Job & Internship Fair

Thursday, February 11, 2016
11:30am to 1pm
CUB Ballroom

Sponsored by:
Gettysburg College Center for Career Development
53 W. Stevens Street, Gettysburg, PA 17325
Phone: 717.337.6616 | Fax: 717.337.6538 | career@gettysburg.edu
http://www.gettysburg.edu/career
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HOW TO NAVIGATE A JOB FAIR

By: Dr. Manuel Ruiz

The Center for Career Development organizes a Job and Internship Fair each semester. If you plan on attending the fair, proper planning and preparation are keys to having a positive experience. For your convenience, here is a compilation of helpful tips that you will want to refer to prior to attending the job fair, as well as during and after the fair.

Before The Job Fair:

1. **Research employers.** Look over the list and see who is recruiting. Decide which employers interest you. Then, visit their websites. Find out who they are, what they do, and why you might want to work there. With this knowledge of their organization, you’ll be able to talk intelligently with recruiters at the job fair and impress them.

2. **Update and polish your resume.** Create an effective resume using key accomplishment statements. Stop by the Center for Career Development during drop-in hours (Monday – Friday from 2:30 – 4:30pm) for assistance, if needed. During the fair, bring several copies of your resume. Carry them in a professional portfolio.

3. **Dress for success.** First impressions are important. Dress conservatively in clothes you would wear on the job (i.e., a suit). Forgot your suit at home? Don’t panic! The Center for Career Development has a clothing bank that can assist you. For more details, stop by the office.

4. **Practice your handshake.** Engage the full hand, palm to palm. Grip firmly, but don’t crush. Look the other person in the eye and smile.

5. **Prepare and practice your “sales pitch.”** This is a short speech – 15 seconds long. Follow the four step plan: (1) Give your name; (2) Mention the position you are looking for; (3) State your experience, skills, and accomplishments. Explain how they benefitted a previous employer and how they’ll benefit the employer at the fair (accomplishments are big selling points); (4) Offer your unique selling point – What sets you apart from the competition – What makes you special?

6. **Questions to expect from recruiters.** Can you tell me a little about yourself? Tell me about your skills? What attracts you to this industry? What do you know about our company? Why do you want to work for us? What motivates you to do a good job? Tell me about your proudest accomplishment. What are your career goals?

7. **Questions to ask recruiters.** What qualifications will make a candidate stand out? What are the biggest challenges of this position? What do you like most about working for your company? Can you describe your corporate culture? What types of training do you offer? What are the next steps in the recruitment process? How can I secure a job interview with your company?
How to Navigate a Job Fair (continued)

8. **Questions NOT TO ASK.** What’s the pay range for this position? What about benefits and vacation time? Can you tell me about your company?* (*This question demonstrates that you did not do research).

At the Job Fair

1. **Develop your game plan.** Arrive early, get a list of employers, and plan your order of attack. Remember, we will have a waiting area for students to relax, take a break, and ask questions!

2. **Start talking and wowing.** You only have a few minutes to wow each recruiter – make it count. Your conversation should be interesting, short, and memorable.

3. **End with a request.** Say that you are interested in the position. Give the recruiter your resume. Ask for the recruiter’s business card. Ask the recruiter, “How should I follow up with you and when?” Take notes on what the recruiter says.

4. **Make a good impression.** Firm hand shake, be professional, let your personality shine, and think of your conversation as a mini interview.

5. **Network with everyone.** Don’t just talk to employers; talk to other job seekers as well. You never know who may be a good contact for you.

After the Job Fair

1. **Follow Up – Make Yourself Memorable.** Write a thank you note! A thank you note shows the recruiter that you really want the job. You’ll also stand out because you are one of the few who made a special effort. The note can be handwritten or email. Handwritten is more memorable and personal.

2. **Write to Everyone Else.** Send an email to the recruiters you didn’t talk to, but whose business cards you took.

3. **Keep Your Application in Motion.** Follow the recruiters’ instructions for setting up interviews/next steps. If a recruiter told you to go online and fill out a job application, do it. When you apply, write that you met their recruiter at the Job Fair. Then email the recruiter to tell them you applied online as requested.

4. **Persistence Pays.** Remember those business cards you collected? Stay in touch and follow-up within two weeks. Let them know that you are still interested. **IMPORTANT NOTE: DO NOT BOMBARD THE RECRUITER ON A WEEKLY BASIS – THIS COULD WORK AGAINST YOU!**
Ballroom Layout

(please see student area for updated list of Employer table locations)
EMPLOYER INFORMATION

ABRAXAS YOUTH AND FAMILY SERVICES ..........................................................................................................
abraxasyfs.com
Abraxas, a GEO Group company, is a leading provider of innovative and quality treatment programs for youth, adults and families. For 40 years, Abraxas has contracted with various county and state agencies for the operation of residential, community-based, detention/shelter services, and alternative education programming. We offer specialized services for hard-to-place juvenile populations; including fire setters, sexual offenders, and habitual offenders in addition to gender specific programming for females in need of treatment. A Youth Development Specialist implements the activities which support the daily schedule. The Youth Development Specialist supervises and interacts with clients, observes and addresses client behavior, and documents services in client files. The Counselor provides a full range of counseling/case management services to delinquent/dependent youth.

AFLAC.....................................................................................................................................................
www.aflac.com
Human Resources Internship - Interns selected for this position will be involved in the sourcing, interviewing, hiring, and training process of new full-time Aflac Associates. Classroom training will be coupled with real-world HR responsibilities. Upon completion, students will have a wealth of knowledge and experience that will be extremely beneficial as they begin their own job search after graduation.

AT&T ................................................................................................................................................................
www.att.jobs/b2b
Business Sales Leadership Development Program Our business sales professionals are elite self-starters with a drive to transform the way our customers do business through technology. Wireless solutions? We have them. Cloud solutions? We deliver them. As a member of our team, you’ll bring the full array of AT&T solutions to businesses – and feel great about the impact you’re having on their bottom line. As part of the BSLDP, you’ll learn directly from a company that’s leading the way for innovation. This 20-week paid program offers instructor-led, web-based and hands-on training – all designed to help you gain new experiences and transform your skills. You’ll kick off your adventure in Atlanta, and after honing your skills, you can anticipate relocation to one of AT&T’s nationwide markets with a demand for your talent. It’s just the opportunity you need to hit the ground running. You’ll also work with our advanced technology, learn how to prospect for new business, solve problems, provide excellent customer service and meet sales goals. With your passion for sales and technology combined with our training, you’ll be on your way to becoming a top sales performer. If you’re a leader with a focus in sales, the world-class training you’ll receive in our BSLDP can give you the tools and connections you need to build an amazing career. From securing new business to managing our existing customers, you’ll take on a variety of challenges. You must be able to relocate within the U.S., have a valid driver's license, and have a Bachelor's or Advanced Degree. Sound like you?

• Sales passion and a drive for accelerated growth in professional B2B sales • Passion for technology • Strong academic performance and demonstrated leadership in extracurriculars • Effective communications skills, problem-solving and critical thinking skills • Flexible, adaptable, resilient, tenacious, self-motivated • Unmatched work ethic • Valid and clean driver's license, current auto insurance and a reliable vehicle • Related experience with cold calling and sales a plus • Bilingual skills a plus • AT&T will not sponsor applicants for work visas of any kind for this position. Our Employees Say It Best. Watch Now >> Visit us online at: www.att.jobs/b2b

AXA ADVISORS, LLC ..................................................................................................................................
AXA.com
AXA Advisors, LLC, a leader in financial services, is seeking the right individual for the chance to join our team of trusted financial professionals in a formal mentor program. Your talents and knowledge will be partnered with the experience and skills of some of our most successful producers - helping pave the way for greater professional satisfaction. This formal program provides a genuine chance to build long-term relationships focusing on financial strategies to help consumers achieve their financial goals. If you’re motivated, achievement-driven and committed to a vision of professional success, send your resume, in confidence, to: Ken.Handy@axa-advisors.com, AXA
Advisors, LLC (NY,NY, 212-314-4600) is a member of SIPC and FINRA and is an Equal Opportunity Employer M/F/D/V. www.axa.com or www.KenHandy.com GE-96781 (10/14) (Exp 10/16) Candidates must possess the following qualities: - Coachable and willing to learn -Team oriented - Hard working - Internally motivated - Personable - Long term vision - Professional demeanor - Positive personality.

BRIGHT HORIZONS .......................................................................................................................................
www.brighthorizons.com
Each day, our teachers have the opportunity to make a difference in the lives of children and families in our care, creating joy in a child’s life by teaching through play and hands-on activities while supporting parent’s work/life integration. Teaching at Bright Horizons, you will: Enjoy collaborating with a talented team of early childhood professionals like yourself, develop emergent curriculum that is designed to inspire children, partner with parents to support, guide and share in their child’s growth and development, nurture your career aspirations and personal growth through unlimited opportunities, and impact the lives of children and families each and every day. At Bright Horizons, we support our employees in their lives both at home and at work. We ensure a work environment in which each employee's chosen path is respected, rewarded, and celebrated.

CAMBRIDGE ASSOCIATES ............................................................................................................................
www.cambridgeassociates.com
Cambridge Associates (C|A) is a leading global investment firm. For more than 40 years, we have delivered innovative portfolio management approaches to stay ahead of a complex and dynamic investment environment. With an extensive global research platform and best-in-class team of investment professionals, we help our clients add long-term value to their portfolios based on their unique investment objectives. Offering a range of portfolio management solutions designed to meet investors’ various needs, we work with every client as if their assets were our own. Data and Reporting is comprised of the Manager Information Group and Performance Reporting Group. This department at C|A represents approximately a quarter of the firm’s employees across the globe. Data and Reporting offers entry-level roles focused on back-office support to the firm’s services. These roles are a great entry into the financial services industry and provide a wealth of opportunities to develop sound professional skills. We are recruiting for the full-time Junior Operations Associate role and the corresponding summer internship. Both are located in our Arlington, VA office.

CENTRIC BUSINESS SYSTEM ..........................................................................................................................
www.centricbiz.com
Job Description: If you are a hard-working and personable individual with a desire to work for an industry-leading office technology company, join the Centric team! We are looking for an Outside Sales Representative to market and sell our products and services to businesses within a protected account territory. The office products business is no longer about copying, faxing, and printing. It’s about complete management of document requirements. As the largest independent SHARP dealer in the nation, as well as the fastest growing dealer of RICOH products, we provide an extensive line of copiers, printers and output solutions including archiving and managing documents. We combine the best hardware, software and services to manage document workflow and improve productivity.

You will sell to new and existing clients ranging from small “mom & pop” businesses to Fortune 500 companies. In order to ensure your success with us, we will provide you with state-of-the-art training as well as exceptional company support. Whether you are a new or experienced sales professional, this is a fantastic opportunity for you to build a career in which you earn a great income while helping your clients to improve their own businesses. Benefits as an Outside Sales Representative, you will receive: competitive base-plus-commission pay – all commissions are uncapped; and you can expect to make $50K-150K your first year; protected account territory; a comprehensive benefits package including medical, dental, 401k, profit sharing, paid vacation, and paid holidays; all-expenses-paid President’s Club trip for top performers; performance-based rewards and incentives (bonuses, gift cards, etc.); great potential for upward mobility; car allowance; cell phone; extensive sales and product training from industry leaders; energetic and friendly team; support of a large, award-winning and aggressively growing
company; opportunities for use of Ravens and Orioles tickets; company events (summer crab feast and holiday party)

**Job Responsibilities:** As an Outside Sales Representative, you will engage in new business development through prospecting, networking, and referrals as well as maintaining and further developing accounts with existing clients. Your specific duties will include: marketing and selling Centric’s products, services, and solutions to business decision makers in a protected account territory; aggressively pursuing competitive accounts and differentiating Centric from its competitors; maintain up-to-date knowledge of our constantly-growing line of products, including cutting-edge digital solutions, to ensure that you can provide your clients with the latest in office technology and document management solutions; making consultative business-to-business presentations through active listening and needs analysis in order to ensure that you provide your clients with the most appropriate technology solutions; managing the entire sales cycle across customer accounts, and engaging specialists as needed; sustaining business development activities, appointments, demos, proposals, cold calls, dials, and database updates; ability to influence, negotiate, and gain commitment at all organizational levels; preparing daily/weekly action plans; meeting or exceeding revenue and gross profit expectations.

**Job Requirements:** As an Outside Sales Representative, you must have an exceptional work ethic and be competitive, outgoing, professional, and driven to succeed. You must also be highly organized with strong time-management, multitasking, and prioritization skills. Specific qualifications for the Outside Sales Representative position will include: Bachelor’s Degree; previous business to business sales experience or internship is preferred, but not required; proficiency using MS Office, particularly Excel, Word and PowerPoint; personal drive and internal motivation towards high achievement; ability to work collaboratively and effectively in a team-oriented environment; demonstrate the ability to establish rapport and develop long-lasting business relationships with your clients; excellent verbal and written communication, interpersonal, and presentation skills; demonstrated flexibility, adaptability and willingness to take risks and try new approaches.

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**CITY YEAR**

WWW.CITYYEAR.ORG

City Year was founded in 1988 on the belief that young people can change the world. City Year is an education focused, nonprofit organization that unites young people of all backgrounds for a year of full-time service to keep students in school and on track to graduation. At City Year’s 27 urban locations across the United States and two international affiliates, teams of trained young people called corps members serve full-time in schools for the academic year as tutors, mentors and role models. By focusing on attendance, behavior and course performance, which identify students who are at risk of dropping out, corps members are uniquely able to help students and schools succeed. WHAT YOU’LL DO Beginning each day before the first school bell rings and staying until the last child leaves the after-school program; you’ll serve students, schools and communities through: Academic Support: Provide one-on-one or small group tutoring before, during and after school Attendance and Positive Behavior Encouragement: Lead energetic morning greetings, make attendance and positive phone calls home alls to home, lead mentor groups Community and School Improvements: Organize and lead activities, celebrations and projects to improve the community and school environment Team-based service is at the heart of City Year. You will be assigned to a diverse team of 8-15 young adults and you will serve with that team for the duration of the year. For more information on What You’ll Do, visit http://www.cityyear.org/join-the-corps/day-life

WHAT YOU GET Through City Year, you’ll gain valuable skills and knowledge that will accelerate your career and education, no matter what path. Career and Education Opportunities Eligibility for exclusive scholarships to dozens of colleges and universities Access to online career resource center Networking opportunities with more than 15,000 alumni Leadership Skills Leadership training and development Project management and communication skills Civic knowledge Benefits Living stipend paid biweekly $5,775 AmeriCorps Education Award Federal student loan forbearance Health insurance Uniform provided by ARAMARK For more information about City Year’s benefits, visit http://www.cityyear.org/join-the-corps/benefits ELIGIBILITY REQUIREMENTS City Year corps members are as diverse a group as the communities they serve. We’re looking for you if you want to give back and are ready to change the world. Applicants must: Be between the ages of 17 and 24 Be a U.S. citizen or legal permanent resident Have a college degree or attended some college, have a high school diploma or GED, or be willing to earn a GED. Have served no more than three terms in an AmeriCorps state or national program.* Agree to a criminal
background check Be able to begin City Year by July 30, 2016 Previous experiences with service, tutoring, mentoring or leadership strengthen candidacy. * Individuals may receive no more than the value of two full time education awards. If you have received the equivalent of more than one full time education award, you are eligible to serve and receive a discounted award. HOW TO APPLY To be considered for a position, you must visit www.cityyear.org and submit your completed online application and two letters of recommendation. You can apply to a specific City Year location or apply to serve where most needed by one of City Year’s deadlines: Apply By Notified By September 30 October 21 November 15 December 16 February 15 March 16 April 30 June 15 For more information, please contact the recruitment department at the City Year site at which you are interested in serving. http://www.cityyear.org/node/11326 CITY YEAR U.S. LOCATIONS Baton Rouge Milwaukee Boston New Hampshire Chicago New Orleans Cleveland New York Columbia Orlando Columbus Philadelphia Dallas Denver Rhode Island Sacramento Detroit San Antonio Jacksonville San Jose/Silicon Valley Little Rock/North Little Rock Seattle/King County Los Angeles Miami Kansas City Tulsa Washington DC

**COMPUSEARCH SOFTWARE SYSTEMS, INC.**

www.compusearch.com

Compusearch Consultants: • Work with clients to provide a broad range of implementation and integration tasks including: requirements analysis, business process analysis, system configuration, testing, training, and post-implementation support • Help drive successful operation of Compusearch’s PRISM product suite by delivering high quality advisory and support services to government clients • Work with other team members to ensure that all assigned tasks are performed well and on time. • Understand client’s business objectives and help clients achieve their goals Skills/Abilities and Education: • Proficient communicator in both oral presentation and writing ability • Interest in working as a consultant to our client, the Federal Government, supporting the implementation and operation of our software application products. • Desire to excel in one or more of the following: Software implementation (Requirements Analysis, Business Process Design, Configuration, Testing); Business Process Re-engineering; Software integration; Training and presentations; Help desk support. Must be/have • Self-starter, quick learner, and team player • BA or BS • U.S. Citizenship Required. Physical Requirements: Qualified candidates will need to be able to move/commute to and throughout multiple facilities and communicate frequently with co-workers and clients. Clearance: Applicants may need to apply for security clearances and may need to meet eligibility requirements for access to classified information.

**DELOITTE CONSULTING**


Training Design & Delivery Solution Developer – Human Capital Consulting: Interested in creating mission critical solutions? Together with our other delivery centers around the world, we provide development and sustainment services for our clients, both pre- and post- implementation. Here you’ll get the chance to work on projects that will provide change management guidance to organizations undergoing large-scale transformations, whether they are implementing new technology, redesigning their HR function, or simply changing the way they work. The Work You’ll Do: As a Solution Developer in the Human Capital Consulting Organization Transformation & Talent practice, you’ll act as a strategic advisor to clients and assist them with the communications and training necessary to successfully rollout and adopt new technologies or business process changes. How You’ll Grow: As we continue to grow, so has the need for change management professionals that we will develop and train to allow us to continue to provide the support for our clients’ systems and business processes. Here, you’ll be able to sharpen your technical, analytical, and business skills as part of a team committed to delivering world-class service for clients around the globe. You’ll not only gain experience in Deloitte’s methodologies, but also gain new skills that are in high demand by our clients.

**DELONE CATHOLIC HIGH SCHOOL**

www.DeloneCatholic.org

Delone Catholic High School is seeking a Marketing and Development Intern. The Marketing and Development Intern will have the opportunity to work with Delone Catholic’s marketing and development teams on assisting with social media, special events, public relations, alumni research, feature writing and layout design, and general fundraising tasks. This is an excellent opportunity to enhance your portfolio in marketing and non-profit fundraising.
The Marketing and Development Intern will be supervised by the Director of Marketing, and work closely with the Development staff and Director of Development and Alumni Relations. Flexible schedule, primarily Monday through Friday with occasional weekend and evening needs. This is an unpaid position. Delone Catholic is seeking an intern for spring, summer, and fall semesters.

FASTENAL COMPANY
www.fastenal.com

Sales Support Internship Part-Time Position Available; Monday – Friday; 7AM - 5PM Flexible; 1875 York Road Gettysburg, Pennsylvania 17325. The Fastenal Company would like to invite ambitious, hard-working individuals to apply for the position of Part-Time Sales Support. Applicants should be able to bring new ideas and improvements to business practices, work well both independently and as part of a team, and show respect to co-workers, customers, vendors, and visitors in the workplace while demonstrating Fastenal's core values of Ambition, Innovation, Integrity, and Teamwork. ABOUT US: Since 1967, Fastenal has grown from a single store to nearly 2,700 locations, each providing tailored local inventory and personal service for our customers. As we've expanded across the world, we've retained a core belief in people and their ability to accomplish remarkable things - if given the opportunity. From this philosophy stems an entrepreneurial culture that challenges every employee to run their own business, create their own success, and advance to become company leaders. As a growth company with a solid financial position, that typically doubles in size every four to five years, we are committed to training, promoting from within, and creating opportunities for our employees. If you have an entrepreneurial spirit and are looking to make your mark as part of an elite growth company, you won't find a better fit than Fastenal.

OVERVIEW: Working as Part-Time Sales Support, you must have a strong interest in sales and enjoy working in a fast-paced challenging environment. This is an entry level position that will provide assistance to our customers from our store located at 1875 York Road Gettysburg, Pennsylvania 17325.

RESPONSIBILITIES: The duties and responsibilities of this position are service-based and will present new and diverse challenges daily. Duties include, but are not limited to: Assisting with sales/customer service; Managing inventory; Placing and fulfilling orders; Receiving and shipping inventory; Performing deliveries with company vehicle.

REQUIRED POSITION QUALIFICATIONS: The following skills and qualifications are required for this position: 18 years of age or over; A valid driver's license and the ability to meet our driving record requirements; Possess or are working towards an Associate's Degree in Business/Marketing OR have equivalent industry experience and knowledge of the local market; A strong aptitude for sales and a desire to sell; Strong computer skills and math aptitude; Ability to lift, slide and lower packages that typically weigh 25-50lbs and may weigh up to 75lbs; Ability to pass the required drug screen (applicable in the US, Puerto Rico, and Guam ONLY). PREFERRED POSITION QUALIFICATIONS: An interest in career advancement.

GETTYSBURG NATIONAL MILITARY PARK
http://www.nps.gov/gett

Visual Information Specialist Assistant – Assist the park's Visual Information Specialist (VIS) with multitudes of video, photography, and social media projects throughout both Gettysburg National Military Park and Eisenhower National Historic Site. Work with the VIS to manage the park's social media platforms (Facebook, Twitter, YouTube) and cover park programs and events in order to convey these to a world-wide audience. Work will take place at the park Visitor Center and throughout the entirety of both parks. Skills: Ability to use Adobe Creative Suite CC, photography and video experience (all equipment is Canon) - familiarity with and proper usage of Facebook, Twitter, and YouTube - ability to work quickly and efficiently and with all divisions at both parks. Schedule: 40 hours per week. Start Date: Summer 2016 (8-12 weeks based on student schedule). Pay: $25.00 per 8 hours worked. Housing: Included.

GRAPHCOM
www.graphcom.com

We will be hiring for graphic designers, website development, and potentially research marketing/statistics interns as well as potentially editorial.
HARPERS FERRY NATIONAL HISTORICAL PARK & MD NCR NPS SITES ..................................................................................

www.nps.gov/hafe

Opportunities at Harpers Ferry National Historical Park are as diverse as the natural and cultural resources of the park. History buffs, amateur naturalists, re-enactors, artists, students, teachers, gardeners, and many others have found a way to share their talents and explore their interests at Harpers Ferry NHP. Read some recent testimonials from folks who have volunteered here. Learn new skills and apply what you already know. Play a vital role in almost all aspects of park operations by: Providing information to visitors from all over the world; Working in one of the best bookshops in the national park system; Designing and conducting programs for school children; Removing non-native plants; Cataloguing artifacts, photos and documents; Participating in archaeology excavations; Building and maintaining hiking trails; Providing support to a number of park volunteer groups; Assisting staff with historic landscape rehabilitation efforts; Creating living history experiences; Help maintain our trails by doing trail work. Help lead volunteers and volunteer crews by training to be a work crew leader. A Great Place to Work: Harpers Ferry is a hidden treasure in the national park system! The park includes a combination of natural and cultural resources unparalleled in the National Park System. Harpers Ferry National Historical Park is located at the confluence of the Potomac and Shenandoah rivers in the states of West Virginia, Maryland, and Virginia. The park consists of approximately 4,000 acres, a dozen museums and exhibits and 20+ miles of hiking trails. The Appalachian National Scenic Trail, Potomac Heritage National Scenic Trail, and the Chesapeake and Ohio National Historical Park intersect here. We offer a variety of Internships and Seasonal, Student Employment opportunities within the disciplines of Visitor Services, Living History, Education Programs for K-12, Volunteer Management, Social Media, Web, Traditional Media, Landscape Maintenance, Grounds & Historic Building Maintenance, Law Enforcement, and more. Some of the primary topics of interest at Harpers Ferry are the revealing connections between history and landscape, the influence of the Industrial Revolution on the human experience, the impact of John Brown’s raid and the Civil War on the community and the nation, and the continuing struggle to achieve the American ideal of freedom and equality. It is truly a park like no other. We offer internships in a wide variety of fields, so if you don’t see an opportunity listed that fits your studies or interests, please ask. We also offer flexible internships that can work with your class schedule during the school year.

IBM GLOBAL BUSINESS SERVICES.............................................................................................................................................

WWW.IBM.COM

IBM is now hiring Entry Level Application Development Specialists for our Rocket Center, West Virginia office (near Cumberland, MD). Relocation, US Citizenship, and the ability to obtain a security clearance are required. The recently launched IBM Client Innovation Center in Rocket Center, WV has immediate opportunities for entry level, forward thinking Application Development Specialists with a passion for growth and innovation. IBM Client Innovation Center: Rocket Center is currently growing its Application Development team. Join our team and utilize leading-edge technology to configure, develop, deliver and support applications for our clients in areas such as Mobile, Big Data, Cloud Computing or Smarter Commerce. You will be able to gain valuable on the job training while building in-demand technical skills. Our clients are some of the world’s leading companies and you will be part of challenging projects to build and support technical solutions for their needs. As an Application Development Specialist you will be expected to take on challenging project work designing, building, testing and supporting technical solutions. Depending upon the project, you could find yourself developing advanced skills in technologies such as Java, J2EE, SAP, C#, .NET and Oracle, among others. Degree in Computer Science, Engineering, Information Systems Decision Sciences, Information Systems, Math, Sciences and other related fields of study, particularly software development or application management and development is required. Ideal candidates will be self-motivated, success driven, and looking to make a difference in the world. • The IBM Client Innovation Center is an in-bound delivery model where we support our clients from our Rocket Center, WV center including a variety of Federal Government clients. No remote opportunities exist. • Candidate must have the ability to work in the United States without a current or future need for visa sponsorship. • Candidate must be able to obtain and maintain required Government Clearance as needed to support assignments. Join a leader. Consult with us.

KEY STAFFING SOLUTIONS, INC .............................................................................................................................................

www.keystaffingsolutions.com

Key Staffing Solutions, Inc., is a professional staffing firm that matches entry-level talent with full-time, career opportunities. We represent large companies, local businesses, professional services firms, start-up companies,
and non-profit organizations in Washington, DC, Maryland, & Virginia. Career opportunities require candidates to have strong GPA’s, past work/internship experience and involvement with campus activities. Since 1996, more than 1650 people have secured jobs through Key Staffing Solutions, Inc. We are recruiting for the following opportunities: BUSINESS DEVELOPMENT ASSOCIATE - A premier global consulting firm in DC is now hiring for the position of Business Development Associate. This ENTRY LEVEL opportunity offers a sales training program designed to provide you with the essential skills and business acumen to become a world-class sales professional. You will strengthen your strategic thinking, business writing, and problem solving skills since you will be engaging senior-level executives, proactively schedule and confirm sales meetings, and participate in cold-calling and sales lead generation campaigns for this role. Competitive compensation and benefits package, PTO, employee stock purchase plan, tuition assistance, etc. Annual incentive trips rewarded to top sales performers! MARKETING COORDINATOR - Are you a Marketing major seeking your first post graduate Marketing opportunity? Our client is a Government contractor listed among the industry's fastest-growing firms, and we are seeking entry level Marketing Coordinators for this expanding company. This is a fantastic opportunity for a college grad looking to break into Marketing. In this role, you will enter the arena of event planning, webcasts, e-marketing, and collateral development. The main responsibilities of the Marketing Coordinator are to: Develop and maintain relationships with clients; Coordinate and conduct informational webcasts; Produce marketing plans; Create and coordinate onsite and online events, communications, advertising, and collateral; Draft press releases; Execute creative marketing projects; Plan and coordinate corporate events. SOFTWARE SALES REPRESENTATIVE - Northern Virginia Government Contractor has teamed with leading software manufacturers to provide state-of-the-art technology products, services, and solutions to government agencies and is currently seeking ENTRY LEVEL Sales Associates. Associates will receive superb one-on-one training from seasoned Team Leads to ensure success. Along with prospecting for new clients, job responsibilities will include proposal writing, maintaining existing customer relationships, and resolving customer problems. This company offers a dynamic work environment for candidates with a strong desire for career growth in the technology industry in an ever-expanding marketplace. CLIENT SERVICES COORDINATOR - Nationally registered investment management firm dedicated to managing money and providing financial advice with individuals, families, and business owners seeks an entry-level college graduate to serve as a liaison between clients and Financial Advisors. You will be communicating with clients both verbally and in writing; assist with scheduling client appointments, prepare marketing materials, mailings and special projects; respond to client investment and finance-related requests, complete investment forms and submit account applications, deposits and payments, money transfer requests, rollovers, beneficiary changes, etc. Training and mentoring, 401K, parking, and career opportunities offered in this team-based office! Visit our booth or contact Holly Metz: Holly_Metz@keystaffingsolutions.com or 240-669-9767

LINCOLN INTERMEDIATE UNIT #12 .................................................................................................................. www.iu12.org Lincoln Intermediate Unit 12 hires special education teachers, substitute teachers, teacher assistants, and more.

LITTLE ANTIETAM CREEK, INC.............................................................................................................................................................. www.LITTLEANTIETAM.ORG Archaeological Intern Archaeological interns will learn all aspects of archaeology; excavating, recording, topographic survey and mapping, remote sensing, artifact processing and analysis, through hands on experience with Archaeologist Scott Parker who has over 25 years of professional experience. Interns will be working on the remains of an early to mid-18th century dwelling and surrounding area. Historic Restoration and Preservation Internship Restoration interns will learn all aspects of historic restoration and preservation through hands on experience with Restoration Craftsman J. Michael Logan who has over 30 years professional experience. Interns will be working on the restoration of a c. 1800 dwelling with earlier elements. Both internships will take place at the Stoner Farm an early 18th through 21st century farm near Waynesboro, PA. The farm was settled by German immigrants Johannes and Catrin Steiner in 1744.

LUTHERAN VOLUNTEER CORPS ............................................................................................................................... www.lutheranvolunteercorps.org
Unite your time and talents with the time and talents of society's marginalized people by serving full-time at a social justice organization in one of 13 U.S. cities for one year. Live in an intentional community of 4-7 Lutheran Volunteer Corps Volunteers and practice simple and sustainable living, while exploring spirituality. LVC Volunteers receive a stipend which covers housing, food, transportation, health insurance, and personal expenses. Volunteers are guaranteed two weeks of paid vacation. Volunteers receive support from a regional Program Manager who assists with concerns and questions regarding their placement and community and coordinates bi-annual regional retreats. LVC is on a Journey to an Inclusive Community, forming and strengthening alliances among people of many cultures and communities, and intentionally dismantling racism within LVC, the church, and society. As a Reconciling in Christ organization, LVC welcomes and encourages the participation of people who self-identify as lesbian, gay, bisexual, transgender, and queer in all aspects of LVC. LVC volunteers come from a wide variety of faith backgrounds, and do not need to be Lutheran. Married and committed partners are welcome to apply. While there is no upper age limit, volunteers need to be at least 21 to participate and have a high school diploma or GED.

Volunteers are also expected to engage the core practice of financial sustainability by participating in LVC fundraising activities through peer-to-peer fundraising and community-building events during their LVC year. Application deadline: April 1, 2016. www.lutheranvolunteercorps.org/volunteer

McAdam ....................................................................................................................................................................................

www.mcadamfa.com

Financial Advisor: Being financially advanced requires a whole new level of thinking and doing. At McAdam, we’ve completely reinvented the concept of financial advice to take you and your future to a whole new level. Unlike most advisors, we go beyond the traditional focus on your personal and financial life. We also consider an additional, more important driver of your financial picture—your profession. Years of research and experience have taught us that your profession — what you do, where you do it and how you do it — has the greatest influence on your finances and future. That’s why we’ve designed it as the core foundation of our proven Advanced Advisory Model TM. Products and Services: As an independent advisory firm associated with Charles Schwab and Pursche Kaplan Sterling (PKS), our clients have access to a wide-range of services, products, and strategies, including: • Wealth Management • Financial Planning • Advanced Tax and Insurance Strategies • Business Owner Services. What a financial advisor does: • Identifies and sets appointments with potential clients • Meets with clients to assess their financial needs • Develops a customized financial plan to address each client’s outlined goals • Maintains strong relationships with clients, helping them to track their progress over time • Provides ongoing consultation and support. Additional Requirements of the role: • Bachelor’s degree in business or industry related field (Marketing, Finance, Accounting, etc.) • Demonstrated successful track record with a proven ability to accomplish goals; prior sales experience a plus! • Ability to obtain licenses • U.S. Citizen or Permanent Resident. Please visit our website at www.mcadamfa.com.

Mountbatten Institute ........................................................................................................................................................................

www.mountbatten.org

The Mountbatten Institute provides international business internships integrated with academic study for university graduates in one of the world's leading financial centers, London. Internship opportunities are offered with multinational companies in a variety of fields including Finance, Business Operations, Accounting, Human Resources, and Marketing. Alongside the practical training and professional experience acquired through the internship, program participants simultaneously pursue graduate studies in Entrepreneurial Leadership or International Business Practice, allowing them to examine theories in the context of real-life scenarios. Our 12-month programs afford graduates the opportunity to invest in their future and achieve competitive advantage in the global marketplace as they develop their knowledge of international business, diversify their skill set, learn to communicate and collaborate across cultures, build their professional network, and make life-long friends.

New Day, USA ....................................................................................................................................................................................

www.newdayusa.com

NewDay USA Internships offer an extraordinary experience to learn about the mortgage banking industry and identify the career you aspire toward. Interns at NewDay USA are given real responsibility and hands-on experience across a full variety of fields. NewDay USA is a dynamic, entrepreneurial and fast-paced environment.
that is also high-energy and fun. If you are seeking not just a job, but the foundation for a solid career path, NewDay USA’s internship program offers just that. All of our internships are paid positions! Internship opportunities at NewDay USA include: - Mortgage Banking - Capital Markets - Analytics - Credit Analyst - Information Technology & Software Development - Accounting - Human Resources and Recruiting - Customer Service - Social Media Full Time positions: Credit Analyst NewDay USA offers a dedicated Credit Analyst career track. The Credit Analyst plays an important role in providing consistent, accurate, and quality loan decisions in accordance with NewDay USA and secondary market investor standards. Our Credit Analysts are responsible for evaluating mortgage securities and collateral in order to minimize risk or loss. If you are detail-oriented and are highly self-motivated, organized and passionate about growing a business in a fast-paced team environment, you could be an excellent Credit Analyst. Account Executive NewDay USA is looking for extraordinary team members to help change the lives of America’s veterans and to be a part of one of the fastest growing companies in Maryland. Our team is comprised of some of the most diverse, talented and energetic people anywhere in the financial services industry. They are also driven to excel by the exceptional opportunities for growth and advancement that are unique to NewDay USA.

**NORTHWESTERN MUTUAL** ............................................................................................................................

[www.nm.com](http://www.nm.com)

Northwestern Mutual - Eastern Pennsylvania offers a personalized approach to uncovering financial solutions tailored to each client's individual needs. Financial Representatives with Northwestern Mutual provide expert guidance and innovative solutions for individuals and businesses in the areas of retirement planning, insurance, and investment services, estate planning, business planning, education funding, and employee benefits. They strive to understand their clients' goals and visions in order to uncover financial solutions that put them on a path to success. These representatives are in business for themselves, but they are not alone. Supported by our network of specialists, training program and mentoring opportunities, they have access to the resources, products and assistance they need to help their clients and build their practices. Opportunity: Do you have what it takes to leverage the maximum potential of this career with the right mix of skills, ambition, and timing? If you're a top-notch performer, value independence, want to be financially rewarded for your success, and have the desire to positively impact people's lives every day, consider a career as a Northwestern Mutual - Eastern Pennsylvania Financial Representative with one of our 350 offices nationwide.

**PA LIONS BEACON LODGE CAMP** ...................................................................................................................

[www.beaconlodge.com](http://www.beaconlodge.com)

The Pennsylvania Lions Beacon Lodge Camp is now hiring Summer Camp Counselors for the 2016 camping season. Join our staff in teaching children and adults with special needs the joys of fishing, canoeing, kayaking, music & drama, archery, rock climbing, zip-line, mini-golf spelunking, arts & crafts, swimming, and much more! *Pre-camp training begins May 26th. Camp opens June 4th and ends August 14th. *Spend your summer outdoors. Salary + room & board. *Earn community service hours. Internships Available. *Build your resume. For more information: Call 814-542-2511, Email: blcood@verizon.net , Web: [www.beaconlodge.com](http://www.beaconlodge.com)

**PA STATE CIVIL SERVICE COMMISSION** ............................................................................................................

[www.scsc.pa.gov](http://www.scsc.pa.gov)

Commonwealth Public Service Intern (CPSI) - The CPSI is a flexible path from college internships to rewarding careers in public service. Students who successfully complete a six month internship and graduate with a bachelor’s degree will be hired into a full-time position - guaranteed!

**PA STATE POLICE** ............................................................................................................................................

[www.patrooper.com](http://www.patrooper.com)

The Pennsylvania State Police is a full service agency. Duties include uniform patrol, crash investigation, criminal investigation, and response to incidents. PA State Troopers provide primary police coverage in over 1,200
municipalities on a permanent basis, accounting for over 60% of the Commonwealth’s municipalities. Troopers also patrol all interstate and state highways. Troopers patrol 85% of the Commonwealth's land area and 66% of the Commonwealth's highways. In addition to providing patrol services and criminal investigation, the PSP provides a variety of support and technical services with over 100 different career fields. These services are provided not only to areas of primary PSP patrol coverage, but PSP also supports municipal law enforcement agencies through specially trained members and civilians, including Special Emergency Response Teams, Forensics Services Units, Mounted Units, Criminal Profilers, Major Case Teams, Fugitive Units, Organized Crime, Aviation Units, Motorcycle Patrol Units, Hazardous Devices and Explosives Units, just to name a few.

PROGRESSIVE BUSINESS PUBLICATIONS (PBP)..........................................................................................................................www.ppb.com

PAID SUMMER EDITORIAL INTERNSHIP ----- Motivated students entering their senior year or those who will soon be completing their 4-year degree should apply. We seek candidates who are interested in a career in writing and desire a unique opportunity for a full-time, top-quality paid summer internship. Our select interns get involved in many key aspects of our business – they are empowered and doing, not just observing. You’ll work side-by-side with editorial professionals whose work impacts multiple PBP business divisions. You’ll identify cutting-edge information needs for different executive audiences as you learn the skills to thrive in a high-performance, results-driven company. • Solid command of the English language. • Good writing skills, with a desire to learn more. • Strong telephone skills. • Ability to interview a variety of people and derive information from them. • Interpersonal skills with the ability to learn to communicate with and relate to all levels within and outside the organization. • Good market research skills. • Strong computer skills, aptitude and interests including MS-Office; Word, Excel & PowerPoint. Knowledge of WordPress preferred. • Good work ethic. • Focus and enthusiasm, with a strong desire to succeed. • Strong academic record.

PAID SUMMER MARKETING INTERNSHIP ---- This full time, top-quality, paid internship offers you the opportunity to be empowered and doing, not just observing. You’ll work side-by-side with marketing professionals and product managers whose work impacts multiple business divisions daily. As you develop the skills to thrive in a high-performance, results driven organization you’ll identify cutting-edge information needs for current and future products. We want you if you have a desire to develop the following skills: • Market research for current product position and new product development • All facets of email and web marketing from concept to completion • Copywriting for current email and web marketing programs • Data analysis, interpretation, testing and presentation to drive results • Project management. You should apply if you are: • A motivated student entering your senior year, or will just be completing your 4-year degree • Interested in building a career in marketing • Looking for a unique, diverse internship that involves you many key aspects of our business. Key Skills and Requirements: • Strong analytical, critical thinking, and writing skills • Strong technology related skills, aptitude, and interest – solid MS Office skills are vital • Interest in e-commerce, email and web marketing and the related analytics including Google Analytics. Prior experience preferred. • Ability to communicate professionally with clarity, and relate to all levels both within and outside the organization • Excellent work ethic • Focus, enthusiasm, and a strong desire to succeed • Motivated, self-starter, who can prioritize and multi-task • Experience in marketing, at the internship or academic level • Solid academic record.

WEBINAR MARKETER / MARKETING COORDINATOR ----- We are seeking sharp, highly organized candidates for our Webinar Marketer position. We present over 40 paid webinars and related professional training events per month, with paid attendance per webinar ranging from 30 professionals to several hundred. Our Webinar Marketers are each assigned to several specific professional training areas (e.g., Human Resources, Finance, Marketing, Health Care, etc.). For each area assigned, the Webinar Marketer is responsible for conducting market research on customer needs, selecting training topics that satisfy those needs, recruiting top notch speakers to present the topic and designing the email marketing copy / email solicitation. The event marketing consists of a series of emails to our large and growing customer database. Once the email series begins, the Webinar Marketer analyzes the audience email response levels, adjusts the marketing accordingly and works with the speaker to carry out the webinar. Full, in-depth training is provided for this position. • Perform market research to identify customer needs • Translate customer needs into webinar topics and training programs • Recruit and network with high-level webinar presenters and instructors • Write compelling email marketing copy that generates customer sign ups • Manage timelines and work with speaker to execute webinar programs.

ASSISTANT EDITOR ----- We hire the best and brightest recent college graduates in liberal arts or who have a year or two of experience as reporters and writers. They are only hired if we believe they have the potential to become an Editor in Chief. They typically begin writing for two publications. Our goal is to give them exposure to
different fields and see what they like and what they're good at. Eventually, they'll specialize in one field. As a rule, it takes at least a year to learn our business. A successful Assistant Editor who desires upward mobility can earn an accelerated career path to Editor in Chief. What does it take to succeed? 1. Superior reporting and writing skills. Many of our best editors have come from community newspapers. Others have done trade reporting. Our senior editors have come from top newspaper, wire service, magazine, and broadcast companies. These include UPI, USA Today, The Philadelphia Inquirer, The Legal Intelligencer, sports magazines, all-news radio stations and others. 2. Willingness to gain deep knowledge of a specific field. Almost all of our writers did not have such knowledge when they came to PBP. They did, however, come with a strong desire to learn. 3. Willingness to take on the unique challenges of the newsletter industry. Again, most of our people didn't know the newsletter business when they arrived. We stress to candidates repeatedly during the interview process that newsletters are unlike anything they've done before, that specialized publishing requires a new way of thinking, and that it's very challenging. What kind of people fit in at PBP? 1. They're bright. 2. They have strong values. 3. They're eager to try something new and different. 4. They're eager to work in a high-performance, non-political environment. 5. They're committed to continuous learning. 6. They're team players who thrive in a collegial environment. 7. They like accountability.

PUB MARKETER / MARKETING SPECIALIST ----- Our Marketing professionals are involved in all aspects of our many divisions including: e-mail marketing, website planning and marketing, product launches, marketing strategy development, and campaign deployment, testing and analysis. Key Responsibilities: • Launch and manage multiple campaigns to drive revenue across our many divisions • Measure and analyze campaign and product performance and use to data to make recommendations and drive revenue • Write direct response copy for emails and websites • Conduct market research to uncover actionable intelligence • Partner with a team of world-class Marketing, Sales and Editorial professionals. The Ideal Candidate: • Bachelor's degree • At least 1 year web and direct marketing experience • Strong analytical, creative and critical thinking skills • High-capacity, self-starter who thrives in a meritocracy • Has a competitive drive to get things done • Desires to work on a variety of projects • Ability to rapidly develop competent knowledge on diverse topics • Experience in Word, Excel, email and the internet to perform daily job • Ability to manage your time and prioritize your workload • Excellent work ethic and desire to achieve • Excellent written and verbal communication skills • Polished interpersonal skills: willing and able to communicate with all levels within the company (CFO, IT Director, Division Leader, Editor, etc.) and with customers

IT INTERN ----- Our interns begin in a Tech Support role with the opportunity to advance into software and web development based on skill sets and proven success. Learn hands-on from smart, creative developers. Get practical work experience to gain competitive skills. Get your foot in the door for a potential permanent status job offer. Competitive pay rate, pleasant working environment, some schedule flexibility. Responsibilities • Provide technical support, assistance, and customer service to internal employees as needed. ● Work with senior engineers on e-commerce development projects. ● Produce high quality results while working within tight deadlines.

PEACE CORPS ............................................................................................................................................
www.peacecorps.gov
(No job description.)

PELLA CORPORATION ..................................................................................................................................
https://www.pella.com/careers
Be part of a winning team that emphasizes professional growth and development. A window of opportunity is open for individuals seeking meaningful careers with a strong, people-focused company headquartered in the nation's heartland: Pella, Iowa! Pella Corporation is looking for a talented Production Supervisor for our Operations in Gettysburg, PA. At Pella, we're all about building great windows and doors, strong customer relationships, and the rewarding career you've always wanted. Pella Corporation is proud to be a privately held, professionally managed company. Our team members are able to grow from cross-functional experiences, an abundance of development opportunities apply themselves in individual contributor roles or lead areas of the organization. We know you will find the right opportunity with Pella! SUMMARY: Coordinates all manufacturing activities in assigned department(s) to produce high quality parts and assembly for all Pella Window and Door products while satisfying the customer at the lowest possible cost. ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Other duties may be assigned. Responsible for the identification, development, and implementation of programs, policies, and
PROCEDURES which support total customer satisfaction, both internally and externally, where applicable in relation to this position. Responsible for the safety of his/her personnel. The Department Supervisor ensures that all employees understand and abide by required safety rules and regulations. To accomplish this, the Department Supervisor will conduct regularly scheduled safety trainings, communicate plant safety objectives, drive improvements in job rotation and ergonomics and perform accurate documentation of safety related issues. Also encourages employees to suggest ways to make the area or operation safer. Enforces all safety and housekeeping rules and uses disciplinary action as needed. Responsible for maintaining the high Pella quality standards. To accomplish this objective, continually educates all employees concerning the quality of our products by instructing them on the proper use of their equipment, explaining to them the quality guidelines for their operation and how their operation fits into the final production of the unit. Informs employees of problems found in audits and/or inspections. Thoroughly investigates quality issues to identify root cause and drives improvement efforts accordingly. Additionally, conducts a proper follow-up on all customer complaints and instructs employees on proper repairs, scrap and salvage. Responsible for improving labor efficiency and delivery within assigned Department(s) by utilizing the tools outlined in the Performance Management Cycle. The Department Supervisor sets goals, documents standards, identifies abnormalities, and collects data as needed. Additionally, leads daily efforts to address abnormalities by presenting information to the plant resource team (MDI). He/She informs employees of actions taken to address issues and encourages others to seek out ways to improve their operation. The Department Supervisor communicates daily production requirements and makes appropriate changes to schedule and staffing to meet the varying production rates. He/She is also responsible for maintaining a high level of order completions on the schedule. Accomplishes this by keeping up to date on all delinquent orders and other aspects of scheduling. Takes necessary steps to assure that the area has the necessary material to adequately reach quotas, takes necessary steps to assure there is enough workable equipment to meet quotas, and additionally uses preventative maintenance to help prevent machine shutdown. Supports and participates in Continuous Improvement events in relation to both cost and quality/safety. Responsible for two-way communication with management and service functions. Responsible for lateral communication with other managers. Responsible for maintaining a high level of employee morale within the department. To accomplish this, properly orients all new employees and follows up on that orientation. Encourages all employees to read their handbooks and bulletin boards, keeps employees informed about changes in Corporation policy, and encourages a one-to-one relationship with everyone. Encourages a team effort attitude and utilizes discipline as needed to maintain a respectful work environment. Demonstrates servant leadership through daily interaction and follow-up with all team members. Actively pursues self development activities to improve technical, physical, mental and mechanical skills. SUPERVISORY RESPONSIBILITIES: Directly supervises 30-35 employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, training and certifying employees, planning, assigning, and directing work; evaluating performance; rewarding and disciplining employees; addressing complaints and resolving problems. EDUCATION and/or EXPERIENCE: Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. COMPUTER SKILLS Word, Excel and Power Point. CERTIFICATES, LICENSES, REGISTRATIONS: None required. PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision, color vision, and ability to adjust focus. WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually loud.
PRIMERICA FINANCIAL SERVICES
www.primerica.com
OPPORTUNITY IN FINANCIAL SERVICES. We are: One of the largest marketers of financial products in North America, looking for people who want to succeed. We offer: An excellent educational system to teach you our business, a comprehensive support network, and competitive products that are highly desirable to most consumers. Candidates should: Desire an excellent income potential, be committed to working hard, and possess a strong desire to succeed. Forbes Top 50 for most trustworthy companies.

SECURITAS SECURITY SERVICES
www.securitasjobs.com
Job Description: Observes and reports activities and incidents at an assigned client site, providing for the security and safety of client property and personnel. Makes periodic patrols to check for irregularities and to inspect protection devices and fire control equipment. Preserves order and may act to enforce regulations and directives for the site pertaining to personnel, visitors, and premises. Controls access to client site or facility through the admittance process. Patrols assigned site on foot or in vehicle; checks for unsafe conditions, hazards, unlocked doors, security violations, blocked entrances and exits, mechanical problems, and unauthorized persons. Protects evidence or scene of incident in the event of accidents, emergencies, or security investigations. Responds to incidents of fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, and other incidents. Prepares logs and reports as required. Requirements: With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling. Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds. Must be able to meet and continue to meet any applicable state, county, and municipal licensing requirements for Security Officers.

SELECT MEDICAL
www.selectmedical.com
Select Medical is one of the nation's largest providers of specialized care. Select Medical’s more than 40,000 employees operate or support more than 100 hospitals specializing in long-term acute care, 17 inpatient rehabilitation hospitals, and nearly 1,500 outpatient centers offering physical and occupational therapy and/or occupational medicine. It also offers physical therapy and/or athletic training to approximately 300 high schools, colleges, and professional sports teams. In addition, it also provides medical rehabilitation services on a contracted basis to more than 400 nursing homes, hospitals, assisted living and senior care centers, schools and work sites. Select Medical and its parent company, Select Medical Holdings Corporation (NYSE: SEM), are based in Mechanicsburg, Pennsylvania. For more information, visit selectmedical.com or youtube.com/SelectMedicalTV. Select Medical is pleased to offer the 2016 Summer Internship Program at our corporate office located in Mechanicsburg, Pennsylvania. This 12-week paid internship is designed for college juniors or seniors who wish to study and experience the operations of a health care company with multiple subsidiaries throughout the U.S. We are searching for highly motivated, energetic, mature individuals to assist in project work beginning Monday, May 16, 2016, and extending for twelve weeks with completion on Friday, August 5, 2016.

SOURCE4TEACHERS
www.source4teachers.com
Substitute Teacher School Districts Description of a Substitute Teacher: The Source4Teachers substitute teacher is a professional educator who is responsible for operating a safe, orderly, and positive classroom environment while the regular teacher is absent. The substitute teacher must effectively manage the classroom and provide instruction for students, strictly following the regular teacher's lesson plans and adhering to all district and school policies and
procedures. Responsibilities of a Substitute Teacher: provide meaningful instruction to students in assigned classrooms while regular teacher is absent, review and implement regular teacher’s routines, procedures, lesson plans, curriculum objectives, classroom management, and instructional strategies, establish and maintain a safe and orderly classroom environment; take all reasonable precautions to protect students, facilities, and materials, communicate clearly and effectively to students, faculty, and staff, report all student injuries, accidents, illnesses, and serious discipline problems to school administration as soon as possible, demonstrate cooperation and flexibility in performing other related duties as assigned by school administration and Source4Teachers. Benefits of Working with Source4Teachers as a Substitute Teacher: • Work as little or as often as you like • Choose the schools, grade levels, and subjects you wish to teach • Broaden your possibilities with a chance to be hired full time • Advance your skills with interactive training classes. Minimum Requirements of a Substitute Teacher: • Bachelor’s Degree or valid Pennsylvania Teaching Certificate • Pennsylvania State Criminal History Clearance (Act 34) • Child Abuse Clearance (Act 151) • Federal Criminal History Clearance (Act 24) • Tuberculosis test reflecting negative results • Pennsylvania Department of Education Form 6004: Arrest/Conviction Report and Certification. Why Work for Source4Teachers? Source4Teachers was established in 2000 with the vision of enhancing the educational experience for students by staffing talented substitute teachers, substitute paraprofessionals, and substitute support staff in school districts. As a Source4Teachers substitute, you will have the flexibility to choose when and where you want to work - we offer a variety of positions to match your availability and interests. Whether you’re looking to substitute once a week or every day throughout the school year, we will meet your needs and provide you with the training and guidance you need to succeed. Plus, we encourage our client districts to hire from within our employee roster! Source4Teachers is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

SOUTHERN TEACHERS AGENCY ......................................................................................................................

www.SouthernTeachers.com

Multiple teaching opportunities throughout the South! STA lists over 3000 jobs each year for school leaders, administrators, teachers, and coaches at nearly 600 independent/private schools throughout the South and Mid-Atlantic region. If you enjoy working with young people and sharing your love of learning – in math, literature, science, history, engineering, world languages, technology, international studies, technology, and more – STA can help you find the right job at the right school. STA serves schools of all kinds—day, boarding, single-sex, coed, rural, urban, nonsectarian, and faith-based. All of them seek talented teachers and coaches who care about kids. STA’s support for teachers, coaches, and administrators is personal, proven, and free! Now is the time to become an STA candidate so you can be considered for openings at some of the nation’s most outstanding schools.

STHREE SPECIALIST STAFFING GROUP ..............................................................................................................

www.sthreecareers.com

The role: We are currently looking for an Associate Recruiter to join our teams in Boston, NYC, Chicago, San Francisco, San Diego, Raleigh, and Houston. Your responsibilities in the role of Associate Recruiter will include the following: - Uncovering new business - Continuing to build our current database of qualified candidates - Uncovering client leads - Meeting with clients - Sourcing and screening candidates - Managing the full interview process and then negotiating salary. You will have autonomy over the whole recruitment process and join a growing and close knit team that has a work hard and play hard mentality. If you have a competitive mind set and are achievement motivated, you will fit right in! Qualifications: In order to be considered for this role you must have: - Bachelor degree, all majors considered - Strong verbal communication skills - Ability to work individually and in groups - Clearly demonstrate ambition - Competitive nature - The ability to create relationships easily - A passion for challenge. Training: We have an award winning training program in Europe and have just revamped it to make it better here in the US! Training is a combination of classroom training sessions with your peers in the business, one on one training with your manager, e-learning, and on the job training. We have very specific development programs designed to help our consultants from entry to manager level. In return, we can offer a competitive base salary as well as an uncapped commission plan. With the base and commission combination, typical first year earnings range from 60k-80k and second year is 80k+ with the potential to earn 100k+
Community Living Manager - Master's Degree Program at McDaniel College. In 1983, the year of its founding, Target Community & Educational Services, Inc. (Target) started a unique and innovative partnership with McDaniel College to provide a Master's Degree Program in Human Services Management. This program, designed to train individuals for leadership positions in community-based human services programs, has become the core of Target's Community Living Program. Individuals hired by Target to serve as Community Living Managers (CLMs) must complete the two-year, 33 credit-hour master's program while they work as live-in house managers in one of Target's homes or in the apartment program. Graduate students in this program receive a 75% tuition scholarship, an annual stipend, free room and board, and health care benefits. Each graduate student works an average of 40 hours per week in his/her Target home, shares responsibilities with a second McDaniel graduate student, and has community living assistants working with them to help support the clients with disabilities who live in the home. Candidates must have a bachelor's degree with an undergraduate GPA of 2.7 or above and must hold a valid driver's license with less than three points. This partnership between Target and McDaniel College has many benefits, but two are paramount. First, the graduate student CLMs working in one of Target's homes or in the apartment program gain both an academic degree and practical experience that will prepare them to assume roles as leaders in human services organizations around the country. Second, Target's residential clients benefit from having motivated and highly-educated house managers who will remain in their homes or apartments during their two-year academic program.

TEAMeffort ...........................................................................................................................................

www.teameffort.org

TEAMeffort Missions is an interdenominational Christian Mission organization that offers paid summer positions to students ready to put their faith into action. Our available positions include: Summer Staff, Camp Directors, Assistant Directors, and Worship Leaders who facilitate mission trips during the week for middle and high school aged youth groups that attend. We have 25 locations and lead groups in work sites, chapel services, relational missions, as well as take care of the logistics of camp such as cleaning or meals. This is a 10 week long commitment beginning at the end of May through the beginning of August and is a paid position. No experience necessary, must be 18 by May 21st or have completed first year of college.

THE ADVISORY BOARD COMPANY ..................................................................................................................

https://www.advisory.com/

We aren’t just a global research, technology, and consulting firm. We’re an extraordinary place to work. We recognize innovation and foster a collaborative environment that challenges and rewards. We make time to give back to the community and to have fun. Plus, our work makes a direct impact on industries that matter to everyone – health care and higher education.

THE OUTDOOR EDUCATION CENTER OF FOR LOVE OF CHILDREN .............................................................................

www.flocoutdoors.org

Summer Program/Camp Counselor: Are you interested in teaching, discovering, guiding, and exploring the outdoors? If so, come work with the staff at the Outdoor Education Center (OEC) of For Love of Children for a summer of outdoor adventure! The OEC is located on 350 acres, just off the Appalachian Trail, and is a part of a 1400 acre conservation easement all nestled in the Blue Ridge Mountains of WV. We are seeking qualified individuals to teach outdoor and environmental education to mostly youth. Our staff of Summer Program/Camp Counselors will have the opportunity to facilitate low and high ropes courses, lead outdoor adventure activities such as camping and canoeing, and create and/or implement environmental education curriculum. As a part of our summer staff, you'll be serving and mentoring all of our program participants but especially our FLOC camp youth who come for free from DC and Jefferson County WV. We also offer paid staff training for 2 weeks starting around the end of May.

THRIVENT FINANCIAL ..................................................................................................................................

www.whythrivent.com
Why just work when you can Work with Purpose®? At Thrivent Financial, working with purpose is about finding meaning in the work you do as you help our members be wise with money and live generously. It’s about making an impact and giving back to your community. In essence, working with purpose means engaging in challenging, fulfilling work in an environment where long-term relationships matter and commitment keeps them strong.

UNITED STATES BEVERAGE ..........................................................................................................................................................................................

www.unitedstatesbeverage.com

2016 Sales Internship Program Company Overview: United States Beverage (USB) is a premium imported/craft beer sales and marketing company located in Stamford, Connecticut. USB provides a national distribution network for a portfolio of premium brands including: The Grupo Damm portfolio of brands from Barcelona, Spain: Estrella Damm Lager, INEDIT, and Daura (Best Imported Gluten Free Lager); Moosehead Canadian Lager (Canada’s Oldest Independent Brewery – still Family owned), Murphy’s Imported Irish Stout and Red Ale, imported from Ireland; Czechvar original Czech Lager and Czechvar Dark, imported from the Czech Republic; Tiger Beer, Southeast Asia’s best Lager, imported from Singapore and Tona Cerveza from Nicaragua. USB focuses its resources toward building brands throughout the United States for long term growth and profitability by employing the best and the brightest managers and partnering with brand owners who share like aspirations and values. Profitability and growth with a focus on excellence in the super premium beer business are the dominant drivers of US Beverage. Program Objective: Provide intern with a 360 degree vision of the inner workings of a small to mid-size, independent company. This includes time spent within the Marketing, Finance, Customer Service, and Sales Departments. Intern’s primary role will be assisting the USB Sales Teams within a geographical market in selling brands from the USB portfolio. Direct reporting on a daily basis to area Sales Manager and Northeast Assistant Sales Director (Kris Sjolander). Daily activities include: 1. Merchandising on and off-premise accounts 2. Sales calls within on and off-premise accounts 3. Draft beer quality control (Estrella Damm, Murphy’s and Czechvar specific) 4. Management of on premise promotions with local USB Manager/Distributor 5. Support at local beer festivals/events where USB brands are featured 6. Day to day account maintenance (as directed by Sales Manager).

URBAN TEACHER CENTER ..................................................................................................................................................................................

http://www.urbanteachercenter.org

Urban Teachers is transforming the way people are prepared for a career in teaching. Through hands-on training, coaching and peer supports, we give teachers the skills they need to improve outcomes for students in high-needs communities. By doing so, our teachers are changing the lives of the students, families, and communities they serve as well their own. Urban Teachers is now taking applications for our Baltimore, Dallas, and Washington, DC Corps for the 2016-17 school year, with placement in mid- to late June 2016. Our recruitment process is selective. While there is no restriction on undergraduate or graduate major, we look for applicants who have exhibited academic excellence by maintaining a 3.0 GPA or higher, who gravitate to big challenges and have experience working with children. Urban Teachers participants are part of an unprecedented commitment to student performance: Only those who demonstrate effective teaching practice and improve student learning receive two certifications and complete the full four-year program. Urban Teachers participants are among the most expert and result-oriented in the nation because: Urban Teachers provides the best teaching preparation available. During the first year of the 4-year program, before you start teaching on your own, you’ll spend 1,500 hours working with students in urban classrooms. You will also complete graduate coursework that is clinically based, allowing for immediate practice of learned skills in the classroom and equipping you with a toolbox of proven strategies for working with all students. Our four (4) years of mentoring and support tailored to your needs—from coaches and peers—is available longer than any other preparation program. And, because Urban Teachers prepares you for the job from day 1, you’ll be able to quickly grow into an effective teacher leader, providing support and guidance to your colleagues in your school and city. In addition to extensive classroom experience during the residency, Urban Teachers participants earn a master’s degree with a dual focus in general and special education that is directly relevant to the urban teacher. Urban Teachers also provides three (3) years of one-on-one coaching. During the first year, participants receive a stipend from Urban Teachers. Starting your second year, you are the teacher of record and participants begin to receive full teacher’s pay. (Teacher salaries in Baltimore and DC are some of the highest in the nation. Both cities allow an effective teacher to earn six figures.) As part of an Urban Teachers cohort in every school, you’re never alone. Being with other Urban Teachers participants provides an immediate network—in your school and in the thriving—Baltimore, Dallas, or Washington, DC. Urban Teachers educators are trusted by and form partnerships with their colleagues across schools. Teachers are respected community and civic...
leaders. Whether you’re doing home visits or running into your student’s families at the market, you’ll be having an impact on improving the neighborhood and community you’re living in. Urban Teachers is an Employer of National Service. Our next application deadline is February 1st, March 28th, and May 2nd, and spaces are filling fast! For more information or to start an application, visit us on the web at www.urbanteachers.org. See what others are saying about Urban Teachers at @Urban_Teachers and follow us on Facebook at facebook/UrbanTeachers.

WAY STATION, INC

www.waystation.applicantpro.com

If you are looking for a rewarding career, you'll find it with us! Way Station is a not-for-profit organization dedicated to providing compassionate and quality behavioral health care, housing, and employment services to adults with mental illness, developmental disabilities, and substance addictions; children and adolescents with emotional and behavioral challenges; and veterans with service needs. Way Station is hiring dedicated support staff - social work, human services, psychology, nursing, sociology - we welcome all helping field students: * Direct-service staff assist with activities of daily living, accessing the community, recreational activities, personal care, medical appointments, household or day program activities, etc. * Part-time and full-time opportunities; flexible schedules. * Requires personal vehicle, full driver's license, clean driving record, and must be able to pass federal & state background checks. View details for all of our opportunities at waystation.applicantpro.com.

WHITAKER CENTER

Accounting Department: Discover the financial requirements of a non-profit arts and science organization and gain an understanding of the financial operations of a small business. Assist the department in its general ledger activities and accounts payable/receivable. Communications Intern: Supports the Marketing Department by effectively and efficiently promoting Whitaker Center to the public and media. Emphasis will be based on strengthening media relations with local and extended media outlets executed through various daily and long-term assignments: tracking weekly media coverage; assisting with media previews, coordinating of film/exhibit premiere days; general proof reading; assisting with draft and distribution of press releases; supporting promotion initiatives through research; clerical and messenger duties as needed. Design Intern: Supports the Marketing Department in designing collateral, ads, and signage. Emphasis will be based on designing professional materials that will clearly explain, enhance and promote the image of Whitaker Center. The position will allow interns the opportunity to assist with projects from start to finish, as well as join long-term projects. Development Department: Membership and donor support requiring good computer and customer service skills. Administrative office and special events support. Data entry, tracking donors and fundraising prospects as needed. Education Department: The Education Department at Whitaker Center offers internships in the following areas: Education Intern, and Educational Program Development. Both programs offer an inside look at developing educational programs within a non-traditional learning environment. Exhibits Intern: Interns will assist in the daily department business and in the maintenance of exhibits and lighting in Harsco Science Center. Human Resources Department: Interns will conduct employee search activity, develop position descriptions, assist with and perform new hire orientations, prepare benefit packages and assist with daily Human Resources administrative duties. Office Management: Gain knowledge of a non-profit arts and science organization and gain an understanding of what it takes to help manage the office operations of Whitaker Center for Science and the Arts. Main duties include assisting the Benefits and Office Coordinator at the receptionist desk as well as help with other various office projects. Public Programs Intern: Interns have the opportunity to assist in the development and implementation of educational materials to be included in Big Science Theatre and WOW (Whitaker On Wheels) Programs. Theater Tech Intern: Assist in changing over the stage of Sunoco Performance Theater, help implement both lighting and sound designs for events and assists in routine theater maintenance and administrative support. Visual Arts Intern: Assist in execution and maintenance of temporary and permanent exhibits related to Whitaker Center for Science and the Arts visual arts program and Harsco Science Center. Volunteer Management Intern: Coordinate day to day activities and records of volunteer program. Assist in recognition program development as well as developing and implementing new recruitment techniques to fill open volunteer positions. See more at: http://www.whitakercenter.org/internship-opportunities#sthash.cLq8r6Nw.dpuf

WORKXPRESS
Have you always wanted to work at a Silicon Valley startup, but don't want to leave Central Pennsylvania to do it? WorkXpress is at the cutting edge of cloud computing and Platform as a Service, and is seeking world class employees to continue our track record of greater than 100% year over year growth. WorkXpress® is currently seeking a Cloud Software Application Developer, to work in our Harrisburg, PA headquarters. The Cloud Software Application Developer will join a team committed to revolutionizing the software method. The successful candidate will build sophisticated custom software applications using our WorkXpress platform. No coding experience is necessary. Responsibilities: • Work as part of our professional services team to develop innovative software solutions based on client requirements • Learn cloud based development. We will teach you to use our cutting edge 5GL platform • Participate in application requirements and design review meetings within the team • Develop applications using our 5GL cloud based tools • Participate in testing workflows and review recorded findings. Work to resolve defects • Attend project status meetings as required Minimum Requirements: • Bachelor’s Degree in Computer Science or Mathematics • Ability to read, write, and speak English fluently • Self motivated attitude towards work and meeting deadlines • Ability to follow project assignments and timelines • Bachelor’s Degree in an IT field or 4 years of application development experience • Relational Data Modeling (MS Access, SQL experience) • Interface/UI design and user experience (HTML, JavaScript, jQuery, CSS) • Background in procedural or declarative logic (PHP, Java, C#, .NET) Preferred Requirements: • Bachelor’s Degree in an IT field or 4 years of application development experience • Competitive Salary • Performance based bonus program • Company UAR (Stock Options) Plan • Medical/ Dental Insurance • Paid Time Off • Company Paid Holidays Job Benefits: • Competitive Salary • Performance based bonus program • Company UAR (Stock Options) Plan • Medical/ Dental Insurance • Paid Time Off • Company Paid Holidays Our award winning organization is using innovation and technology to secure a global client base, and we need high caliber team members willing to work hard, to innovate and to grow with us. We believe passion, commitment and integrity are the most essential values you can bring to our table. WorkXpress is the perfect environment for an ambitious, independent professional who can function effectively as a valued team member and who wants to be a key component of driving growth. The successful candidate will join our development team and will work with a project manager and senior developer to produce high quality, sophisticated applications using the WorkXpress platform. This candidate will be learning methods to produce valuable business applications up to 9x faster than using traditional development methods, and no previous coding experience is required. WorkXpress® is the ONLY Platform as a Service (PaaS) with a completely end-to-end visual systems administration and software development environment. This makes WorkXpress® the fastest rapid application development (RAD) PaaS on the market. For more information, visit: www.WorkXpress.com. WorkXpress is a cloud computing pioneer. We are poised and ready to meet Gartner's recent prediction that: