



Job Leads May 11th, 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://wwwIndeed.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 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 617-582-4420.

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.

Student library assistant, Library: 10-12 hours per week to a max of 20
Includes morning & evening hours. Key Job Responsibilities:

1. Assist in processing materials.
2. Shelf reading.
3. Reshelve materials in an accurate manner.
4. Keep periodical shelves neat and in order.
5. Assist patrons with basic information regarding photocopiers and computers.
6. Work on special projects and assist the library staff with other tasks as needed (i.e. photocopying, designing signage)
7. Staff circulation desk as needed.
8. Check materials in and out
9. Refer patrons to appropriate staff for further assistance.
10. Collect fines

Position Requirements:

1. Be punctual and reliable
2. Ability to work independently.
3. Perform detailed tasks quickly and accurately.
4. Ability to learn the Library of Congress Classification system
5. Learn and remember complicated procedures and policies.
6. Good public service skills.

7. Willingness to work at least one morning shift per week (8:00-12:00)

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Customer Service Representative, Registrar: Filing, greeting students\faculty at the reception window. Various other tasks as needed for the Registrar. 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 for example: If you do not know the answer to a question, direct the students to the Registrar or Assistant Registrar. 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.**

Customer Service Representative, Student Financial Services: Filing, greeting students\faculty at the reception window. Various other tasks as needed for the Registrar. 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 for example: If you do not know the answer to a question, direct the students to the Registrar or Assistant Registrar. 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.**

Office Assistant, NEiA: The Career Service Office 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 be reliable. Must have superior writing and editing skills. Must be available both Tuesdays and Wednesday. **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.**

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: 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.**

Community Service

Jobs pay \$10hr.

You must be work-study eligible to work these jobs

Check in with me to see if you are eligible.

Volunteers of America Massachusetts regularly sees a need for website, graphic and advertising assistance in the Development Department.

Duties and projects could include:

- Annual Report and Newsletter production
- Quarterly electronic newsletter design
- Fundraising Appeals
- Event Invites
- Event Program Books
- Assisting in the creation and execution of marketing and advertising plans
- Regular Website Updates

We would be interested in students who are looking for volunteer, intern or work-study placement. Students would report regularly to our main office located at 441 Centre Street in Jamaica Plain, MA 02130. Days of availability include Tues. – Fri., 10:00 am 5:00 pm. Some projects will require travel but students will be given ample notice. **If you are interested in one of these jobs contact**

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Readers for the Blind/visually impaired, Boston: Massachusetts Commission for the Blind. Provides one-on-one services primarily in the homes of MCB members. Generally, matches are made to keep volunteers and consumers geographically close to eliminate transportation problems. **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.**

Meal prepares/servers, The Boston Living Center: Volunteers need to prepare/serve meals, or longer term opportunities to run a class for clients. Boston living center is a non-profit community and resources center whose mission it is to foster the wellness of all HIV positive people and respond to the changing needs of the HIV/AIDS community. Through peer leadership and support, they strive to enhance and enrich the lives of their members by providing education, treatment information, and support services with the goal of empowering members to live productive lives and participate within their families and communities. **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, Boston: Volunteer mentor at the Educational Development Group helping recent immigrants realize their American dreams by helping them to develop to their full potential. EDG greatly relies on the efforts of our volunteer mentors to make our ten-week ESOL program a constructive one for students. EDG is committed to serve our immigrant population with excellence. In order to achieve this, we expect you, the volunteer mentor, to share the similar commitment. Basic Requirements -We expect all volunteers to be punctual. You are expected to call us at least a day in advance if you cannot come as scheduled. Volunteers should maintain a positive attitude and follow instructions. We encourage volunteers to ask questions and for assignment clarification to prevent misunderstanding. Appearance and Conduct Standards: To better present EDG as a professional organization, the following standards are imposed:

1. Hair must be neat, clean, and well-groomed at all times
2. Dress code is business casual; do not dress provocatively or scandalously. Shorts and miniskirts may not be worn.
3. Volunteers may not engage in romantic relationship with students
4. Cell phones should be put away during working hours
5. The use of the Internet for personal purposes should be limited
6. Profanities and aggressive behavior will not be tolerated

Volunteer Responsibilities:

1. Teach English language skills and cultural awareness
2. Teach basic computer skills
3. Help students fill out job applications and help them practice their interview skills
4. Assist in leading group activities such as educational games and field trips
5. Engage students in causal conversations using English

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/TutorOrganization: **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. **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. **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. **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. **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, Unless otherwise noted

Office Assistant, Boston: Growing health care office needs your sparkling personality, superb organization skills and desire to help people live a healthier life. Will train. Part-time. Hours on Mondays (11am-7pm), Wednesdays (9am-7pm), and Fridays (7:30am – 2pm). You must be available for all the days/times listed above- please do not apply if you have a scheduling conflict with any of these shifts. We welcome students to apply but priority will be given to candidates who can maintain this schedule in the fall. We are looking for someone who would like a stable part time job though out the summer and school year. Position includes handling phone calls, scheduling, and processing daily patient communication and activity. This is an important position with our practice because it involves constant contact with patients. You must have a good desk-side manner! We are a busy and lively office, with a fun and professional atmosphere. \$12.00/hour. **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.**

Assistant Manager, Chestnut Hill: BCBG MAX AZRIA seeks experienced candidates that are: Dedicated and dynamic leaders with extensive retail experience, who possess a commitment to excellence and passion for our brand to join us for our 2007 growth of 75-100 new locations! Assistant Management Candidates must have a proven track record in a fashion-forward, customer-oriented, retail-clothing environment. Must possess at least 1-2 years in a supervisory role, or management experience. Must have experience in leadership of a sales team, training & development of clientele standards, supporting store management to drive company initiatives.

Key Initiatives:

- * Directly reports to Store Manager.
- * Exercise intellectual and creative discretion and judgment in management and leadership of store employees.
- * Manage a store team consisting of selling associates and support associates.
- * Drive business sales with clientele programs and excellent leadership.
- * Protect the BCBG Max Azria brand with clear communication, up-holding product knowledge and visual standards, and personal brand association.
- * Ambition to build careers for yourself and your team for the growth of the company.

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Production Office Coordinator, Cambridge: Thunder Sky Pictures, Inc seeks a part-time (25-35 hours/wk) Production Office Coordinator. Candidates should have strong administrative and business writing skills, general word processing/computer abilities, an excellent phone manner and strong attention to detail. Responsibilities include overseeing all aspects of a fast-paced office, providing sales and marketing support, as well as assisting in various production related activities when needed. Bookkeeping experience a plus. A good sense of humor is a requirement. Flexible hours – ideal for someone re-entering the workforce. We offer a fun and creative atmosphere, with ample opportunities to learn new skills and gain experience in a video and multimedia environment. Thunder Sky Pictures is a team of producers, directors, designers, musicians, graphic artists and programmers. We create corporate videos, interactive multimedia and tradeshow presentations. **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.**

Administrative Assistant Temp Pool, Boston: Various Departments in the Museum of Fine Arts. Perform a variety of administrative clerical duties in assigned departments for normally a one to six month period, depending on the needs of the assignment. Requires PC skills, (possibly including Microsoft Excel), and one year of clerical experience.

Status: TempHours: 35/wkSchedule: Mon-Fri: 9am-5pmDate Posted: 37987

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Administrative Assistant/Referral Coordinator, Newton: Charles River Counseling Center, a licensed outpatient mental health clinic, serving Newton and the Greater Boston area for more than 3 decades is seeking for immediate employment an administrative assistant. The position is part-time at present but has the potential to increase to full time. Duties include: reception, coordination of new referrals for service, clerical tasks, interacting with clients and collecting payments, managing staff schedules. Candidates must have a minimum of a High School Degree or GED equivalent, typing, computer and clerical experience. Must also have an ability to interact with clients in a professional and confidential manner. **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.**

Part-time Counter & Bar Person, Waltham: Small Café in Private Tennis Club seeks neat, friendly person to prep & serve light fare and serve cocktails...mostly wine & beer, to upscale clientele. You must enjoy interaction with the public, are very well-groomed, dependable, willing to go the extra mile and be flexible. Some Day, Evening & Weekend shifts required. Pleasant surroundings. Café abuts tennis courts with viewing deck on one side and pool, flowers, herb garden & patio on the other! Rt. 128, Waltham. Must have own transportation. No public transit available. Food Service/Bartending Experience a plus, but will train the right person. Must be over 18 years of age. **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 wait staff, 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

Looking for experienced shooter & editors, Various: Fairytale Productions is looking for shooters for this wedding season. We have a distinctive style so, to spite your experience you must be willing to participate in an unpaid 2 day training session before the season starts and as needed trainings through out the season. We are looking for people who can commit to learning and shooting in our style. Superior hand held technique is a must, if you don't have it, be willing to learn it. We need people that are creative and can get beyond the mechanics of holding the camera. Even though we shoot weddings, we don't shoot like wedding videographers. We are filmmakers, and we are looking for fellow filmmakers. We are looking for employees, not independent contractors. We want people who will be committed to the company and the brides we serve.

We shoot with the Panasonic DVX 100B. If you have a 3 chip camera of your own-great, if you have a DVX- even better! We are also looking for editors that can edit in our style. We edit with Premiere Pro, w/ Photoshop, Encore, & Sound booth. For the most part we are looking for editors with their own edit suite, Premiere or not. If you have Photoshop skills, we could use that too!

Pay is based on 3 levels:

Level 1: Assistant, \$10/hr

Level 2: 2nd Shooter \$20/hr

Level 3: 1st Shooter \$30/hr

These levels are based on experience, training, ability and time with the company. Everyone must assist at at least 1 wedding.

Here's what we want to see:

Informal Resume

Examples of your work (video links, jpgs, etc.)

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Post Production Quality Control Specialist, Braintree: Axon Communications Inc. is a Braintree, MA based creative agency/healthcare communications company. We specialize in the development and deployment of unique promotional programs for our pharmaceutical, biotech and medical device clients. Axon is looking for creative and talented individuals who have an entrepreneurial spirit - there is no room for a "that's not my job" attitude. If you are a "whatever it takes" team contributor, we want to talk with you! We are hiring in QA/QC and are looking for individuals with video editing skills to provide quality control services for our post production department.

Job Responsibilities:

- * Perform video quality control, quality assurance functions using Final Cut Pro and DVD Studio Pro.

- * Maintain strict adherence to corporate and client expectations and specifications.

- * Ability to work independently, as well as under the direction of a supervisor.

- * Handle administrative responsibilities associated with projects including exceptional organization of file information.

- * Ability to maintain accurate records and consistently perform in a highly detailed environment.

- * Other duties as assigned.

Skills / Qualifications:

- * Bachelors degree or equivalent work experience.

- * Knowledge of Final Cut and DVD Studio Pro a plus.

- * A keen eye for detail and a critical mind.

- * The ability to listen to others and to work well as part of a team.

- * A high level of self-motivation, commitment and dedication.

- * Organizational skills and self/time management skills.

- * Demonstrated ability to consistently perform and adhere to quality control standards.

- * Experience with nonlinear editing systems a plus.

- * Ability to work flexible schedule when needed.

- * Ability to communicate effectively in written and verbal form.

- * Video editing experience a plus.

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