



Job Leads July 29, 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 Karen Huyghue at 617-582-4433 or 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

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. **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.**

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. **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.

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.**

GENERAL PART-TIME:

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. **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.**

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. **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.**

Event Temps, Boston: Seeking students to fill positions as banquet waitstaff, bartenders, hosts and hostesses. Flexible Schedule – Pick your own hours. **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.**

Package Handler, Billerica: FedEx Ground. Thinking about some fast cash and help with college? Join the fast-paced FedEx Ground team as a part-time Package Handler. Qualifications: 18 years or older; Ability to load, unload, sort packages; 5-day week.

Shift Available: Tues-Sat 4:00am-7:00am \$11.00/hr to start. **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.**

Site Coordinator, Woburn: The Boys & Girls Club of Woburn's Project Learn Extended Day Program is looking for creative, dynamic and reliable people with experience working with school age children who enjoy a challenging, yet rewarding role enriching the lives of children. People with talents in education, sports and arts are strongly encouraged to apply. Ideal job for college students, paraprofessionals and others. Start date is September 2, 2008. **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.**

Sleep Study, Boston: The Division of Sleep Medicine at Brigham & Women's Hospital is seeking healthy men & women ages 18-30 who are not on medications to participate in a sleep research study. You will have a 3-week screening and then if you are eligible you will spend 39 consecutive days and nights living at the Hospital. If you complete the entire study you will receive up to \$9,075 **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.**

Babysitter, Newton: The West Suburban YMCA is looking for a responsible and caring babysitter for its babysitting program. The hours of this position are Monday to Friday 3:30pm until 5:30pm (with the possibility of going until 7:30), plus 1 Saturday shift 9am-1pm per month. Responsibilities include providing age appropriate activities, communicating with parents, and maintaining a safe, healthy and engaging environment. **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.**

Servers and Bartenders, Boston: The Crowne Plaza has the following opportunity available: **Cocktail Server** - Responsibilities of the position are, but not limited to greeting customers upon entrance, showing customers to their tables, orchestrating the flow of business, answering incoming phone calls, assisting in table top maintenance, and making and confirming reservations. Candidate must possess superior cocktail, wine and champagne knowledge. Position requires great customer service and communication skills and the ability to multi-task. **Bartender** - Follows standard recipes to prepare cocktails and other beverages, mixing liquor. Service wine and draught or bottled beer, and changes beer systems when needed. Collects money for beverages served. Orders or requisitions liquor and supplies; cleans, and stacks. Keeps inventory up to par. Follows company policies and controls. **PM Restaurant Server** - Responsible for greeting and serving guests by following the Company's Peabody Service Excellence service standard procedures. Provides guest with information on the menu, wine list and daily specials, etc. Uses HSI (point of sales system) to ensure order is place completely and properly.

Follows company proper cash/credit procedures. Complete all side work daily and bus tables when needed. Must possess excellent guest/customer service skills and be able to work a flexible schedule. Previous experience is preferred for all positions, but full training will be provided. We offer competitive wages and great benefits. Easy access from the Mass Pike and Route 9, free parking. We offer a comprehensive employee benefit package (medical, dental, flexible spending accounts, 401K, and tuition reimbursement). **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.**

Café Staff, Boston: Sophia's Café is looking for service minded individuals to join her team!!! We are seeking people to fill various positions (both full & part-time) to work in our South Boston Café... Job Description: Hours of operation are from 6:30 am to 8:00 pm. Shift times will be discussed during the interview based on the specific needs of each candidate and the Café. Excellent people skills and a team player is a must. The ability to learn fast is a plus. We need staff members who can work in all facets of the Cafe depending upon the needs of the shift. Responsibilities: Implement and maintain proper food handling procedures; Assist with inventory; Prepare all necessary food items; Implement and maintain weekly food preparation schedule; Process customer orders at the café and telephone orders; Prepare sandwich, soup, and salad orders; Serve hot coffee and tea; Prepare espresso beverages; Restock necessary items; Receiving inventory; Storing items received in appropriate locations; Cleaning duties; Other duties as needed **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.**

Deli Worker, Malden: Seeking an experienced worker in the sub/pizza industry. Worker should be familiar with making cold subs, hot subs, wraps, and pizza. Part-time cashier on weekends. **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.**

Breakfast/Lunch Server, Quincy: Emma's Breakfast and Lunch is looking for a part-time server with breakfast/lunch experience. **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.**

Front Desk, Boston: The Ring Boxing Club is looking for a unique, fitness-minded individual to join our front desk sales team. Prior health club sales experience is a plus. Successful individuals will be assertive and customer-service oriented. Responsibilities and requirements include: Opening and closing the club; Sales; Reception; Light cleaning; Debt collection; Administrative duties **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.**

Visitor Services, Boston: The John F. Kennedy Presidential Library and Museum is seeking college students for part-time work 2-3 days per week now through the spring in Visitor Services and the Museum Store. All days available, including weekends. Full and part day shifts. Candidates must be professional, possess excellent verbal skills, enthusiasm for working with general public, and experience in handling money. Background or interest in history is preferred. Professional attire is required. This is federal government position and under this special hiring authority ONLY college students are permitted to apply. Candidates must be a U.S. citizen, enrolled at least part time and working towards a degree. Hourly rate of \$11.25. **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.**

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. **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.**

Sports Photographer, Amesbury: Photography job designed to provide an enriching experience where students are given the unique opportunity to acquire hands-on practice as well as the ability to participate in successful businesses using what they have learned in the classroom in a real and practical situation. Students will gain relevant entry-level skills to enhance their prospects of establishing a professional career path in their chosen field. We are looking for sport photographers to assist in covering events Amesbury, MA Experience with photographing Action shots is helpful but not needed Shoot time is approximately from 10:00-1:00pm, 1:00-4Pm, or 4:00-7Pm FLEXIBLE 3hr shifts SEASONAL PART TIME AVAILABLE (Aug-Nov) with potential for year-round employment. Professional, energetic attitude. **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.

Ticket Sales, Boston: The historic Handel & Haydn Society needs you to help sell our fabulous new season. Part time evenings. Free tickets! Advancement Potential.

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.

Video Journalists, Boston: We are looking for young people who can create edgy, engaging and interesting original Video Journalism segments about Boston area events, people, and issues. We want grass-roots stories that are integral to your city, stories that engage our viewers and inspire them to react. Top segments will be aired on national TV this fall and feature you in an interview. Candidates must have experience in video production and editing and a working knowledge of video journalism techniques. Candidates who have their own equipment are preferred but we will provide access to gear for the right person. **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.**

Program Leader, Dedham: Develop and implement curriculum that reinforces lessons learned during the school day and expose students to a broad range of interesting, developmentally appropriate areas such as the arts, education, technology, and leadership. Responsibilities: Develop, implement and evaluate developmentally appropriate activities. Assist students with homework. Manage supervision and discipline of students participating in program sessions. As appropriate, participate in collaborative programs and events based within the school. Secure and maintain materials, equipment and other resources belonging to the program area(s). Maintain cleanliness of program area(s). Participate in individual and group supervision sessions. Other related duties as specified by the Director. Qualifications: High School degree required, some college preferred. Previous experience providing classes/programs/activities for youth; curriculum development experience preferred. Knowledge of youth development principles. Strong interpersonal and communication skills required. Ability to work with youth and families from a variety of backgrounds. Ability to work independently and as part of a team. Valid driver's license preferred *Ideal position for college students majoring in education, performing arts, music, media production (Flash, Final Cut Pro) or related fields.* **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.**