



Job Leads August 6th, 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, 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 aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.

ON-CAMPUS

All on-campus jobs pay \$8hr.

Service Specialist, Studio Operations: 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. Work Monday thru Friday between the hours of 8am-5pm. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

MIS Helpdesk, MIS: Assist MIS team in providing print center support. Help end users experiencing problems with hardware and software. Answer Help desk calls. Assist with PC moves and repair and replace equipment
Qualifications/Skills Needed: Knowledge of Windows XP, Apple/MAC, internet communications, basic networking understanding; Working Knowledge of PC/MAC hardware and Software; Problem solving & troubleshooting skills; Ability to lift 35 lbs; Excellent communication and customer service skills, team player. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-**

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

Restaurant Help, Cambridge: We have openings for full and part-time server positions. You will work hard in this popular Cambridge restaurant, but your skills and knowledge will take a quantum leap upward. Please visit us at <http://www.craigiestreetbistrot.com/> . After checking our website, it would be helpful if your reply could describe what it is about our specific restaurant that appeals to you along with your resume. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

GENERAL PART-TIME:

Front Desk Attendant, Boston/Brookline: 11pm-7am personnel to staff high-end commercial office and luxury residential buildings in Boston, Brookline and Cambridge. Position requires a high degree of customer service skills and a willingness to interact with a wide variety of people and situations. Job duties include greeting residents and tenants, announcing visitors, fulfilling tenant requests, responding to emergency situations and ensuring building policies and procedures are enforced. Available hours include 3P-11P and 11P-7A. Previous experience in a customer service environment is required. A sense of humor is a plus. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Package Handlers, Boston Area: UPS is looking for part-time package handlers in Boston and the surrounding areas. Multiple positions open. Part-time

work with full time benefits. Employees can expect to take home between \$110.00 and \$150.00 each week after deductions have been taken for taxes, etc. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or afferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Sales Staff, Various: Peet's Coffee & Tea is hiring retail sales people and shift leaders with superior customer service skills for our Boston area stores! We are seeking candidates who are interested in year round employment and available to work early morning shifts **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or afferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Event Temps, Boston: Seeking 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 with the job title and location ex: Admin Assistant, Boston.**

Restaurant Staff, Boston: KSM is now hiring 50 experienced cooks, 100 wait staff, and 50 Bartenders. 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. Full and part-time positions are available. All KSM wait staff and bartenders must be TIPS Certified (Bar Code or Safe Serve does not count). Applicants who are already TIPS certified receive first consideration, but KSM will certify those who are not. For those of you seeking a part-time or second job, this position is ideal. Morning, afternoon, and evening shifts, 7 days a week allow us to work around your scheduling needs. This is a great option for college students or hospitality professionals who want to fill in their schedule. Join the leader in temporary hospitality staffing! Personnel with cars earn extra money. Starting pay is between \$10-\$14 per hour depending on experience, earn up to \$20/hour. Applications are accepted Monday through Friday between 9:00am and 4:00pm. You will need to have a state-issued photo ID and either a U.S. birth certificate or a social security card. If you have a U.S. Passport, a U.S. Government-issued Permanent Resident Card, or Employment Authorization card, that is all you need. We are conveniently located in Downtown Crossing with easy access to the Red, Orange, and Silver lines. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or afferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Packer, Gloucester: Two warehouse workers needed for growing North Shore company. Both positions are season from SEPT - DECEMBER 2008, with potential for continuation. Picker/Stocker/General Warehouse Worker - Part time days, approximately 15-20 hours a week \$10/hour. Responsible for accurate order picking, stocking and receiving while meeting facility standards of safety, reliability and productivity. Lifting required (some fifty pound). **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Cashier, Newton: Looking for a cashier and or stock person in a large, high volume, liquor store/wine shop. Must be flexible to work days, nights, and weekends. Competitive salary. Looking for a positive attitude and friendly personality to deal with customers. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Baristas, Newton: Gourmet coffee house in Newton Highlands (directly off the Green line T), seeks part time baristas for immediate hire. Previous coffee house experience is not required, however some food service background is preferred. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Upward Bound Tutor, Boston: UMass-Boston's Upward Bound program is looking for several skilled, dedicated, motivated, passionate tutors for their after-school tutoring program. The goal of the Upward Bound Program is to provide participants with the skills and motivation necessary for access to and success in post-secondary education. The participants in the Upward Bound program are low-income, first-generation-college-bound high school students from Roxbury, Mattapan, Dorchester, and South Boston who have shown interest and motivation in attending college. Required hours are: Mondays and Wednesdays, 3:30-5:30pm Additional hours are flexible and vary: Mondays & Wednesdays (5:30-7pm), Tuesdays & Thursdays (3-7pm), Fridays (3-5pm)
Qualifications: Matriculating graduate student or undergraduate with sophomore standing or higher OR Bachelor's degree. Subject knowledge of high-school mathematics, English, biology, chemistry, physics, world languages, history and/or social studies. Tutoring experience, preferably with urban youth. Demonstrated experience with a multi-racial, multi-ethnic population. Demonstrated ability to assist others in understanding and mastering academic work. Sensitivity to the needs of urban high school students. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Asistant Swim Coach, Newton: The West Suburban YMCA is seeking a dedicated assistant swim coach for the Blue Waves swim team. We are located right in Newton Corner. This position will report directly to the Aquatics Director and Head Swim Coach. Prospective candidates will be expected to commit to 8-10 hours a week of practice (Monday-Thursday evenings) and Saturday afternoons for swim meets. The swim season runs September-January; competitive season will begin in November. Candidate must possess strong leadership skills, the ability to communicate with parents and children, and possess effective teaching and coaching skills towards all ages and abilities of swimmers. A background in competitive swimming is required and prior coaching experience is preferred. Hourly wage for this position will be commensurate with experience. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Hair Stylist, Boston: We are a unique hair care company hiring in the Boston area. We pay 20 \$ per hour and offer a generous incentive plan. We are looking to fill full and part-time positions. No formal hair experience is necessary although candidates should be comfortable working with womens hair. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Outside Laborer, Andover: Scotts lawn Service a division of Scotts Miracle-Gro is looking for temporary to permanent help. We currently have positions available in Andover, MA for laborer's to do outside work. The position consists of servicing our customers through our aeration season (August - November) these temporary positions will turn into long term permanent positions for the right people, with excellent compensation, benefits and career advancement. This job requires NO EXPERIENCE, just a good work ethic, ability to do physical labor and the desire to do the job right. We have flexible schedule's and hours full time and part time and offer an excellent hourly wage with trianing and top notch equipment. Requirements: clean background, 100% tobacco and drug free and strong work ethic. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

MAJOR/FIELD RELATED & INTERNSHIPS

Baby Photographer/Sales Rep, 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 (Shift:

Weekends Only, 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. Explore an exciting part-time career opportunity with Our365. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Web Work, Somerville: Local chocolate products company seeks individual to bring existing web-store sales to the next level. Must be willing to work in a small, start-up setting closely with the director of operations and other members of the business team. This person will be responsible for implementation and execution of goal cycles for web-store sales, traffic improvement, improving store functionality and efficiency in customer conversion. On-site fully staffed production and fulfillment. Opportunity to be involved in product development based on evident sales needs. Experience in web-based business development. Knowledge of html, flash, etc for maintaining and improving site functionality. Love of chocolate and socially responsible business practices. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

AV Event Person: Cambridge: The Nieman Foundation for Journalism at Harvard administers a mid-career fellowship program for both national and international journalists. This position is an excellent opportunity for an interested student to be exposed to a variety of events in the field of writing and journalism. Excellent customer service skills; ability to work well with others; must be able to lift 50 lbs; technically proficient with audio-visual and computer equipment, flexible personality with a willingness to undertake a variety of tasks as needed. Set up/break down equipment for seminars, dinners, and related events; move and stack tables and chairs, set out food and beverages, clean up duties and trash/recycling removal. Run and trouble-shoot audio-visual equipment during seminars and conferences; assist presenters with setting up PowerPoint and other presentations and microphones. Support conference staff with occasional office duties including mailings, filing and photocopying. Some lifting of heavy boxes. Work hours are Mondays from 4:30 – 10:00, Wednesdays from 3:30 – 7:00 pm and Fridays from 1:30 – 5:00 pm. Occasional evening/weekend hours required to support conferences and dinners. **If you are**

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Photo Lab Printer, Concord: Anderson Imaging of Concord, MA is looking for a color photo lab printer to work part time through the end of the year. Color lab experience is not necessary but any photography printing or color correcting knowledge is helpful. Friendly, laid back working environment. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Photo Asistant, Lexington: Assistant sought to perform various tasks associated with running a small home office. Basic knowledge of adobe Photoshop and digital photography necessary, must also possess good communication skills and the drive to work in an often hectic environment. Opportunity to do some photography. The studio is located in Lexington, MA just off of 95, about 20 minutes north of Boston, so access to a car is a must. A good opportunity for students looking for a summer internship. **If you are interested in one of these jobs contact Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**