, online, balance short/long-term news projects, breaking news, data projects. Req know database managers, sql, Perl, Python, Visual Basic, xml, know FOIA laws, negotiation skills. Resume/ltr/6-8 stories to Irvin Harrell, Director of Community Outreach and Newsroom Recruitment, St. Louis Post-Dispatch, 900 N. Tucker Blvd, St. Louis, MO 63101; email iharrell@post-dispatch.com. App ddl 10/30/09.

ASSOCIATE TEAM PERFORMANCE LEADER. Lead domestic reservations agents in meeting reservations sales, productivity, attendance objectives, maintain accurate productivity, volume, quality stats for mgmt use. Req BA/BS biz/rel, excel communication, orgz skills, pref biz mgmt degree. Apply online to Hertz, Oklahoma City, OK, <https://jobs-hertz.icims.com/jobs/10333/job>.

MARKETING COMMUNICATIONS SPECIALIST. Write, assist w/ prep, dissemination of news stories, PR, testimonials, be prime source, supplier of content for consortiums, member orgzs, assist w/ web design, collateral, direct mail, social media, manage Twitter, Facebook, Linked In. Req BA/BS mktg communications/Eng/advertising, excel writing skills, exp in social media space. Apply online w/ links to social media spaces to One Call Now, Troy, OH, <http://www.onecallnow.com/Corporate/careers.aspx>.

BRAND TRAFFIC ASSISTANT. Support day-to-day brand, advertising operations, maintain communications production calendar, work to ensure communications piece goes thru proper channels. Req BA/BS mktg/rel, 1-2 yrs mktg/advertising exp, excel communication, orgz skills, know MS Word, Excel, pref advertising agency exp. Resume/ltr to Tiffany Johnson, Human Resources, John G. Shedd Aquarium, 1200 S. Lake Shore Drive, Chicago, IL 60605; email jobs@shedd-aquarium.org; fax 312-663-0971.

SPECIAL EVENTS COORDINATOR. PT. Maintain calendar of scheduled entertainment, special events, learn property, facilities, coordinate various productions w/ emphasis on script development, production, resolve problems, compile updates, monitor financial reports. Req excel communication, computer, problem-solving skills, know MS Word, Excel, Outlook, pref BA/BS mktg/biz/rel, 1-2 yrs casino exp. Apply online to Harrah's Entertainment, Elizabeth, IN, https://harrahs.hodesiq.com/harrahsiq/job_detail.asp?JobID=1697014&use_r_id=.

MUSEUM CURATOR. Begin 01/10. Process, catalog, care for items in museum's 3D collections, archives, research library, oversee program to digitize archival materials, handle matters rel to collections incl acquisitions, loans, documentation, preservation, review/recommend exhibit, collections mgmt policies, procedures. Req BA/BS, communication, writing skills, pref education/exp in collections mgmt, preservation, security, know Western history, PastPerfect or museum cataloging program, digitization exp. \$10/hour. Resume/ltr/3 refs to Ruth Olson Peters, Museum Director, Santa Fe Trail Center, 1349 K-156 Highway, Larned, KS 67550; email museum@santafetrailcenter.org. Review begins 12/01/09.

MUSEUM EDUCATION ASSISTANT. Teach school, scout, public programs, staff summer camps, special events. Req 2 yrs college courses in education, history, museum studies, rel, education, communication skills, driver's license, exp w/ children in informal educational environment. App avail at www.LCFPD.org. Resume/ltr/app to Lake County Forest Preserve District, Human Resources Department, 2000 N. Milwaukee Avenue, Libertyville, IL 60048. App ddl 10/26/09.

ASSISTANT PLANNER, FIXTURE DEPLOYMENT. Order, track, report budgets for distribution of fixtures, eqt to store remodels, new store construction, store fixture rollout projects. Req BA/BS, 1-2 yrs exp in retail store fixture/eqt purchasing or file detail construction project mgmt, communication, customer service skills, know Word, Excel, pref know PeopleSoft Financials, Project. Apply online to Sears, Hoffman Estates, IL, <http://www.searsholdings.com/careers/>.

ASSISTANT PROFESSOR, HISTORY. Tenure track, begin 09/10. Teach intro survey in US history, upper-level courses in field of specialization. Req PhD by 09/10, teaching exp. \$54K-\$58K. Resume/ltr/3 ref ltrs to Professor Heather J. Tanner, The Ohio State University, Department of History, 1760 University Drive, Mansfield, OH 44906. Review begins 11/01/09. (From 10/02/09 issue)

West/Southwest

JUNIOR TECHNICAL SUPPORT ANALYST. Provide functional, technical support of software products to global clientele, work w/ internal development teams to troubleshoot software problems, identify solutions, assist w/ application unit, regression testing, compile reports, statistics rel to client call history. Req BBA/BA/BS biz/liberal arts, technical exp, biz background in commodities/derivatives trading industry or BS CS/MIS/engineering, strong orgz, analytical, communication skills, exp w/ MS Office, Windows, pref exp at ETRM software vendor. \$45K-\$60K. Email resume/ltr/sal req to Manga, APN Consulting Inc, Houston, TX, manga@apnconsultinginc.com.

YAVAPAI COORDINATOR. Perform assessments, coordinate support services delivered to young people, families, measure progress, outcomes of services provided, communicate w/ families, oversee employee schedules, facilitate team meetings. Req AA/AS, behavioral health exp, ability to perform clinical assessments, age 21+, driver's license, vehicle, pref BA/BS or MA/MS, supervisory exp, bilingual Eng/Spanish. Apply online to Child & Family Support Services, Prescott Valley, AZ, http://www.careerbuilder.com/JobSeeker/Job/JobDetails.aspx?cbRecursoID=1&siteid=cb_emailrec&APath=1.8.0.31.0&HostID=US&IPATH=JEHNRA&je=myrec&sc_cmp2=10_JobMat_JobDet&Job_DID=J8C6YG744BNV8G5BFYY&cbsid=feea1a833c674b669568b21519fd4c19-308310028-J4-5.

PRINT COORDINATOR. Work w/ graphics, retail, production, prepare, manage timelines for collateral projects in graphics dept, prepare proofs for circulation/approval, track collateral project expenditures, adhere to annual budget, orgz, maintain file archiving system, admin duties. Req AA/AS, 1 yr exp in traffic position at mktg agency/rel, know creative workflow for print, strong PC, MS Office, communication, orgz, time mgmt skills, pref know Quark, InDesign, Illustrator. Apply online to Oakley, Inc, Foothill Ranch, CA, <https://oakley.taleo.net/careersection/2/jobsearch.ftl?lang=en>.

ASSISTANT MERCHANDISER. Set up, maintain all style info per season, create, maintain accurate visual, numeric line plans, assist in providing critical reporting, analysis of biz, selling trends by season, classification, create/run system reports, catalog layout. Req 2 yrs exp, know MS Office, Illustrator, strong orgz, problem-solving skills. Email resume/ltr/sal req to The La Jolla Group, Irvine, CA, resumes@oneilclothing.com. No phone calls, faxes.

GRAPHIC ARTIST. Create young innovative designs, CAD projects specific to customer's needs. Req know latest graphic design, CAD software, orgz skills. Apply to All Access Apparel, Montebello, CA, <http://www.malakye.com/asp/front/sendmail.asp?Recor=0&sm=any&keyw=ords=&ID=11671>.

ACCOUNTS PAYABLE ANALYST. Maintain payable accounts on daily basis, reconcile stmts, process credit memos, research problem invoices, maintain vendor relationships. Req BA/BS w/ courses in biz/finance/accounting, orgz, communication, Excel, Outlook, Word skills, fluent Spanish, ability to master Oracle Financial Application entry. Apply online to Amazon Global Resources, Las Vegas, NV, http://www.amazon.com/Search-Jobs-Careers/b/ref=amb_link_6001432_1?ie=UTF8&node=239362011&pf_rd_m=ATVPDKIKX0DER&pf_rd_s=center-2&pf_rd_r=0E4G2V4FS1FB259A870Y&pf_rd_t=101&pf_rd_p=34481001&pf_rd_i=203348011.

JOB DEVELOPER. Provide group job readiness orientations to provide clients w/ basic skills to improve employability, provide intensive one-on-one technical assistance in helping clients prepare resumes, develop/locate employment optys for clients, monitor job performance, wage level, maintain client case files. Req ability to analyze client's employment exp, excel communication, Eng, computer skills, pref 1 yr exp providing job development/job placement services, know San Diego labor market, fluent Arabic. Apply online to International Rescue Committee, San Diego, CA, <http://tbe.taleo.net/NA2/ats/careers/requisition.jsp?org=IRC&cws=1&rid=5388>.

ENVIRONMENTAL COORDINATOR/FACILITIES ADMINISTRATIVE SUPPORT. Execute site's environmental mgmt system, serve as site's LAN administrator to provide genl assistance on computer, phone problems, admin duties. Req strong orgz, project mgmt, leadership, coaching, communication, computer skills, know Outlook, MS Office. Apply online to PepsiCo, Vancouver, WA, https://one.mpa.hewitt.com/pepsi/cws/seeker_nocheck.html.

INSIDE SALES ASSOCIATE. Accept inbound, initiate outbound communication from customers, prospects, reseller partners to identify sales optys, provide timely followup, closure, tracking of identified optys. Req know sales of software, computer-rel products, strong communication, selling, time mgmt, orgz skills, pref BA/BS, 2 yrs exp in high-tech company. Apply online to Websense, Los Gatos, CA, <http://www.websense.com/content/careers.aspx>.

TIME AND LABOR SPECIALIST. Perform time, labor admin in accordance w/ corp, US govt, host nation regs, perform time/labor processing activities, timesheet analysis, labor reconciliations, initiate reports, review time/labor policies, procedures, admin duties. Req AA/AS accounting or equiv exp, 0-2 yrs exp in time/labor or other accounting functions, know Deltek system, MS Office, excel communication, orgz skills know payroll processes, workflows, practices. Apply online to AECOM, Fort Worth, TX, <http://www.aecominterdev.com/Careers/brassring.html>.

BUSINESS ADMINISTRATOR. Admin duties incl manage calendar, schedule/coordinate group meetings, plan travel, coordinate monthly reports, assist in tracking dept personnel operations, ensure compliance of admin operations. Req 3-5 yrs admin exp, ability to monitor complex plans, schedules, communication skills, know MS Outlook, Excel, Word, PowerPoint, pref BA/BS. Apply online to Microsoft, Redmond, WA, <https://careers.microsoft.com/JobDetails.aspx?ss=&pg=2&so=&rw=33&jid=7956&jlang=EN>.

CONTENT PRODUCER/PRESENTER. Break news and write enterprise stories for KMGH-TV; cultivate sources; uncover stories; appear live on camera & blog. Req 2-3 yrs exp; aggressive at find story angles; investigative background; familiar w/ social networking channels. Apply online to McGraw-Hill Education, Denver, CO, <https://mh.taleo.net/careersection/3/jobdetail.ftl>.

COPS AND COURTS REPORTER. Cover city, county, state police in readership area, develop law enforcement sources, orgz coverage of cop shops, courts. Req strong news writing, orgz skills, investigative tenacity. \$24K. Email resume/ltr to Kevin Bersett, News Editor, Rio Grande Sun, Espanola, NM, rgsun@cybermesa.com. No phone calls.

FINANCIAL ANALYST. Analyze mktg program initiatives, assist in development of annual budget, prep of monthly financial, operational reports, develop, implement analytical tools, processes, analyze operational performance data to identify trends. Req BA/BS accounting/finance/biz/economics/mktg/math/tech field, strong analytical, communication skills, pref exp in financial/operational analysis. Apply online to Harrah's Entertainment, Las Vegas, NV, https://harrahs.hodesiq.com/harrahsiq/job_detail.asp?JobID=1704593&use_r_id=.

DEVELOPMENT ASSOCIATE. Temporary, 4-month position, begin mid 11/09. Accept donations from donors, ensure donations are accurately recorded, answer inquiries from donors, conduct basic research on website, coordinate production/ mailing of monthly pledge reminders. Req BA/BS, donor/customer service exp, excel interpersonal, communication, orgz, research skills, computer exp, interest in environmental issues, pref nonprofit exp. Email resume/ltr to Earthjustice, Oakland, CA, jobs@earthjustice.org (subj: Temporary Donor Relations Associate). No phone calls.

PREPARATORS/COLLECTIONS TECHNICIANS FOR INSTALLATION. 5 positions; PT, 36 hours/week for 8 months. Assist w/ packing of collections for staged movement to permanent facility, assist in managing receipt, unpacking, tracking, delivery of instruments for installation onsite, ensure proper documentation, safe installation of objects at installation, input, update collection data into database, assist w/ special projects. Req BA/BS museum studies/rel, 1 yr internship exp handling museum collections/equiv exp as preparator, know museum collection mgmt practices, strong writing, interpersonal skills, ability to lift 50 lbs, driver's license; local candidates only. Resume/ltr to Attn: HR, Re: Preparator/Collections Tech, Musical Instrument Museum, 8550 S. Priest Drive, Tempe, AZ 85284; email hr@themim.org (subj: [last name]; Preparators/Collections Technicians).

MEMBERSHIP COORDINATOR. PT, temporary position. Implement membership development plan, prepare monthly progress reports on activity against targets, contribute to membership development plan incl member recruitment, retention campaigns, genl mktg activity, manage member events, member market research. Req exp managing membership programs, exp w/ database mgmt. Resume/ltr to Allison Weiss, Executive Director, Southern Oregon Historical Society, PO Box 1570, Jacksonville, OR 97530; email director@sohs.org. App ddl 11/01/09.

ENGLISH/HISTORY TEACHER. Prepare, implement project-based lesson plans, develop integrated curriculum units, assess student progress. Req CA teaching credential in Eng/history, BCLAD/CLAD certification (Spanish), educational vision for low-income, minority students, commitment to preserving cultural heritage of students. Resume/ltr to Camino Nuevo Charter Academy, Attn: Margaret Domingo, Director of Human Resources, 3435 West Temple Street, Los Angeles, CA 90026; email hr@caminonuevo.org. App ddl 12/11/09.

BUYER-BASEBALL. Review, develop product lines, assortments to achieve budgeted sales, gross margin, seek/develop new categories, trends, negotiate w/ vendors, control markdown timeliness, work w/ merchandising teams to create in-store displays. Apply online to Sport Chalet, La Canada, CA, <http://www.sportchalet.com/category/about-us/careers.do>.

ADVANCEMENT PROSPECT RESEARCHER. Identify, research, analyze prospects for major gift cultivation, solicitation, identify, qualify prospective individual, corporate, foundation donors for annual, capital campaigns. Req BA/BS, excel communication, interpersonal, writing, orgz, computer skills, know internet search engines, fundraising software, MS Word, Excel, PCs. Apply online to Natural History Museum of Los Angeles County, CA, <https://home.eease.com/recruit2/?id=403081&t=1>.

ASSOCIATE DIRECTOR, SPECIAL EVENTS. Implement special events fundraising program for foundation. Req BA/BS, excel problem-solving, orgz, time mgmt, communication, customer service/donor relations skills, pref 1-3 yrs exp in nonprofit, fund development setting. Apply online to Virginia Mason Medical Center, Seattle, WA, www.VirginiaMason.org.

ROUTE PROCESS ADMINISTRATOR. Perform pre-settlement, cashiering duties in sales center, review/verify end of day driver paperwork, run daily route status report to verify settlement of delivery routes, ensure proof of deliveries, validate proper use of cash drop log, maintain driver compliance, deposit logs. Req HS grad, 2-5 yrs automated office exp, pref BA/BS, BASIS acctng exp & cash room exp pref. Apply online to Coca-Cola Enterprises, San Diego, CA, <http://careers.cokece.com/jobdescription.aspx?JobID=1718185&search=y&entryCode=US&stateID=All&catID=1&CntryText=UNITED%20STATE&S&StateText=California&CatText=Global%20Business%20Functions&keyword=route%20process>.

PUBLISHER'S REPRESENTATIVE. Handle sales, mktg of textbooks, supplements, new media to professor, academic bookstores in Corpus Christi/McAllen, TX area, assist in development, acquisition of manuscripts/new media projects for future publications. Req BA/BS, excel communication, interpersonal, orgz skills, pref outside sales exp, technology proficiency. Travel. Apply online to John Wiley & Sons, Inc, Corpus Christi and McAllen, TX, http://tbe.taleo.net/NA4/ats/careers/requisition.jsp?org=WILEY&cws=1&r_id=1211.

Multi-Regional/International/Freelance

ACTUARIAL ANALYST. Participate in various phases of actuarial valuation, prepare, validate data, calculate plan's liabilities, analyze pension fund's assets, gains/losses, prepare valuation report, analyze pension plan documents, calculate benefits. Req 2 yrs coursework toward BA/BS actuarial science/math/statistics/economics/admin/rel, excel orgz, analytical, MS Office, communication skills. Apply online to Mercer, Toronto, CANADA, <http://www.mercer.com/applynow.htm?selLanguage=en&selectedIdx=2>.

ASSOCIATE EDITOR. Dow Jones & Co, London, UK. Commission and edit longer-length analysis and features on private equity; write a piece per week and occasional news stories related to features; coordinate w news editor. Req excel time mgmt/writing/editing skills. <http://www.dowjones.com/careers.asp>

HUMAN AND SOCIAL SCIENCES SCIENTIST. Conduct cross-cultural research rel to health, wellness, food, orgz fieldwork, define research objectives, write interview guide, conduct in-depth interviews, analyze transcripts. Req PhD social sciences, exp in cultural research, analysis using qualitative research techniques. Apply online to Nestle, Lausanne, Vaud, SWITZERLAND.

REGIONAL TOURNAMENT ORGANIZERS. Thru early 11/09. 16 positions to serve as regional organizers for Pnock Out Pneumonia dodgeball tourney, identify, reserve local venue for on-campus tourney, support teams as they raise money for cause, educate teams on rules of game/tourney, distribute mktg materials on campus, recruit, supervise tourney volunteers. Req excel communication skills, commitment to humanitarian causes, pref exp w/ student groups, exp orgzng events. Stipend of up to \$1K, possible performance bonus. Resume/ltr/2-5 page writing sample/availability/list of 3-5 key accomplishments to Best Shot Foundation, jobs@best-shot.org.

Good luck!

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