



## Job Leads January 15th, 2009

### **Local job searching links:**

<http://boston.craigslist.org> – great source for local listings and freelance gigs

<http://boston.com/jobs> - powered by monster.com, see what is available in your area

<http://www.newenglandfilm.com/jobs.htm> - local listing for production crews and casting calls

<http://www.snagajob.com> – for hourly and part-time employment

<http://www.cityofboston.gov/OHR/> - jobs through the city of Boston

<http://www.careerbuilder.com>

### **Where do you like to shop?**

Do you shop at a particular mall or department store? Do you have a restaurant you like to go to? These could be great places to apply for a job.

### **What are your interests?**

Have a special interest? Whether it is love for gaming, photography, art, clothing, movies, books, etc., look for opportunities that will allow you to do the things you enjoy.

### **Be Prepared:**

- 1) Application – Make sure to fill out your application as thoroughly and carefully as possible.
- 2) Greeting – Make a good first impression. Be energetic, polite and friendly.
- 3) Resume – Always bring a copy of your resume. It is always better to have your resume and not need it than to need your resume and not have it.

### **Employers who offer tuition reimbursement to part-timers**

Look for companies that will help you pay your way through school. Here are just a few examples.

FedEx	DHL	Marriot	YMCA
Home Depot	NetFlix	Hilton	Cole Haan
Starbucks	UPS	The Apple Store	Allstate

***If you need assistance with your resume, cover letter, or any other job related skills contact Andrew Ferro @ [Aferro@aii.edu](mailto:Aferro@aii.edu)***



## **Job Leads January 15th, 2009**

Need help writing your resume or cover letter, brushing up on your interviewing skills, or just have general questions about jobs? Email me at [afferro@aii.edu](mailto:afferro@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 Andrew Ferro at 617-582-4420 or [afferro@aii.edu](mailto:afferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.

### **JOB FAIRS**

**Starbucks - Cambridge & Somerville, MA Starbucks - Now Hiring!**

**November 11 - January 27, 2009**

**Starbucks - 256 Elm Street, Davis Square Somerville, MA**

Join us at our Hiring Event to interview for both Barista and Shift Supervisor positions available throughout Cambridge and Somerville, MA.

**CHIPOTLE OPENING in NORWOOD, NOW HIRING HOURLY CREW!**

Chipotle (pronounced chi-POAT-lay) serves fresh, gourmet burritos and tacos at reasonable prices in a cool atmosphere. Here's your chance to get in on the ground floor of the hottest new restaurant company in town with tons of advancement opportunities. We are looking for Burrito Builders, Service Managers, Guacamole Mix Masters, Grill, Prep and People Connoisseurs! (Must be 18 yrs. old to apply!) Come meet Tom Ellis, General Manager and tell him why you want to roll with the big dogs! WHERE? 176 Providence HWY Dedham, MA 02026 WHEN? Starting January 12th Monday - Saturday 9:00AM - 12:00PM & 1:00PM - 7:00PM

**EMAIL: [ma.1034.dedham@chipotle.com](mailto:ma.1034.dedham@chipotle.com)**

**PHONE: 781-329-2332**

**FAX: 781-329-3268**

## **TOURNEAU JOB FAIR**

**the world's largest luxury watch store has employment opportunities at its Copley Place location in Boston.**

Thursday, January 15 11-7

Friday, January 16 11-7

MAIL, FAX, OR EMAIL RESUME TO:

TOURNEAU

Attn: Store Manager

Copley Place

100 Huntington Ave, Space D13

Boston, MA 02116

Fax # 617.247.8480

E-mail: [copleymgr@tourneau.com](mailto:copleymgr@tourneau.com)

## **ON-CAMPUS**

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

**Registrar's Assistant, Main Campus:** Provide customer service to students at registrar's window, over the phone, and via email. Enter data, file, make copies, facilitate mailings, perform other duties as assigned. Qualifications: Excellent verbal communication skills, reliable, good computer skills. Hours 10 -20 a week. \$8.00 an hour. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [aferro@aii.edu](mailto:aferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

## **Community Service**

*Jobs pay \$8hr.*

*You must be work-study eligible to work these jobs*

**Administrative Assistant, Puppet Showplace:** General office work including: Filing, data entry, mailings, promotions and customer service. Qualifications/Skills Needed: **MUST BE RELIABLE**, Excellent verbal and written communication skills, Detail oriented, Good computer skills: word processing, data entry, Customer Service. Hours: Average 10-20 hours a week. **If you are**

interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [aferro@aii.edu](mailto:aferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.

**Weekend Usher, Puppet Showplace:** Usher puppet shows, assist with box office sales, set up and clean up of birthday parties & special programs, and assist with lobby store sales. Training on box office software and procedures, cash register and theatre safety will be provided. Qualifications/Skills Needed: Love for working with children, Friendly, energetic personality, responsible, excellent verbal and written communication skills, Good computer skills, and Customer service skills. Hours: Part time Hourly Shifts. On average 10-20 hours a week. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [aferro@aii.edu](mailto:aferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

## GENERAL PART-TIME:

**Arts Administrator, Brookline:** Brookline Commission for the Arts - Part-Time - 10 Hours per week Seeking a candidate to provide administrative support and act as the primary liaison between Brookline Town Hall, Massachusetts Cultural Council and the Commission for the Arts. Must demonstrate the ability to be organized with attention to detail, word processing, database, spreadsheet, and internet skills, as well as an interest in the arts and a desire to support Town of Brookline activities. \$15/hour. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [aferro@aii.edu](mailto:aferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Sales/Visual Merchandising Team, Chestnut Hill:** We are seeking people who are passionate about selling and thrive in a team work environment. Our part-time employees are also involved in "Visual Sales." These shifts help support our overall merchandising vision of a well-presented, fully stocked, neat and organized store through merchandise processing and straightening throughout the store. Part-time positions could include the following shifts:

- Early mornings (in by 5:00 am and out by 9:00 am)
- Late evenings (in by 9:00 pm and out by midnight)
- Daytime
- Evenings
- Weekends

**If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [afferro@aii.edu](mailto:afferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**SALES ASSOCIATE (P/T & F/T), Chestnut hill:** This position is responsible for generating sales of merchandise in the retail stores. Providing outstanding customer focused service resulting in multiple unit sales, high dollar volume per transaction and customer loyalty. In addition to providing sales assistance to customers the sales associates are responsible for replenishing product on the sales floor from the stock reserve or from new shipments arriving in the store. Maintaining the visual presentation and sizing product is an essential element of the sales associate's responsibility. Supporting and assisting management on operational activities such as markdowns, transfers, and processing new shipments is a requirement.

**KEYHOLDER (P/T & F/T), Chestnut Hill:** The Retail Key Holder is responsible for supporting the Store Manager and Assistant Manager in meeting and exceeding the sales and payroll plans and managing the day-to-day operations of a Retail Store. This includes but is not limited to; staff selection and recruitment, motivation and supervision, establishing and maintaining strong work teams to ensure sales goals are met, promoting a strong level of customer service that exceeds customer expectations, and appealing visual merchandise presentation at the store level inclusive of housekeeping standards.

**If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [afferro@aii.edu](mailto:afferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Bank Receptionist, Brookline:** We are looking for an energetic, organized Receptionist to join our growing team at Brookline Bank. Excellent communications skills and courteous telephone etiquette help you to qualify for this position. In addition to greeting visitors and answering and directing incoming calls for the Administrative Offices you will also provide support for the Deposit Services Department. The schedule for this part-time position is Monday – Friday, 8:00 a.m. – 1:30 p.m. You would be eligible to participate in our health and dental plans as well as 401K plan. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [afferro@aii.edu](mailto:afferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**All Restaurant Positions, Various Locations:** Legal Seafoods. Restaurant Associate We offer flexible full and part-time scheduling. Legal Sea Foods offers benefits including health and 401K to all employees that work a minimum of 25-hours per week. We have 32 locations – 14 in the Boston area. Our focus on service and hospitality will enable you to make lots of money. Legal Sea Foods prides itself on offering the finest quality seafood and is always on the lookout for the finest quality employee. We encourage professionalism, individuality, and

enthusiasm from our employees. We are now accepting applications for servers, bartenders, bussers, line cooks, prep cooks, carry out, and hosts/hostesses. Please respond in person Monday - Friday from 2:00 - 4:00 pmat the location nearest you. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [aferro@aii.edu](mailto:aferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Restaurant Staff, Various Locations:** Uno's. With our aggressive growth plans, Uno is hiring in many locations around the country for the following positions:

- \* Bartenders
- \* Buspeople
- \* Dishwashers
- \* Hostpeople
- \* Line Cooks
- \* Prep Cook
- \* Salad Prep
- \* Servers

We offer training, growth potential, flexible shifts, competitive wages and medical and dental benefits. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [aferro@aii.edu](mailto:aferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**SHIPPER/RECEIVER, Brockton:** Uno Foods, Inc., a national frozen food manufacturer based in Brockton, MA, is seeking a Shipper/Receiver. This person is responsible for all receivables and rotating perishable goods, frozen and dried foods. Receiving equipment certification and/or forklift certification helpful, but not mandatory. Weekends are a must. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [aferro@aii.edu](mailto:aferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Hairstylist, Waltham:** Full or part time hairstylist with clientele wanted in Waltham salon. We currently have 3 part-time stylists and 2 full time stylists and are looking for someone who wants a change. We are not your average salon. We have worked together for over 10 years and have a very supportive and friendly working environment. We use Goldwell color and hair products. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [aferro@aii.edu](mailto:aferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Front desk, Brookline:** Our busy group practice is looking for a part time front desk person to join our team. All candidates must have dental experience. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [aferro@aii.edu](mailto:aferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Marketing Distributors Needed, Fenway/BU/NU/etc:** Local real estate office is seeking college students to help promote itself throughout college campuses (BU, NU, Berklee, Simmons, Wheelock, Emmanuel, Mass Pharmacy, Conservatory, etc.). Job entails passing out flyers and promoting services around campus areas during peak hours. Flexible part-time temporary position.

**If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [aferro@aii.edu](mailto:aferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Servers full and part-time, Waltham:** GREAT JOB OPPORTUNITY at UNO'S Chicago Grill in Waltham! Part time and full time server & host/hostess positions are available (including "Mom's hours"). We are looking for people that enjoy a fun atmosphere, are service oriented, and eager to learn from the best. Check out our benefits which include flexible schedules, training, insurance, 401K, and meal discounts. **Please visit us at 155 Bear Hill Rd in Waltham, MA 02451 or apply on line at: <http://www.unos.com/hourlyEmp.html> (choose the WALTHAM location) Ph 781-487-7177**

**Dog Walker, Waltham, Weston, Newton, Watertown:** Part-time position involves taking dogs taking 4-6 dogson a 1-hour field trip for an off-leash adventure in the woods, at pond, racing across the fields. Great fun for everyone! Hours are 10-2 Monday through Friday in the Waltham area. Some evening client meetings. You must commit to at least 9 months of employment and have a reliable vehicle that can transport dogs. Most important, you must have a strong, positive connection with animals and excellent communications skills with pet owners. You must have a cell phone and access to the internet **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [aferro@aii.edu](mailto:aferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Part-time Center Customer Srvc Assoc, Dedham:** Fedex Kinkos -This team member is required to perform many functions within the center, including, but not limited to, operating a wide variety of equipment, taking customer orders, assisting customers, moving boxes and equipment, operating computers and computerized equipment, writing and filling out forms, sorting and collating papers, handling money, following instructions from supervisors, and

communicating effectively with other team members. In some centers, the team member may work in the back office, photo lab, mail center, or business services department. Additionally, this team member may drive a motor vehicle, order products from catalogs, learn advanced computer software applications, and perform various administrative functions.

Qualifications:

- High school diploma or equivalent required
- Good verbal and written communication skills
- Physical stamina sufficient to stand during entire shift, excluding rest breaks
- Physical stamina sufficient to move and lift 55 pound boxes
- Ability, on a consistent basis, to communicate effectively with team members and customers
- Ability, on a consistent basis, to perform work activities requiring cooperation, instruction, persuasion, or speaking with others
- Ability, on a consistent basis, to maintain attention and concentration for extended periods of time
- Ability, on a consistent basis, to function in a high stress environment, under substantial time pressure
- Ability to perform the General Duties and Responsibilities set forth above in a consistent and efficient manner

**If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [afferro@aii.edu](mailto:afferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Security, Boston:** Longwood Security is hiring. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [afferro@aii.edu](mailto:afferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Event Temps, Boston:** Seeking 30 students to fill positions as banquet waitstaff, bartenders, hosts and hostesses. Flexible Schedule – Pick your own hours. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [afferro@aii.edu](mailto:afferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**At Your Service, Boston:** banquet waitstaff, bartenders, hosts and hostesses. Flexible Schedule – Pick your own hours. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [afferro@aii.edu](mailto:afferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

## MAJOR/FIELD RELATED & INTERNSHIPS

**Photography sales , Boston:** We are currently seeking Part-Time Baby Photographers who are ready to provide quality service to our mothers and their families at the following hospitals:

-Brigham & Women's Hospital (Schedule: any days, weekdays, weekends or both, 9am-1pm)

Qualifications:

- Strong communication and time management skills
  - Maturity, dependability, and independence
  - Enthusiasm, and a high level of energy
  - Must have a high school diploma or equivalent.
  - Must have at least 6 months of sales and/or customer service experience
  - Must be able to begin work by 8am or 9am, and stay until all of the babies have been photographed for the day
- Photography experience is helpful, but not required. All equipment is provided by Our365 and stays at the hospital. We provide a professional, paid-training program. This is a sales position, and at least a portion of your pay will be based on commission. Qualified candidates must be comfortable working on a commission basis.

**If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [afferro@aii.edu](mailto:afferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Part Time Web Developer, Allston:** Mimoco is a consumer electronics and design studio located in Boston, MA (Allston). We are hiring a part-time web developer (20 hours weekly) to help manage <http://mimoco.com>. Mimoco is a fast-paced, results-oriented, collaborative work environment in an aggressive growth phase. The ideal candidate is a self starter, positively upbeat, friendly, creative team player willing to grow and change as the job requirements evolve. Candidates must work on site at Mimoco's Boston headquarters. The Mimoco website employs several open source technologies including, debian linux, apache, mysql, php, magento, subversion, monit, and drupal. The ideal candidate will be an expert with most of these and familiar with all of these technologies. Requirements

- + At least one year prior experience as a web developer (portfolio required).
- + Some knowledge of debian linux, apache, mysql, php, magento, subversion, monit, and drupal.
- + Deep knowledge of html, javascript, css.
- + Basic knowledge of photoshop and illustrator for slicing graphics.

- + Work independently, as well as with and across teams, in supporting drupal and magento web applications.
- + Ability to write documentation and procedure manuals when asked.
- + Ability to multi-task and thrive in a fast paced, start-up environment.
- + Ability to work at Mimoco headquarters in Boston.
- + Must be an excellent analytical thinker, as well as an effective and pragmatic problem solver
- + Ruby on Rails experience is a plus
- + Degree in Computer Science a plus.

**If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [aferro@aii.edu](mailto:aferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**

**Freelance Web Design:** I am looking for a 3 or 4 year experienced website development student to help me development a website. See <http://www.edwardlobrano.com> for concept. I have specific colors and design concepts in mind. It would help if this designer had logo design experience as well. This is a paid position. Looking to get started immediately. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or [aferro@aii.edu](mailto:aferro@aii.edu) with the job title and location ex: Admin Assistant, Boston.**