



Job Leads January 30th, 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



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Need help writing your resume or cover letter, brushing up on your interviewing skills, or just have general questions about jobs? Email me at aferro@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.

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 Andrew Ferro at 617-582-4420 or aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.**

Student Technician, NEiA: Mis is looking to hire a student to do the following:
▪Assist MIS team in providing print center support. ▪Help end users experiencing problems with hardware and software. ▪Answering Help desk calls. ▪Assist with PC moves and repair and replace equipment. Student must have 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.**

Receptionist, NEIA: Admissions is looking to hire 5 students to work 12-4pm, 4-8pm and 9-3 on Saturdays. Must have excellent customer service and communications skills. Friendly, outgoing and reliable person. Must be organized and good at problem solving, knowing when to ask others for assistance. Excellent phone skills. Familiar with general office work. Pay is \$8.00hr **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, NEiA: The Assistant to the President is looking to hire a student worker to with some filing, database management, and other administrative tasks. Work on binder projects and organizational tasks that need to be constructed and then maintained. Must be organized, have attention to detail and reliable. **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.**

Community Service

Jobs pay \$8hr.

You must be work-study eligible to work these jobs

PuppetSLAM Marketing Liaison, Puppet Showplace Theatre: As Marketing Liaison for our PuppetSLAM, your primary responsibility would be to build an interest in this event, and the year-long series, among area colleges and universities. Inroads with the various theatre and arts departments at area colleges (Harvard, Mass Art, Emerson, Boston College, etc.) have to be made to ensure the success of this project. Preferred Skills: Marketing experience; Basic computer knowledge and proficiency; Attention to detail. Availability: 3-5 hours/week leading up to the PuppetSLAM . 5 hours minimum during the week of the PuppetSLAM. Responsibilities: As Marketing Liaison for our PuppetSLAM, your primary responsibility would be to build an interest in this event, and the year-long series, among area colleges and universities. Inroads with the various theatre and arts departments at area colleges (Harvard, Mass Art, Emerson, Boston College, etc.) have to be made to ensure the success of this project. Duties would include: Coordinating the distribution of flyers; Ensuring student newspaper coverage; Exploring marketing opportunities with Boston Phoenix, Weekly Dig, Metro, Improper Bostonian, Stuff @ Night (through the Phoenix) and the Boston Globe and Boston Herald; Speaking with student groups and others

who might show interest in attending. Existing Promotional Activities (handled by PST Marketing Coordinator): General Press Release Email to media outlets, college theatre departments, and others; Customized Email to PST "Adult" list-serve. Remember, we're looking for people to attend the show, NOT perform at the show. If someone you speak with is interested in performing, refer them to Kathleen Conroy Mukwashi, our Artistic Director (artistic@puppetshowplace.org). All PST volunteers must provide references and complete a CORI background check. **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.**

Usher, The Puppet Showplace Theatre: Supervisor: Adam Courville, Box Office Manager The ideal candidate would be articulate, patient, friendly and willing to assist patrons in a polite manner. Preferred Skills: Customer service experience; Basic computer knowledge and proficiency; Attentiveness to audience and performer needs; Experience working with children; Ability to ask questions when needed; Attention to detail. Availability: Weekend shifts Sat-Sun 9-5 (Must be available on the weekends) Weekday shifts Tues-Fri 9-4 Responsibilities: 4+ hours a week. Individuals interested in puppetry can see shows, meet the puppeteers and gain knowledge about various styles of puppetry. Ushers are responsible for greeting patrons, explaining the seating arrangement and regulating proper behavior in the theatre during shows. Ushers will also be responsible for preparing and distributing show playbills, as well as helping the box office staff with light cleaning, administrative, clerical and office work as needed. All PST volunteers must provide references and complete a CORI background check. **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.**

Educational Liaison, The Puppet Showplace Theatre: Supervisor: Adam Courville, Box Office Manager Preferred Skills: Basic computer knowledge and proficiency; Attention to detail. Availability: 5 hours/week, days flexible. Responsibilities: As Educational Liaison for the Puppet Showplace Theatre (PST), your primary responsibility would be to increase the number of groups visiting PST by facilitating lines of communication with, and promoting PST programs to; area elementary schools, pre-school programs, after-school programs, and summer camps. Duties would include: Gaining a strong knowledge base of PST's mission and programs; Compiling current postal and email lists of schools and organizations; Drafting outreach materials; Conducting phone calls to prospective schools and organizations; Conducting follow-up phone calls and evaluations with group-attendees contacts All PST volunteers must provide references and complete a CORI background check. **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.

Mentor/Tutor

Organization: **Computer Clubhouse**

Responsibilities: • Orient, welcome, and guide new members • Help to identify members that might need extra support or encouragement • Provide general help to members Offer encouragement to members • Work one-on-one with members • Offer specific guidance or workshops in areas of expertise • Organize special projects (based on interest) • Support members in thinking about career/college opportunities • Bring any serious concerns/issues to the attention of the Clubhouse Manager. **Qualifications:** • Interest in the Clubhouse philosophy • Experience/ and or interest in working with young people • Technical/ and or art skills OR commitment to developing skills • Strong in English, Math and reading, assisting w/homework • Curiosity and interest in learning more about technology, working with young people, and being part of the Clubhouse Community • Open to new people and ideas. **Hours:** Average **10-20 hours** a week. **Contact:** 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.

Graphic Designer -

Organization: **Project Think Different**

Responsibilities: Provide layout and design assistance copy images provided, Work with marketing team to develop a design and layout, Make updates to website. **Qualifications/Skills Needed:** Proficiency with Pagemaker, Photoshop and Illustrator required. **Hours:** Average **10-20 hours** a week. **Contact:** 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.

Television/Videographer - Different

Organization: **Project Think**

Responsibilities: Film Rehearsal and/or various productions, Produce PSA's, Promotional videos

Qualifications/Skills Needed: Basic camera and lighting skills, Friendly, energetic personality

Responsible, Detail oriented. **Hours:** Average **10-20 hours** a week. **Contact:** 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.

Marketing Promotions –

Organization: **Project Think Different**

Responsibilities: Market and promote events the organization has at various venues. **Qualifications/Skills Needed:** Friendly, Responsible, Excellent verbal and written communication skills, Detail oriented, Good computer skills: word processing, data entry, and Customer Service. **Hours:** Average **10-20 hours** a week. Contact: **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:

Cleaning, South Boston: Part time job. Morning hours Monday thru Saturday 7a.m.-11 a.m. . **MUST DRIVE AND HAVE CAR. NO EXPERIENCE REQUIRED.** **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.**

Maintenance Assistant, Newton: The West Suburban YMCA in Newton seeks a Maintenance Assistant; reporting directly to the Maintenance Director . Responsibilities include minor repairs including carpentry, electrical, plumbing, painting, mechanical. Routine janitorial services: tasks include cleaning, sweeping, dusting, vacuum, etc, dispose of recycling materials. Pool experience helpful but not necessary. Part-time – 18 hours per week - Mon. & Wed. 4 - 9 pm and Saturday 7 am - 3 pm. No calls please. **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.**

Swim Instructor, Boston: Charles River Aquatics, located in Boston, is seeking experienced, enthusiastic, qualified applicants with CPR, First Aid, and Lifeguard Certifications to work part time teaching swim lessons to children of all ages starting the week February 23, 2009. Our program design and methods of teaching are unique, and all instructors will be trained in our philosophy. This is a great job opportunity for anyone, age 18 and older, who loves teaching children and is passionate about swimming. We offer a wide variety of hours, as our lessons are taught:

Monday-Friday from 2:30-5:45

Saturdays from 9:00-2:00

Sundays from 9:00-12:30

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.

Server, Boston Convention Center: West Coast established seafood company is hiring assistant cook and server for Boston Seafood Show, March 15, 16, and 17. Must have neat appearance, serving or catering experience. Former chef training will be a plus. Must have chef uniform, reliable, and friendly. Chef in between jobs, retired chef, student chef, caterer are all welcome to apply. Employer will be in Boston area on February 2 for business. Early morning or late afternoon are good time for interview. **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.**

Gourmet Coffee House, Newton Highlands: 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.**

Bottle Service, The Estate Boston: Fast paced nightlife and bottle service experience at a premier nightclub. **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.**

Waitstaff, Cambridge: An Assisted Living Community in Cambridge is seeking a part-time waiter/waitress for our dinner shift. Perfect for 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.**

SALAD BAR ATTENDANTS, Pine Manor: ARAMARK@PINE MANOR COLLEGE is currently accepting resumes and applications for part time salad bar attendants & weekend cooks. the positions require 3 years experience, great work ethic and good attitude. We offer a great team environment, flexible schedules, competitive pay and an all around friendly 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.**

Server/Host Positions, Brookline: Thank you for your interest in Zenna Noodle Bar. We are currently accepting applicants for part-time and full-time positions. **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.

Borders seeking booksellers & cafe baristas, Chestnut Hill: Borders in the Atrium Mall in Chestnut Hill is looking for outgoing, sales oriented people to work as booksellers and cafe baristas. Sales experience not required but is a plus. Must enjoy working with the public and enjoy selling our products. We have immediate openings on all shifts and schedule flexibility 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.**

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

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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 aferro@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 aferro@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 aferro@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 aferro@aii.edu with the job title and location ex: Admin Assistant, Boston.

Boston Bruins Professional Hockey Fan Photographer, Boston: Enjoy professional sports? Can you take a photograph? Fast growing RedBow Photo Inc., is searching for friendly, energetic, out-going part-time photographers who can capture special fan moments. Minimal experience necessary, but enthusiasm and the ability to point and click are a must! All skill levels of photographers needed. We will train you and supply all necessary equipment. This is a concession/sales oriented position. Photographers must be able to approach fans and capture the moment! Must be able to work the majority of

home games. **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.**

Advertising Assistant, Boston: I am looking for a personal assistant to consistently help me with placing real estate ads online. This shouldn't take more than a few hours per day. The candidate will sometimes work with me at my office (located in Brigham Circle) and occasionally work from home. The job consists of reposting ads, creating new ads and reposting them again. The ideal candidate is honest, reliable, punctual and extremely organized. He or she must be intermediate with specific programs such as Adobe Photoshop, and Microsoft Frontpage (and any other programs that relate to online advertising). He or she pays very close attention to detail (spell check, fancy adjectives, hyperlinks, nice photos, etc.). The candidate works diligently and holds a standard of producing QUALITY work. He or she will own his/her own laptop and must be able to connect to the internet via wi-fi as well as create and post ads on their laptop. Morning hours and evening hours are required per day. Preferred hours are between 7am-9am as well as 5pm-7pm. Serious candidates will be expected to send me some of their work via email. **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.**

Interior Designer, Boston area: I am an interior designer looking for part time design jobs or freelance work. I design all residences. I design kitchens and bathrooms. I have lot of experience in the interior design field. **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.**