



## Job Leads

April 2, 2008

Need help writing your resume or cover letter, brushing up on your interviewing skills, or just have general questions about jobs? Email me at [khuyghue@aii.edu](mailto:khuyghue@aii.edu), stop by my office, or contact me to set up an appointment at 617-582-4433.

**If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Applications for general/retail jobs are at my desk.** Stop by and pick them up.

### ON-CAMPUS

**All jobs on campus pay \$8hr**

**Customer Service, NEiA:** Studio Ops is looking to hire 3-4 students to perform general office duties such as bookings, sign in & out studio access, sign in & out studio equipment, reservations, and basic inventory. High priority on customer service and client interactions. Must be detail oriented individuals who focus & work well in a fast paced office environment. A Professional attitude, general client/customer service skills with quality organizational skills. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Office Assistant/Receptionist, NEiA: Career Services** is looking to hire a student to assist in serving student requests for part time jobs, data entry, prepare mailings, informational phone calls to students/employers, answer general questions, and other various tasks as needed. Must be friendly, responsible, have excellent verbal and written communication skills, data entry and good computer/word processing skills. **To apply provide a copy of your resume and available times for next semester. Contact Karen Huyghue at 617-232-5168 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu).**

**Library Assistant, NEiA:** Library is looking to hire one student to work Monday afternoons, Wednesday afternoons, and Thursday mornings. Assist in processing materials. ▪ Shelf reading. ▪ Reshelve materials in an accurate manner. ▪ Keep periodical shelves neat and in order. ▪ Assist patrons with basic information regarding photocopiers and computers. ▪ Work on special projects and assist the library staff with other tasks as needed (i.e. photocopying, designing signage) ▪ Staff circulation desk as needed. - Check materials in and out - Refer patrons to appropriate staff for further assistance - Collect fines. ▪ Be punctual and reliable ▪ Ability to work independently. ▪ Perform detailed tasks quickly and accurately. ▪ Ability to learn the Library of Congress Classification system ▪ Learn and remember complicated procedures and policies. ▪ Good public service skills. ▪ Willingness to work at least one morning shift per week (8:00-12:00 or 12:30). **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

## GENERAL PART-TIME:

**Maintenance Position, Hilton, Woburn:** Currently have a part-time maintenance position open. This is an entry level position. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Shift Supervisor, West Roxbury:** J.P.Licks is currently looking for highly motivated outgoing shift supervisors If you have supervisory experience, like to work with people, enjoy making someone's day and like to teach and train others we want you. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Front desk support, Newton/Boston:** MiniLuxe, is looking to fill the front desk position at Newton Center location as well as new location on Newbury Street in Boston. We are searching for only the most enthusiastic, service oriented individuals to fill this position. Responsibilities include answering the phone, scheduling appointments, greeting clients, and selling retail. Appearance must be immaculate and well groomed and communication skills exceptional. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Administrative Assistant, Watertown:** New England Research Institutes, Inc. is currently looking for a part-time (15-20 hours per week) Research Administrative Assistant. In that position, the Research Administrative Assistant will be responsible for coordinating meetings/conference calls and travel arrangements for team; responsible for

taking and distributing meeting minutes responsible for photocopying, collating and faxing; assisting with other projects as needed. Qualifications: Excellent organizational skills; ability to anticipate and initiate action to promote efficient completion of tasks; proficiency in MS Office; high school diploma and experience in a professional office environment. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Finale Supervisor, Boston, Brookline, Cambridge:** Finale Desserterie is seeking energetic, customer-service-oriented people to join their team as a Supervisor. Responsibilities include daytime and or nighttime shifts in one of our locations (Boston's Park Plaza, Harvard Square or Coolidge Corner). Supervisors are cross-trained to manage the dining room and bakery counter. Additional responsibilities include assisting with training, closing or opening the Desserterie, and dealing directly with customers. Prior restaurant experience required. Qualified candidates are able to work weekdays and weekends. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Bartenders, Wait staff, Catering Staff and Hostess, Dedham:** The Midway Restaurant located at 269 Washington St. A family Owned and Operated Restaurant since 1947 is currently seeking part time year round ,flexible hours, days, nights, weekends, Must be tip certified, Clean, Neat and Reliable. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Conference Operators and Moderators, Telecommute:** BeaconLive is looking for bright, motivated, outgoing people with the mental flexibility and maturity to prioritize and multi-task. You need a good sense of humor and a great telephone presence. This is not a sales job, but you will be talking to our customers and their customers. You should have an intermediate level of computer knowledge and be very comfortable with learning and using new software. We need both OPERATORS and MODERATORS for our continually expanding audio and web conferencing services. You will work out of your home. A high-speed internet connection is required. You can expect up to 8-12 hours of work per week, depending on assignments. These hours will likely increase over the next few months. NO evening or weekend work is available. **Rate is \$11.60/hour for operators, increasing to \$13.00/hour for moderators.** You must be willing to drive to Melrose for occasional meetings. We are only accepting applicants residing in the state of Massachusetts. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Weekend Flight School Manager, Boston:** Busy Boston area flight school is looking for a weekend manager at its Norwood, MA location. You will be the face of our school

on the weekends. The ideal candidate will be driven, motivated, professional, reliable, and dedicated to the position. Responsibilities include management of weekend flight schedule, processing of sales, and fielding calls. This is a customer service position. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Opener, Club Hospitality / Front Desk, Cambridge:** Seeking Hospitality / Front Desk Opener. Position can be part-time or full-time with a typical or approximate shift of 4:30am to 1:00pm. Responsibilities include opening the club facility and more. Free club membership with employment! See [www.Wellbridge.com](http://www.Wellbridge.com) for a complete list of duties and to learn more about a career with Wellbridge. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Customer Service, Belmont:** Customer service in-store, helping customers, processing UPS packages and general in-store help. Must be dependable, have valid drivers license, and be willing to get ahead. Computers skills are important, as is the ability to work along side others. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Tour guide, Downtown Boston:** Haunted Boston Ghost Tours offers a 90-minute long walking tour which takes visitors through historic and haunted Boston in search of the countless ghosts rumored to haunt the city. Tours run nightly at 8:00pm. The guides would lead visitors by lantern-light along the Freedom Trail from Boston Common to Faneuil Hall telling ghost stories and tales. Previous tour guide or theater experience a plus, but not required. Guides need to have engaging presentation skills, a loud, clear speaking voice, and a general knowledge of Boston and its history. We provide the lantern and lamp oil, but you provide your own black shirt and black pants. We schedule all the tours, but you might need to accept payments from visitors (cash or credit card) on occasion. **This is a temporary, part-time position through November with a pay rate of \$20.00 per tour plus tips and bonuses.** We are looking for someone who is willing to work 2-3 nights a week. Guides are independent contractors so you would be responsible for paying all of your taxes. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Wait staff and bartenders, Cambridge:** At Your Service, Boston & New York's premiere catering staffing company is currently seeking wait and bartending staff. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Reebok Campus Store Sales, Canton:** Reebok's flagship store is looking for energetic, enthusiastic part-time sales people. All shifts are available ranging from 10-20 hours a week. We offer competitive wages, 50% employee discount, no late nights, few weekends, and the chance to work in a fast-paced sports-driven environment. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Gallery Assistant, South End:** Laura Preshong Gallery, is looking for an assistant. This is a permanent position that will start with part time, and require Saturdays. There is some flexibility in the schedule and additional hours will become available. The ideal candidate is a team player who has the ability and knowledge to invest in the growth of the company. He posses the confidence, desire and focus to assist customers with sales and service, attend gallery events, follow up with customers in regard to repairs and orders, all while keeping the environment merchandised and comfortable. Comparable work experience required. MAC skills and a knowledge of jewelry a plus. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Babysitter, Abington:** Seeking a reliable person who is good with children to baby sit my 4 yr old triplets for 2 days a week for 3 to 4 hours on those days. My husband gets home at 4:30 so I will need someone for a couple of hours before he gets home. **Pay is \$12.00 per hour.** My 8 yr old son gets off the bus right out in front of my house at 4:00 so I will need someone to watch him for 1/2 also. You should also have your own transportation and references. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Wait staff, Chestnut hill:** The Cheesecake Factory is seeking talented, service-minded individuals who are as committed as we are to providing absolute guest satisfaction in a fast-paced high-energy environment. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Front Desk Host/Hostess, Boston:** The Cheesecake Factory is seeking talented, service-minded individuals who are as committed as we are to providing absolute guest satisfaction in a fast-paced high-energy environment. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Host Position, West Side Lounge, Cambridge:** West Side Lounge is looking for a charismatic, enthusiastic, and energetic Host to join its dynamic staff. Located just north of Harvard Square on Mass. Ave., West Side is an intimate neighborhood bistro with a lively bar scene, known for memorable food, signature cocktails, and welcoming vibe. We are part of an independently owned group of three restaurants and two live music clubs in Cambridge, open for dinner seven nights a week, and for brunch on Sunday. **If**

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**Servers, Amrheins, Boston:** Amrheins is looking for experienced servers for full-time, part-time and seasonal hours. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Wait Staff Positions, Dedham:** Kiku Yama, a Japanese hibachi and sushi restaurant, is currently looking for waiters and waitresses both full-time and part-time. If you are interested in a fast-paced job with high volume and a friendly work environment, come join our work staff. All you need is at least one year of experience in the restaurant field and you are basically qualified. You must also be reliable, easy to work with, quick to learn, and of course, friendly. Wait staff activities include serving drinks and appetizers to customers, taking meal/sushi orders, doing usual side work, and clearing your own tables. Chefs bring out the food and cook for customers, and on weekends there are bus boys. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Waiters, Bartenders, and Cooks, Metro Boston:** KSM is hiring experienced cooks, wait staff, bartenders, and concession workers. Leadership positions are also available for a select few with extensive captain or management experience. Applicants must be polished and well-groomed individuals with a passion for customer service and professionalism. Morning, afternoon, and evening shifts, 7 days a week allow us to work around your scheduling needs. Personnel with cars earn extra money.

**Starting pay depends on experience; earn up to \$20/hour. If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Community Outreach/Communication:** The Goddard House in Jamaica Plain is looking to hire a Administrative Associate. ● Editor for content, production and distribution of Goddard House newsletter. ● Maintain and develop Goddard House website, e-flyers, and e-correspondence. ● Serve as in-house photographer for newsletter and special events. Maintain CD & computer database of photographs and hard-copy photo archive. ● Develop community/media contacts list. Communicate and distribute event information to media and community contacts including public service announcements, photos and flyers. Special Projects: ● Work on special projects and events. ● Coordinator for the Matilda Goddard Scholarship Program. ● Perform other duties as needed by the Community Partnership Office, Executive Directors and Board of Managers. Requirements: ● Candidate should be highly organized and have excellent communication, computer, writing, and editing skills. ● Experience with Microsoft Word, Excel, mailing production and basic Adobe Photoshop are essential. ● Experience

with or requirement to learn Sage Software 50 Fundraising/Constituent database. • Experience with Constant Contact or a similar e-correspondence program is a plus. Familiarity with Brookline, Jamaica Plain, and surrounding communities is also a plus. **Pay is \$18.00 - \$21.00. If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

## **MAJOR/FIELD RELATED & INTERNSHIPS**

**Graphic Designers & Illustrators, Telecommute:** Ten Bills is seeking fresh creative minds to add to our design team. If you're an illustrator or artist looking to communicate through new mediums or an experienced apparel designer looking to reach a larger audience, then consider assisting us in developing future projects. Individuals interested in this gig should have samples of previous work that demonstrate their skills in creating designs that are not only aesthetically intriguing but also thought provoking and conceptually strong. Those interested should be able to work under the pressure of time constraints as the deadline for this particular gig is quickly approaching. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Photographer Assistants/Site Supervisors: Boston:** New England Sports Photo is hiring part time seasonal Photographer Assistants/Site Supervisors. Assistants need; Strong communication skills and an out-going/friendly personality; deadline oriented and express motivation and initiative to help out when needed; to live in Massachusetts or Southern NH; be willing to travel up to 1&1/2 hours from your home; the ability to make Children Smile; a willingness to work hard including loading and unloading equipment daily; an eye for detail; be able to multi tasked; to have an excellent sense of direction; to be available to work all weekends during our busy season. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Street Marketing Representative, Boston:** Be a Street Marketing Representative for The Syndicate! Jobs include flyering outside of concerts, handing out stickers, posters, free cd's, attending shows, writing up valuable feedback for bands, labels, & entertainment companies, as well as creating in store displays for some of your favorite artists, movies, video games, etc. Some of our clients include The Rapture, Diesel Jeans, Panic at the Disco, Coheed & Cambria, Say Anything, Flogging Molly, The Sword, 7L & Esoteric, Shadows Fall, B.R.M.C., various concert tours, B.F.M.V., Porcupine Tree, Vice

Records, The Streets, Ghostface Killah, Dane Cook, Comedy Central Records, The Kooks, MSTRKRFT, and many more. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Graphic Production Associate, Waltham:** Graphic production associate needed for a small Waltham-based Print Broker. Entry-level position. Part-time 15 hours. Duties include typesetting, proofreading, basic layout, file preparation, updating of print materials such as business cards, forms and catalogs. Skills: Detail-oriented, QuarkXpress, InDesign, knowledge of Photoshop & Illustrator. This is not a design position. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**DJ Assistant, Boston Area:** Siagel Productions, New England's premier entertainment and event planning company, has immediate openings for weekend DRIVERS / DJ ASSISTANTS to move, set-up, and the breakdown of sound and lighting equipment, for events in the greater Boston area. Candidates must: be over 21 years of age; have a current driver's license and good driving record; be available to work weekends; be physically capable of lifting equipment weighing 25-60 pounds; have experience setting up sound equipment; have experience driving a box truck (preferred not required) DJ experience preferred but will train the right person. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Baby Photographers, Boston:** Our365 is the nation's leading provider of in-hospital newborn photography. We currently have the following openings in Boston, MA for part-time mom services representatives at New England Medical Center and Brigham & Women's Hospital(Mon, Wed, Fri & Sat 9am-12pm.) Morning shifts available. Must be friendly & enthusiastic. At least 6 months of sales and/or customer service experience required. HS Diploma/GED and PC skills required. Must be comfortable handling newborn babies. This is a sales position, and at least a portion of your pay will be determined by commission. Qualified candidates must be comfortable working on a commission basis. **If you are interested in one of these jobs contact Karen Huyghue at 617-582-4433 or [khuyghue@aii.edu](mailto:khuyghue@aii.edu) with the job title and location ex: Admin Assistant, Boston.**