



Career Services

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Career Resource Library
Campus Center, 1st Fl., 1112A
Telephone: 617.287.5429
Hours: Mon. - Fri., 9 am - 5 pm



EMPLOYER SPOTLIGHT: **KOHL'S**

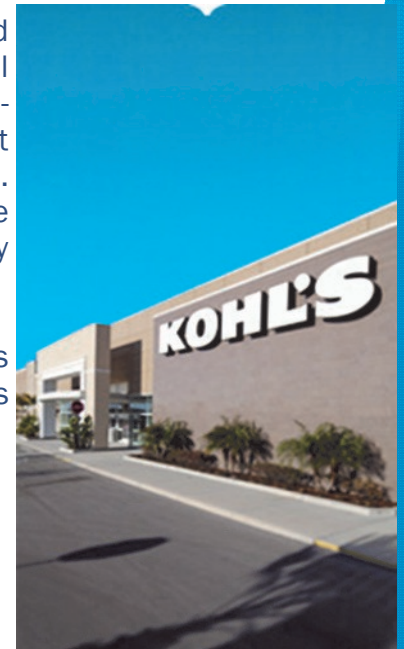
Since 1962, Kohl's has been one of the nation's most trusted names in retail – which is due in large part to their commitment to excellence in both product and staff. At Kohl's, they encourage their Associates to take control of their own success. Kohl's has quickly become one of the nation's largest retailers, and this successful growth is due to the talent and hard work of their Associates. Working at Kohl's requires energy, commitment and a competitive spirit. You'll work in a fast-paced environment filled with challenges and opportunities and be able to try new things, set goals and build a career that fits your expectations – and have some fun along the way! They offer a workplace that is exciting and evolving – they want you to be inspired and bring your unique perspectives, creativity and determination to work with you each and every day.

Mission: to be the leading family-focused, value-oriented specialty department store offering quality exclusive and national brand merchandise to the customer in an environment that is convenient, friendly and exciting.

The best part is that their growth means unlimited opportunities for you. If you have strong interpersonal and leadership skills, creative or analytical problem-solving skills and want big responsibilities in a short amount of time, you need to check out Kohl's. Explore their [Web site](#) to learn about all the opportunities available to college graduates. Hourly positions are also available in many of their stores.

Also, don't miss out on the upcoming on-campus opportunities: Information Sessions and On-Campus Interviews. Check out the schedule [here](#) or on MCO.

KOHL'S[®]
expect **great things**[®]



MyCareer Online—Where UMass Boston Students and Alumni have access to job/internship postings and event listings.

- Job postings, including Work-Study positions
- Electronic issues of the Job Bulletin
- Calendar of Events
- Internship and Fellowship listings
- On-Campus Interview Program



Careers



JOB LISTINGS

U.S. Department of State is seeking qualified applicants for the *Foreign Service Information Management Specialist* positions. There are several types of Specialist opportunities, but the deadline for submitting applications for all current vacancies is September 12th. Potential applicants are strongly urged to read the entire Vacancy Announcement to ensure that they meet all of the requirements. Applicants must be U.S. Citizens. For additional information and to start the online application process, please log in to <http://careers.state.gov/specialist/vacancy-announcements>.

Sinsheimer & Associates, a small law firm that specializes in litigation, located in downtown Boston, is seeking an *Administrative Assistant* to help run a three lawyer office. The ideal candidate is highly organized, is able to prioritize and juggle many tasks. Duties include proofreading, filing, monthly billing (quality control functions) and general financial reconciliations. Salary is negotiable. Email resume to Lauren Thomas, Esq., at lthomas@sinsheimerlaw.com.

Engility Corporation is seeking a *Base Training Manager* at Hanscom Air Force Base in MA. Duties include managing the base training programs; working with each Hanscom unit to define training objectives, opportunities and schedules; visiting Hanscom units at least quarterly to review/audit training programs; and documenting training accomplishments on a monthly basis. Qualifications include an Associate's degree; three years of data system and audio visual equipment utilization; three years of computer applications experience and the ability to obtain and maintain Government issued Secret Clearance. Please apply online at www.engilitycorp.com.

American Institutes for Research is seeking a *Research Assistant* in Waltham. Responsibilities include supporting senior research staff with logistical and analysis tasks associated with a variety of research, evaluation and technical assistance projects; and applying specialized quantitative and/or qualitative analysis techniques and methods. Qualifications include a Bachelor's degree in the social sciences or a related field; strong organizational and interpersonal skills; ability to work independently on detailed assignments; and familiarity with word processing, spreadsheet and database software. Please visit www.air.org for additional details and to apply.

The Princeton Review (TPR) is seeking a *Recruiter* to serve as an ambassador for TPR Education. The position is home-based in Framingham but the candidate will be seeking talent for TPR locations across the United States while forging relationships with hiring managers and implementing effective recruiting strategies. Requirements include a Bachelor's degree; a strong desire to learn about Human Resources and in-house recruitment; excellent interpersonal and communication skills; outgoing personality and a keen ability to work with all levels within the organization and build relationships in person and on the phone; ability to handle confidential and sensitive information appropriately; and strong ability to manage multiple projects on tight deadlines and prioritize. Experience with HRIS and ATS (ADP/Virtual Edge) preferred. Apply [online: www.princetonreview.com](http://www.princetonreview.com).

Applications are now being accepted for the position of *Police Officer* in the **City of Concord, New Hampshire**. Minimum qualifications include a high school diploma plus one or more of the following: knowledge acquired through a minimum of 60 credit hours in an associate or baccalaureate educational program, or two years of full time experience as a certified police officer at the time of appointment, or four years of active military service with an honorable discharge. A Bachelor's degree is desirable. Candidates shall have no body art, tattoos, intentional scarring or mutilation that would be visible while wearing a short-sleeve uniform. Base salary range is \$42,952 to \$57,491 with a competitive flexible benefits package. They are looking for candidates to send to the Police Academy sessions beginning in January 2013 and June of 2013. Application deadline is noon on October 5th. A written test will be administered at the Concord Police Department on the morning of Saturday, October 20th, followed by a physical ability test in the afternoon. A City Application is required for this position; it may be completed online and submitted electronically by visiting the City of Concord web site at www.concordnh.gov. Please call Lt. Jay Brown of the Training and Services Division with any questions 603.230.3736.

Victoria's Secret at 82 Newbury Street, Boston is now hiring *Sales Associates*. Requirements include prior retail experience and year-round availability, including holidays. Please contact Sarah Desautels at 617.424.7139.

JOB LISTINGS

Jewish Vocational Service is seeking a part time, experienced *Administrative Assistant* to play a key support role in the Business Services Department. Requirements include time management and prioritizing skills; proficiency in Microsoft Word, PowerPoint and Excel; three years of office support/administrative work in a high volume environment; strong interpersonal, communications and organizational skills; high school diploma; and ability to work in a multi-cultural environment. An AA or BA degree preferred. Please mail cover letter to resumes@jvs-boston.org. Indicate where you saw this listing in your letter.

Sodexo at UMass Boston is seeking a part time *El Faro Cashier* to work Monday through Friday at 10:45 AM to 3:30 PM. Candidate must have a minimum of one year experience in a cash handling position. Skills required include the ability to engage and professionally respond to customers, managers and colleagues; basic levels of written and oral communication; and ability to maintain thorough understanding of products on menus. The rate of pay is \$11.87 to start with a 50 cent increase after six months of employment. Provide written notice of interest to David Nims and deliver it to his office (Campus Center, Lower Level.)

Somerville Community Corporation is seeking a *Lead Organizer* to join their memberships' Community Organizing and Planning team. The ideal candidate possesses many of the following attributes: experienced campaign organizer; strong communicator; and strategic thinker. Qualifications include at least five years of experience leading effective organizing campaigns; proficiency in English and Spanish or Portuguese; some familiarity with community development, affordable housing or local jobs organizing; comfort using technology and social networking software. A Bachelor's degree in a related field or the equivalent in work experience is required. Please submit a cover letter detailing salary requirements and particular qualifications for this position along with your resume to SCCleadorganizer@gmail.com. No phone calls or letters please. Applications will be reviewed and acknowledged as they are received. The deadline for submission is Friday, September 14th.

Health Care for All, a Boston-based nonprofit advocacy and service organization dedicated to expanding access to quality affordable health care in Massachusetts, is seeking an *Outreach and Program Coordinator* to assist managers in launching two stateside outreach campaigns among other duties. Qualifications include strong writing, interpersonal and communication skills; and ability to multitask, work independently in an organized manner and in a team environment. Please email resume with a one page cover letter briefly summarizing interest in and qualifications for the position to jobs@hcfama.org. Please enter job title in the subject line.

The Department of Career Services at the **University of Connecticut** is looking for a highly organized and well-spoken individual to provide internship development and outreach for the University in coordination with the Manager of Internship Resources. The successful candidate will be part of a team dedicated to cultivating internship opportunities, managing systems, and composing reports. In addition, this individual will manage an internal website devoted to internship resources, supervise a student staff, and make presentations within the college community and outside to employers and alumni. Delivery of services will require periodic evening or weekend work hours. For a complete job description please visit: <http://www.dsa.uconn.edu/employment.php>. Please submit cover letter, resume and contact information for three recent references via Husky [Hire](#). Review of applications received will begin September 20th. The target start date for the *Internship Resources Consultant* is November 10th.

LogMeIn, a global high tech company in Woburn, is seeking a part time *Accounting Assistant* to assist the order administration and revenue accounting teams in performing various functions and ad-hoc activities. Requirements include a Bachelor's degree in Accounting or Finance (or currently enrolled in pursuing one); previous accounting or office work experience; and ability to work 15-20 hours per week and commit to a minimum of six months employment. Please send resume to Cheryl.Barbato@logmein.com

EVENTS

Bridgewater State University invites you to attend its *Internship & Job Fair* on Thursday, October 4th at 1 to 3 PM in the Rondileau Campus Center Ballroom. The event is open to all students, alumni and the public. Dress professionally. Be prepared. Bring resumes. For more information, please log on to the Web site at <http://www.bridgew.edu/CareerServices/Internship&JobFair.cfm>.

The Public and Nonprofit Management program at **Boston University School of Management** invites you to attend *The Idealist Grad Fair* on Wednesday, September 19th at 5 to 8 PM. It is free and open to the public, undergraduates, professionals and anyone thinking about going to graduate school. Meet representatives from 185 schools that offer degrees in social work, public administration, public health, international affairs, education and . . . The event is at Boston University in the George Sherman Union, Metcalf Ballroom, 2nd Floor, 775 Commonwealth Avenue, Boston. To see the list of registered schools and to RSVP, please visit bit.ly/IdealistBoston2012.

Are you interested in learning more about the sports industry and how to enter into this exciting field? **The Center for Sport in Society** is proud to sponsor a career conference, "*Breaking into the Sports Industry*" in conjunction with Northeastern University's Career Services, Central Co-op Education and College of Business, Employer Relations offices. You will have the opportunity to listen to a panel of executives talk about their experiences and get advice on how you can pursue your career goals in this competitive industry. The event is on September 14th and registration will be capped at 250 so log in and register ASAP: <http://www.shootingtouch.com/STSportsConference.html> Dress is business casual; dress appropriately and professionally.

The Boston Globe is seeking applicants for a variety of Co Op positions, including *Community and Public Affairs; Events Marketing Assistant; Payroll-Finance; Web Developer for Boston.com; Consumer Marketing; Direct Marketing/Circulation; and Creative Services*. Please attend the info session on September 24th to learn more about these exciting opportunities. Applications are available on MyCareer Online.

MISC.

The **Workforce Recruitment Program** (WRP) is a recruitment and referral program that connects federal and private sector employers nationwide with highly motivated college students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs. To be eligible to participate in the Workforce Recruitment Program, applicants must:

- have a disability AND
- be a United States citizen AND
- be a current, full time, degree-seeking, post-secondary student, unless they are taking a reduced course load due to a disability or are in their final semester OR
- have graduated after October, 2011.

Candidates who graduated prior to October, 2011, are not eligible to participate this year. Because this program is sponsored by the federal government, all participants must be United States citizens. This program is intended to assist people with disabilities that substantially limit activities of daily living in accordance with the Americans with Disabilities Amendments Act of 2008 and the Rehabilitation Act of 1973 as amended. WRP candidates will be required to submit a completed application including resume and transcript, and will need to be prepared to interview on October 31st. Let Cathy Larson (catherine.larson@umb.edu), know of your interest as soon as possible, so that she can keep you informed and assist you with your preparation.

Interested in interning at a Massachusetts life science company? Come learn about the variety of internships available through **Mass Life Sciences Internship Program** and speak with two UMB students who participated in the program during the summer. The Massachusetts Life Sciences Center's Internship Challenge is focused on enhancing the talent pipeline for Massachusetts companies engaged in life sciences. The program facilitates the placement of students and recent graduates, who are considering career opportunities in the life sciences, in paid internships across the state. Consistent with the Center's role as a catalyst in growing the talent needed by the life sciences industry, the program is designed to provide students and companies with the tools to connect, and the Center will reimburse eligible companies for intern stipends. Info Session: October 4th, 2-3:30 PM, CC-2-2540.

Presented by the Office of Career Services and Internships with the College of Management

ACCOUNTING, FINANCE & BUSINESS CAREER FAIR

Wednesday, October 10, 2012 | 3 - 6 PM

Campus Center, Ballroom, Third Floor | University of Massachusetts Boston | 100 Morrissey Boulevard, Boston,

UMass Boston's Office of Career Services and Internships with the College of Management is hosting our annual fall career fair and we would like to invite you to attend. This event will give you an opportunity to learn more about internship and employment opportunities, full-time and part time positions within the Accounting, Finance and Business industries. Come meet, connect and recruit with some of the top employers in the area. Do not miss out on this great event!

Sign Up
Today!
Annual Fall
Career Fair

BENEFITS

- Become more knowledgeable about career opportunities
- Strengthen professional networks
- Land an internship or full time job

PREPARE

- Come prepared with a 30-second market pitch
- Research the companies ahead of time
- Wear business attire: pant or skirt suit, button down shirt, and appropriate footwear

UPCOMING WORKSHOPS TO HELP YOU PREPARE

- Resume Presentation - 9/12, 9/18, 9/26, 10/01
- How to Prepare for the Career Fair - 9/25, 10/02
- Dress for Success & Personal Market Pitch - 9/27, 10/03

Please register on [MyCareer Online](#) for all workshops.

Resume Quick Checks

Located at Campus Center, First Floor Atrium by Cafeteria
10/05 from 10 am to Noon
10/09 from 10 am to Noon



Companies Attending

Alexander, Aronson, Finning, Co., Braver PC, Clarke, Snow & Riley, Liberty Mutual, Schwartz and Schwartz, State Street and much more . . .

How to Register?

Log onto MyCareer Online
<https://www.myinterfase.com/umb/student/>

More Information

Sophan Sok, Career Services Specialist
617-287-5519
Sophan.sok@umb.edu



Paid *Internships* with High Tech Start-Up Companies:

The Student Entrepreneurship Program (StEP) encompasses education, training, and networking for entrepreneurship, as well as mentorship opportunities from experienced entrepreneurs and internship/career opportunities in innovative startup companies. The StEP is for undergraduate and graduate students from all colleges at UMass Boston. The opportunities StEP provides will help to prepare our next generation of UMass Boston business leaders, innovators, creators, and entrepreneurs. Looking for hand-on training in web development, marketing, sales, and software programming? Check out the list of exciting opportunities that are available now!

Career Services & Internships Fall 2012 On-Campus Interviewing Program

Employer	- Event Type -	- Positions -	- Resume Deadline
AT&T Services, Inc.	- Interviews (10/2)	- Retail Leadership Development Program	- Submit Resume by September 18
The Boston Globe	- Information Session (CC-3-3540)		- September 24 (3:00pm-4:00pm)
Kohls	- Information Session (CC-3-3540)		- September 25 (10:00am-11:00am)
Kohls	- Information Session (CC-3-3540)		- September 25 (5:00pm-6:00pm)
Prospect Hill Academy Charter School	- Information Session (CC-1-1113)		- September 26 (Noon-1:00pm)
Liberty Mutual	- Information Session (CC-3-3540)		- September 26 (5:00pm-7:00pm)
Fastenal	- Information Session (CC-1-1110)		- October 1 (2:00pm-4:00pm)
Mass. Life Sciences	- Information Session (CC-2-2540)		- October 4 (2:00pm-3:30pm)
Sherwin-Williams	- Information Session (CC-2-2545)		- October 5 (2:00pm-4:00pm)
Liberty Mutual	- Interviews (10/16/2012)	- Entry Level Finance & Accounting positions	- Submit Resume by October 2
Verizon	- Interviews (10/18/2012)	- IT Positions	- Submit Resume by October 4
Kevin P. Martin & Assoc. P.C.	- Interviews (10/22/2012)	- Staff Accountant	- Submit Resume by October 8
The Boston Globe	- Resume Drop	- Various Co-Op opportunities	- Submit Resume by October 10
Sherwin-Williams	- Interviews (10/23/2012)	- Mgt. Sales Training Program	- Submit Resume by October 10
TSL Marketing	- Information Session (CC-2-2540)		- October 23 (2:00pm-4:00pm)
Kohls	- Interviews (10/24/2012)	- Store Mgt. Trainee, Store Mgt. Intern	- Submit Resume by October 11
CliftonLarsonAllen	- Resume Drop	- Associate	- Submit Resume by October 15
Liberty Mutual	- Interviews (10/30/2012)	- Accounting & Finance Internships	- Submit Resume by October 16
Management Consulting Institute	- Informational Workshop (CC-3-3545)		- November 6 (5:00pm-7:00pm)

To participate in On-Campus Interviews:

- ✓ Register in My Career Online (www.myinterfase.com/umb/student)
- ✓ Upload your resume into the "My Documents" area
- ✓ Attend an On-Campus Interview Prep Seminar (See My Career Online "Career Fairs, Workshops and Events")
- ✓ Submit your resume through the job/schedule posting in My Career Online by the Resume Deadline

You do NOT need to attend the Interview Prep Seminar prior to attending Information Sessions!
Sign up in advance to reserve your seat! Go to My Career [Online](#) "Career Fairs, Workshops and Events"

Fall 2012 Interview Prep Seminars

September 20 (CC-2-2540) - 2:00pm-3:30pm
September 24 (CC-1-1313) - 2:00pm-3:30pm
October 3 (CC-2-2540) - 2:30pm-4:00pm
October 9 (CC-2-2540) - 2:30pm-4:00pm
October 17 (CC-2-2540) - 2:30pm-4:00pm
October 25 (CC-2-2540) - 2:00pm-3:30pm
October 29 (CC-1-1313) - 2:00pm-3:30pm
November 6 (CC-2-2545) - 2:00pm-3:30pm



Watch for schedule updates in the Career Services *Job Bulletin* and in My Career Online!

FALL 2012
WORKSHOPS & EMPLOYER INFORMATION SESSIONS
OFFICE OF CAREER SERVICES & INTERNSHIPS

Event	Date • Time • Location
Career Jeopardy! (MAP eligible)	September 18 • 3:00-4:00 • Campus Center-2-2315
On-Campus Interviewing Preparation Seminar (MAP eligible)	September 20 • 2:00-3:30 • Campus Center-2-2540
On-Campus Interviewing Preparation Seminar (MAP eligible)	September 24 • 2:00-3:30 • Campus Center-1-1313
Boston Globe Information Session (MAP eligible)	September 24 • 3:00-4:00 • Campus Center-3-3540
Kohl's Information Session (MAP eligible)	September 25 • 10:00-11:00 • Campus Center-3-3540
Kohl's Information Session (MAP eligible)	September 25 • 5:00-6:00 • Campus Center-3-3540
Prospect Hill Academy Charter School Info Session	September 25 • Noon--1:00 • Campus Center-1-1313
Liberty Mutual Information Session (MAP eligible)	September 26 • 5:00-7:00 • Campus Center-3-3540
Locating Internships for Science & Tech. Majors	October 1 • 2:00-3:00 • Campus Center-1-1313
On-Campus Interviewing Preparation Seminar (MAP eligible)	October 3 • 2:30-4:00 • Campus Center-2-2540
Resumes for Science & Technology Majors	October 4 • 12:30-1:30 • Campus Center-2-2540
Massachusetts Life Sciences Information Session	October 4 • 2:00-3:30 • Campus Center-2-2540
On-Campus Interviewing Preparation Seminar (MAP eligible)	October 9 • 2:30-4:00 • Campus Center-2-2540
Accounting, Finance & Business Career Fair	October 10 • 3:00-6:00 • Campus Center-3-Ballroom
Interviewing & Networking for Science & Technology Majors	October 11 • 2:00-3:00 • Campus Center-1-1215
On-Campus Interviewing Preparation Seminar (MAP eligible)	October 17 • 2:30-4:00 • Campus Center-2-2540
TSL Marketing Information Session (MAP eligible)	October 23 • 2:00-4:00 • Campus Center-1-1313
On-Campus Interviewing Preparation Seminar (MAP eligible)	October 25 • 2:00-3:30 • Campus Center-2-2540
On-Campus Interviewing Preparation Seminar (MAP eligible)	October 29 • 2:00-3:30 • Campus Center-2-2540
Career Jeopardy! (MAP eligible)	November 1 • 3:00-4:00 • Campus Center-2-2540
On-Campus Interviewing Preparation Seminar (MAP eligible)	November 6 • 2:00-3:30 • Campus Center-2-2545

**Sign up in advance for all events under
“Career Fairs & Events” at [MyCareer Online](#) (MCO).**

**Also, check out the current On-Campus Interview Schedule on
MCO. Please note that the schedules are updated often.**

Interviewing Skills
 Empowering
Asian American Career Development Workshop Series
 Goal Setting
 Networking
 Shattering Perceptions
 Exploring Careers

The series include four workshops: Shattering Perceptions, Career Exploration, Networking and The Interview. Attend one or all; students who attend all four workshops will receive a Career Development Certificate of Completion.

Please RSVP to: AASSP@umb.edu Food will be provided.



FEDERAL EMPLOYMENT WORKSHOP

Friday, September 14th at 10 AM to 2 PM

The New England Center for Homeless Veterans
 17 Court Street, 4th Floor. Education Center,
 Downtown Boston (adjacent to Government Center)

The presentation will include a PowerPoint briefing on the Federal Application process and a walk-through of the www.USAJOBS.OPM.GOV website.

In completing this workshop, you will learn:

- ❖ The in's and out's of finding and applying for Federal jobs.
- ❖ How to analyze Federal vacancy announcements to be included in the "best qualified" applicant group.
- ❖ How to use a checklist to assure submission of a complete application.

Register today; space is limited. Call 617.338.0809 to reserve your seat.

