



Job Leads October 29th, 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 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.

Student Worker, Student Affairs: Clerical responsibilities: answering phone, filing, typing, mail sorting and distribution, copying. First line of customer service to students, faculty, staff, and others. The following shifts are needed:

Monday(s) 9am – 3pm

Tuesdays(s) 9am – 1pm

Wednesday 9am – 3pm

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, Admissions: The New England Institute of Art Design Team is looking for a graphic design student worker. The salary is \$8/hr. Applicants must be able to commit approximately 10hrs/week. Candidates will work on projects both on-site and off-site. Applicants need to provide their own laptop with their own professional versions of software. Preferably, candidates will have a Mac laptop to bring back and forth on-site and off-site. We are willing to work with school schedules. Interested individuals should possess strong typography skills and an eagerness to learn in a fast-paced environment. The appropriate candidate should have strong attention to detail and be able to follow the company's brand guidelines. Appropriate candidates must be able to take

direction, work independently, have the capacity to work under tight deadlines, juggle multiple projects and have a solid knowledge of Illustrator, Indesign, Photoshop and Quark **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.**

Front Desk Admissions Assistant, Gallery: Answering the Phones, Assists in serving student requests, Data Entry, Photocopying and faxing, Filing, Prepare Mailings, Other clerical duties as assigned. Qualifications: the ability to multitask, Friendly, energetic personality, responsible, excellent verbal and written communication skills, detail oriented, good computer skills, word processing, data entry customer service. Hours
Mondays: 11:00 AM to 4:00 PM
Wednesdays: 5:00 PM to 8:00 PM
Thursdays: 9:00 AM to 12:30 NOON
Saturdays: 9:00 AM to 3:00 PM.

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.

Mentor/Tutor, 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.**

Audio Production, Zumix : Responsibilities: Work on various music projects involving producing and teaching audio techniques and production. Qualifications/Skills Needed: Prefer live sound exp. Must have leadership skills, work well with children, be organized and familiar with various audio programs. 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:

Sales Associate, Stoughton: We are seeking personable and energetic associates to provide outstanding customer service to our guests in the following areas:

- Cashiers (Day Time & Evening Hours)
- Bakery Openers (Morning Hours)
- Sandwich/salad makers/Prep (Day Time Hours)
- Shift Supervisors
- Delivery Drivers

Requirements for Delivery Drivers:

- Must be familiar with surrounding towns north and south of Boston
- Must have own reliable transportation
- Must have valid MA drivers license
- Must have valid MA Auto Insurance
- Must have a flexible schedule for possible early morning deliveries
- Must have great customer service & must be professional

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 Associate, Waltham: We are seeking personable and energetic associates to provide outstanding customer service to our guests in the following areas:

- Cashiers (Day Time & Weekend Opening Hours)
- Bakery Openers (Morning Hours)
- Sandwich/salad makers/Prep (Day Time & Evening Hours)
- Dishwashers (Day Time Hours)
- Delivery Drivers

Full and part-time positions with flexible hours are available.

Qualifications

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 Associate, Brookline: Part time help wanted for Gimbel's liquor store in Brookline. Nights and weekends. Retail experience preferred, but not necessary. Convenient location, great for students and locals in the Washington Square area. **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.**

Bouncer, Boston: Part-time doorman wanted at the Living Room, a restaurant, bar and lounge near Faneuil Hall. Candidate must be intelligent, well built, and enjoy working with the public. Shift begins at either 7 PM or 9 PM on Thursday, Friday or Saturday. You must work at least one shift per week. Schedule does not vary and you may swap shifts with other doormen if you want your shift off. Background check authorization must be given as condition of employment. **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.**

Bussers, Servers and Bartenders: Fenway: Game On is now looking to hire: Servers, Bussers and Bartenders. For these positions you must have the ability to provide the finest guest experience while working together on a motivated and guest-service focused team. All applicants must be team oriented, organized, eye for detail, able to work a minimum of 3-4 shifts per week both days & nights and weekends including Sundays. Experience Required:
No Experience required for Bussers. 1 year minimum of high-volume experience required for Servers & Bartending positions. To be eligible for any position, a candidate must be 18yrs of age or older, a U.S. national or have existing U.S. work authorization. **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 Staff, Hull: We at Raffael's Restaurant in the Clarion Nantasket Beach Hotel are seeking to add full and part-time wait-staff for breakfast as well as lunch and dinner. (Breakfast shift earns \$8.00 per hour plus tips; 5:30-11:00am). Candidates should possess at least two years experience in a casual elegant dining atmosphere. **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.

Hosts & Servers, Needham: Not Your Average Joe's in Needham, the leader in Creative, Casual, Cuisine is looking for dynamic staff members to join our team. We are currently looking for HOST/HOSTESS and SERVERS. Our business is continuing to grow at an astronomical rate, resulting in the need to bring talented individuals aboard. Experience is preferred, but not necessary, as we have one of the best and most comprehensive training programs in the industry. **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.**

Seasonal Package Delivery Drivers, Boston Area: UPS is hiring personable, trustworthy individuals to work as full-time, temporary, seasonal Package Delivery Drivers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. A DOT physical exam is required. Package Delivery Drivers must have excellent customer contact and driving skills, including the ability to operate a vehicle equipped with a standard (manual) transmission. Qualified applicants must have a valid driver's license issued by this state. Package Delivery Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

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.**

All Positions, Fenway: Panera Bread is opening a new store in at Fenway for all 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.**

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

Street Team, Boston: WODS/Oldies 103.3 is looking for energetic part-time Street Team members. Earn while you learn the promotions business from the inside of one of the best radio stations in Boston. Applicant must be able to work up to 15 hours a week and must have a flexible schedule. Successful applicants are organized, dependable self-starters who are able to set up station equipment (some lifting up to 35 pounds). Professional appearance, friendly demeanor and clean driving records are musts, radio promotion experience a plus but not required. Duties: Transporting equipment, setting up and tearing down equipment; Execute on-site station appearances and station promotional events; On-site station promotions and event marketing – manage station appearances at sales and station remotes and events; Responsible for the overall look and feel of the event with the station's brand in mind--including banner placement and location set-up; Meeting and greeting listeners, and conducting giveaways; Clerical office work may include: returning listeners phone calls, mailing out prizes, organizing on air giveaways, writing copy for promotions and assisting the Marketing Director and Promotions Manager. **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, Agganis Arena: Rally Crew

Responsibilities: Rally Crew is a part time, game based position with most shifts occurring evenings and weekends. Rally Crew members will be responsible for assisting with on ice promotions at all BU home Hockey games (Men's and Women's), in game basketball promotions at all home BU basketball games (men's and women's), assisting with any promotional give-aways, surveys during Agganis Arena concerts, assisting in Kids Club activities, Sports pass ticket distribution in the GSU and assisting implementation of on campus marketing plan for men's and women's hockey and men's and women's basketball. This will

include, but is not limited to, poster distribution, street team duties, on campus promotions and seasonal events such as kick off parties.

Program Seller

Responsibilities: Program Seller is a part time, game based position with most shifts occurring evenings and weekends. Program sellers are responsible for actively selling game programs for all athletic games in Agganis Arena, including all home men's ice hockey games and select men's and women's basketball games and women's ice hockey games. Responsibilities include actively marketing programs, accurately handling cash and interacting with the public. Incentives will be provided to top sellers. **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 Staff, Agganis Arena:

Usher / Ticket Takers

Responsibilities: The Usher/Ticket Taker will be responsible for providing exceptional Guest service primarily at Agganis Arena and also Case Center events as needed. Responsibilities include scanning tickets at entry points, directing Guests to their seats, and handling Guest Service issues including, but not limited to incidents occurring in the Arena bowl and concourse, general Arena and event issues, alcohol awareness, lost children, and Guests with special needs.

Premium Team and Club Crew

Responsibilities: The Premium Team and Club Crew will directly interact with premium seat ticket holders with responsibilities including greeting and directing guests at entry to the building in the Agganis Arena parking garage, determining proper point of entry for guests, directing guests to the Francis D. Burke Club Room and to their seats, enforcing and assisting with building alcohol policy, and assisting Guests with special needs.

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.