CURRENT JOBS IN LIBERAL ARTS
The National Employment Bulletin for the Liberal Arts Professions
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Copyright 2015 © by Foster Opportunities, Inc., all rights reserved. CURRENT JOBS IN LIBERAL ARTS is a listing of entry-level job vacancies focused on a wide variety of liberal arts and humanities disciplines and jobs requiring a broad skill base. It is published the first and third Fridays of each month and distributed via email, or access it online to discover new job postings daily. Subscription rate is $8.00 monthly or $85.00 for one year.

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East/Northeast

YOUTH COUNSELOR. Vermont Permanency Initiative, Newbury, VT. Plan, implement & assess programming for resident students; supervise students at all times; document treatment; act as a mentor. Req AA/AS in psychology, sociology, criminal justice, education, or related area; student-centered leadership experience (camp counselor, coaching, mentor, etc.); exp with at-risk populations; 21+ yrs old; assertive comm skills. http://www.indeed.com/viewjob?jk=8ac66872d847081f6

SCIENCE RESEARCH COMPETITIVENESS INTERNSHIP. American Association for the Advancement of Science, Washington, DC. Summer 2015. Research, write, and edit a report summarizing the state-of-the-art of scientific programmatic and proposal peer review strategies across STEM fields & industry sectors. Req BA/BS or in process; strong interest in STEM research (some exp pref); strong comm skills; scientific background pref; exp in business & entrepreneurship a plus.https://www.irecruit-us.com/index.php?OrgID=120090201&pg=initiallist#job26

MARKETING ASSOCIATE. InSight Telepsychiatry, Washington, DC. Entry level. Create marketing materials; manage digital ads; analyze metrics; update websites; oversee promotional campaigns; design newsletters; maintain database; conduct market research; assist with events. Req BA/BS; expert-level skills in tracking & analyzing marketing data; exp using Adobe CSS & WordPress; social media guru; strong org/time mgt skills. Ideal: exp with Google Analytics & Adwords; design exp; digital advertising exp; excel research skills; HTML5 skills; website development/design skills; interest in behavioral health, psychology, healthcare and/or telemedicine. http://insighttelepsychiatry.com/jobs/

PROOFREADER. Stansberry Research, Baltimore, MD. Proofread investment advisories; streamline prose; fact check; lay out daily mailings. Req BA/BS in English or journalism pref; close eye for detail; proofreading exp pref. http://agora-inc.luceosolutions.com/recruit/advert_details.php?id=538&idpartenaire=20005#VXMVIEZUmi0

EDITORIAL ASSISTANT. Palgrave Macmillan, New York, NY. Support executives in the Literature program in publishing a mix of research monographs and supplementary texts for graduate and undergraduate courses; solicit & process peer reviews for manuscripts; process contracts; maintain databases; manage authors through manuscript process; prepare manuscripts for transmittal; evaluate possible publishing projects. Req keen proofreading skills; strong org/interpersonal/multitasking/comm/prioritizing skills; MS Office. Pnumes: previous publishing exp; familiarity with academia. https://re21ultipro.com/HOL1002/JobBoard/JobDetails.aspx?ID=5A84B37CD5CAA769

ACADEMIC SUPPORT ENGLISH/READING TEACHER. The Phelps School, Malvern, PA. Start 8/24/15. Teach English/Language Arts and Reading/Literacy classes at a private boy’s boarding/day school; serve as residential facility member/dorm parent for 14 boys (strongly preferred). Req BA/BS in English or special education; PA secondary teaching certification; teaching exp strongly pref; exp with classroom technology. https://www.schoolspring.com/job.cfm?id=1528662

ENTRY LEVEL REPRESENTATIVES. Bealstone, Monroeville, PA. Participate in a training program to move into a sales consultant role. Req BA/BS, pref in a science area (biology, psychology, physiology, chemistry, kinesiology, etc.); critical thinker. http://www.workinretail.com/jobs/J3J46DL8OVPT2R9JW/?siteid=002W0111&Job_ID=J3J46DL8QVPT9T2R9JW

ASSESSMENT EDITORIAL ASSISTANT. American Institutes for Research, Washington, DC. Proofer and perform quality-control checks on educational testing materials; adhere strictly to style guides. Req BA/BS in English, journalism or related field; 1-2 yrs proofreading or quality-control exp; superb attn. to detail; deadline driven; exceptional English language/listening/comm/collaboration skills; customer service focus; thorough knowledge of standard proofreading symbols; MS Word (incl using “track changes”); PowerPoint & Excel pref; exp with desktop publishing a plus. https://jobs-airdcl.icims.com/jobs/8417/assessment-editorial-assistant/job

RADIO REPORTER. WPSU/Penn State University, University Park, PA. Report on infrastructure, economic, legal and financial issues facing Pennsylvania cities as part of the Keystone Crossroads project; produce content for web & radio; write text to supplement stories; appear on television occasionally; participate in community events. Req BA/BS; 1 yr related exp; knowledge of audio editing software; driver’s license & vehicle; creativity in attaining hard-to-get sources; good judgment in assessing newsworthiness and appeal to listeners; deadline driven. https://psu.jobs/job/57094

SUPPLY CHAIN PLANNER. Pandora, Baltimore, MD. Maintain item-level statistical forecasts for the Americas; collaborate to forecast new products & promotions; identify & address root causes of forecast misses; schedule production & manage inventory levels. Req BA/BS in business, logistics, statistics, supply chain mgmt, finance or related field; 1-3 yrs exp; strong analytical/collaboration skills; advanced MS Excel; basic MS Access, Word & PPT; 5% travel; exp with supply chain planning systems pref. http://pandoragroup.com/en/Careers/Vacancies/NORTH%20AMERICA/United%20States/Supply%20Chain%20Planner
COMMUNITY ENGAGEMENT MANAGER. Historic Newton, Newton, MA. Create & implement public programs (walking tours, lectures, book clubs, workshops, events, etc.) & online content; manage the public presence and convey Newton history; form partnerships; develop & install exhibitions; research the historical content and collections of the Jackson Homestead and Durant Kenrick House. Req BA/BS in history, museum studies or related field (Masters pref); knowledge of museum education & programming best practices; project mgmt & team mgmt skills; record of successful public program planning, implementation & evaluation; good judgment in dealing with the public on difficult topics including slavery and race; social media & outreach skills; exceptional customer service/comm skills; knowledge of American history and collections care strongly preferred; MS Office; Adobe CS, CMS & Constant Contact pref. $57K.

http://www.newtonma.gov/how/hr/jobs/jobdetails.asp?JobID=15194

ASSOCIATE COPYWRITER. eBay Enterprise, King of Prussia, PA. Research products & services and effectively present them through written content; edit other copywriter work; special projects. Req BA/BS in English, education or related field; 1-2 yrs exp with tutoring, coaching or leadership. https://sru.peopleadmin.com/postings/15194

LOAN COORDINATOR. School of Visual Arts, New York, NY. Administer the Federal Direct and Federal Perkins Loan Program, including all facets of entrance and exit interviews through assignment, collection, skip tracing and aversions. Req BA/BS OR 5 yrs financial aid exp; extensive knowledge of all applicable financial aid regulations; excel orgz/intpersonal/computer skills; ability to crunch numbers & troubleshoot; MS Office; attn. to detail; familiarity with Datatel software pref. http://www.sva.edu/administrative-staff

NETWORK OPERATIONS ASSISTANT. WWE, Stamford, CT. Assist with Network Coordination requests; create & post weekly metadata; coordinate JPEGS; maintain Filemaker database; enter & track promos; serve as a backup to the TV scheduling team. Req BA/BS; 1-2 yrs exp in a TV or network environment; exceptional orgz/comm skills; MS Office. https://www.wweicoms.com/jobs/5745/network-operations-assistant/job

ASSISTANT. Scott Rudin Productions, New York, NY. Req BA/BS; 1 yr of assistant experience in film, theatre, television or in an agency; knowledge of standard industry phone etiquette; some knowledge of Broadway theatre; strong familiarity with the film/TV industry power players including writers, directors, talent and agents. http://www.entertainmentcareers.net/Scott-Rudin-Productions/Assistant/job/191196/

ACADEMIC ADVISOR I. University of Connecticut, Storrs, CT. Advise and counsel undergraduate majors in the College of Liberal Arts & Sciences on academic requirements, including advising of degree progress; develop program to help at-risk students; refer students to support services; assist transfer students. Req BA/BS or 1 yr related experience in a college setting; knowledge of academic programs; excel orgz/comm skills. Pluses: Masters; classic; campus; Brewer in Higher Education Administration, Counseling or Educational Psychology; addl exp; program development exp. https://jobs.ebayinc.com/jobs/2368416-1950-King-of-Prussia-Pennsylvania-Associate-Copywriter

ACADEMIC COACH. Southern New Hampshire University, Manchester, NH. PT. Collaborate to develop innovative approaches to support the academic needs of the Advantage students; provide one-on-one writing-oriented assistance and organizational/time mgmt tools; organize peer tutoring. Req BA/BS in English, education or related field; 1-2 yrs exp with tutoring, coaching or leadership. http://www.snhupeopleadmin.com/postings/15194

HARM REDUCTION SPECIALIST. Southern Tier AIDS Program, Binghamton, NY. Provide services to participants of the Syringe Exchange Program; coordinate outreach & education to promote programming & harm reduction services; provide risk assessment, HIV/HCV testing, individual/group education & referral to services. Req BA/BS in health, social work, liberal arts or similar field; 2 yrs professional or volunteer exp in a human service or community-based org; exp working in HIV/AIDS or syringe exchange programs pref; strong publication speaking/comm/presentation skills. $13.74/hr. App ddl: 6/29/15. http://www.stapinc.org/About-Us/Job-Openings

LEGISLATIVE & REGULATORY ASSOCIATE. Legal E, Washington, DC. Temp-to-hire. Conduct extensive research on state and Federal regulatory/legislative issues of client interest; track regulations/legislation & policy developments. Req BA/BS in political science, government, law, economics, public policy, public administration, or relevant field; high level of challenging Internet-based research exp. Pluses: legislative or gov’t internship; energy-focused academic or internship exp; legislative, legal, policy-tracking or docket mgmt exp. https://jobs.washingtonpost.com/job/35901046/temp-to-hire-government-affairs-associate/?x_job=41996421

ACADEMIC COACH. Southern New Hampshire University, Manchester, NH. PT. Collaborate to develop innovative approaches to support the academic needs of the Advantage students; provide one-on-one writing-oriented assistance and organizational/time mgmt tools; organize peer tutoring. Req BA/BS in English, education or related field; 1-2 yrs exp with tutoring, coaching or leadership. http://www.snhupeopleadmin.com/postings/15194

ASSOCIATE COPYWRITER. eBay Enterprise, King of Prussia, PA. Research products & services and effectively present them through written content; edit other copywriter work; special projects. Req BA/BS in English or equiv; 1-2 yrs professional writing/editing exp; strong grammar/syntax skills; basic MS Word & Excel; expertise in search engines & online research tools; strong comm/orgz/team skills. https://jobs.ebayinc.com/jobs/2368416-1950-King-of-Prussia-Pennsylvania-Associate-Copywriter

LOAN COORDINATOR. School of Visual Arts, New York, NY. Administer the Federal Direct and Federal Perkins Loan Program, including all facets of entrance and exit interviews through assignment, collection, skip tracing and aversions. Req BA/BS OR 5 yrs financial aid exp; extensive knowledge of all applicable financial aid regulations; excel orgz/intpersonal/computer skills; ability to crunch numbers & troubleshoot; MS Office; attn. to detail; familiarity with Datatel software pref. http://www.sva.edu/administrative-staff

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ASSISTANT. Scott Rudin Productions, New York, NY. Req BA/BS; 1 yr of assistant experience in film, theatre, television or in an agency; knowledge of standard industry phone etiquette; some knowledge of Broadway theatre; strong familiarity with the film/TV industry power players including writers, directors, talent and agents. http://www.entertainmentcareers.net/Scott-Rudin-Productions/Assistant/job/191196/

ACADEMIC ADVISOR I. University of Connecticut, Storrs, CT. Advise and counsel undergraduate majors in the College of Liberal Arts & Sciences on academic requirements, including advising of degree progress; develop program to help at-risk students; refer students to support services; assist transfer students. Req BA/BS or 1 yr related experience in a college setting; knowledge of academic programs; excel orgz/comm skills. Pluses: Masters; classic; campus; Brewer in Higher Education Administration, Counseling or Educational Psychology; addl exp; program development exp. https://jobs.ebayinc.com/jobs/2368416-1950-King-of-Prussia-Pennsylvania-Associate-Copywriter

ACADEMIC COACH. Southern New Hampshire University, Manchester, NH. PT. Collaborate to develop innovative approaches to support the academic needs of the Advantage students; provide one-on-one writing-oriented assistance and organizational/time mgmt tools; organize peer tutoring. Req BA/BS in English, education or related field; 1-2 yrs exp with tutoring, coaching or leadership. http://www.snhupeopleadmin.com/postings/15194
RESEARCH TRAINEE. Noble Group Ltd., Stamford, CT. Analyze trends in sugar consumption, production, trade and government policy, especially in the Americas ex-Brazil, MENA, and Sub-Saharan Africa; maintain supply/demand and tradeflow database; monitor global trends in cost of production, parities, capacity and demand; apply research findings to commercial decision making. Req BA/BS in agricultural economics, finance, political science or similar; coursework in statistics, calculus and economics; strong math/comm skills; MS Office (esp Excel); strong commercial acumen; excel analytical skills; Spanish speaker pref. http://noblegroup-opnine.silkroad.com/postings/index.cfm?fuseaction=app.dspJob&jobid=1777&company_id=16174&version=2

SOCIAL WORKER. The Actors Fund, New York, NY. Provide comprehensive and clinically focused case management and support services for clients of the Dorothy Ross Friedman Residence to maximize their capacity for independent living; perform initial assessments & orientation; assist residents with entitlement to benefits; develop programs, seminars & activities. Req strong client advocacy/organizational/problem solving skills; decision maker. http://www.actorsfund.org/about/career-and-volunteer-opportunities/career-opportunities/

CUSTOMER ADVOCATE FOR THE ARTS. Vendini, Boston, MA. Respond to inbound customer issues and questions via email and telephone regarding ticketing systems; resolve technical & business issues; provide system training; stay in touch with business customers to ensure their satisfaction. Req BA/BS; customer service exp; strong comm/telephone/problem solving skills; obsessive attn. to detail; computer skills. Pluses: box office exp; involvement in performing arts, music, concerts, or promotions; technical knowledge or software support exp. http://www.vendini.com/node/2786

ONLINE CAMPAIGN STRATEGIST. Humane Society International, Gaithersburg, MD. Manage and produce online programs and content to drive advocacy and revenue. Req BA/BS in journalism, English, liberal arts, communications or similar field; 2 yrs exp in online content production desired, pref in advocacy or other nonprofit orgs; strong writer; basic HTML & web design exp a plus. http://www.humanesociety.org/about/employment/jobs/hsus_online_campaign_strategist_3.html

PROGRAM ASSISTANT, EURASIA. International Republican Institute, Washington, DC. Entry level. Provide administrative and programmatic support for current and developing programs in the Belarus region; conduct research; prepare summaries & reports; monitor budgets; maintain briefing books; monitor political developments. Req BA/BS in political science, international relations or similar; fluent Russian; 0-2 yrs exp in international development or related field; MS Office; excel writing/research/comm skills. https://www.globaljobs.org/jobs/3180-washington-dc-international-republican-institute-in-program-assistant-eurasia

MARKETING ASSISTANT. Suss Consulting, Jenkintown, PA. Assist the company President; maintain website; update promotional literature & methodology descriptions; manage communications; monitor calendars, conference participation, marketing packages & press clips; maintain social media; conduct research; plan events; arrange travel; admin duties. Req BA/BS in English, business, economics or marketing related field; excel writing/editing skills; strong org/phys Pro skills; MS Office; HTML a plus. http://www.indeed.com/viewjob?jk=399c88244e1e2275

LEGAL ASSISTANT. Abruzzo & Kinn LLP, Mineola, NY. Entry level. Support attorneys in all aspects of the closing process for national commercial real estate loans; prepare documents; review title insurance policies; coordinate closing logistics; file UCCs; monitor progress through completion. Req BA/BS; intellectual curiosity; strong MS Office & Adobe Acrobat; prior real estate exp a plus. http://www.indeed.com/cmp/Abruzzo--Kinn-LLP/jobs/Legal-Assistant-2a0d08155b9248f

ENTRY LEVELABA THERAPIST. Northeast Arc, varied locations, MA. Work with children on the autism spectrum, ages 2 to 10; travel to their homes or a community setting; implement treatment plans & programs; document services. Req BA/BS in psychology, education, special education, or similar; 1 yr exp working with young children with autism using applied behavior analysis; license & vehicle; Masters a plus. http://me-arc.org/about-us/careers/jobs/entry-level-aba-therapist/

ASSISTANT MERCHANT & BUYER, PRODUCE. Fresh Direct, Long Island City, NY. Assist with the daily buying, merchandising and analysis of highly perishable produce products; build & activate new products. Req BA/BS in a related field; 0-2 yrs buying exp; inventory exp pref; passion for food & food industry knowledge; MS Office; SAP a plus; excel comm/multitasking skills. http://jobs.jobvite.com/fresh-direct/job/b50f0wU

ALCOHOL & SUBSTANCE ABUSE TREATMENT PROGRAM ASSISTANT (SPANISH). Taconic Correctional Facility, Bedford Hills, NY. Identify inmates who would benefit from substance abuse treatment; educate inmates & explain the recovery process; provide individual & group counseling; prepare reports & records; create/maintain community resources. Req AA/AS or higher in anthropology, audiology, child development/family relations, community mental health, chemical dependence administration, correctional studies, counseling/guidance, criminal justice, education, gerontology, health administration, health education, nursing, nutrition, pastoral counseling, psychology, rehabilitation counseling, religious studies, social work, sociology, special education, speech pathology, therapy (including art, dance, drama, music, occupational, physical and recreational) or vocational counseling and 1 yr exp in a program whose primary mission is alcohol and/or substance abuse treatment; CASAC certification may substitute; Spanish fluency. App dlt: 8/1/15. https://statejobsny.com/employees/vacancyDetailsView.cfm?id=21700&jobspcifics

PROGRAM ASSISTANT. Grace Communications Foundation, New York, NY. Provide administrative and project support for the food program and its initiatives; assist with outreach, communication & partner support; support the Eat Well Guide; compile news briefs; track media mentions; coordinate mailings; create reports; develop content; admin duties. Req BA/BS; 1 yr related exp; strong comm/writing/organizational skills; social media skills; strong interest and background in sustainable food and agriculture issues pref; blogging exp pref; Spanish language a plus. App dlt: 7/10/15. http://goodfoodjobs.com/jobs/63084/program-assistant.html

IRB COORDINATOR. St. Agnes Hospital, Baltimore, MD. PT. Coordinate activities for the Institutional Review Board; facilitate meetings, reviews, projects, communications, databases, training materials, & presentations. Req AA/AS in psychology, liberal arts, English or similar; 1 yr exp in research administration and/ or as a research coordinator; good comm/org/multitasking skills; ability to product graphs and work with data & databases. Preferred: Strong working knowledge of FDA regulations, DHHS/OHRP regulations, and Good Clinical Practice (GCP) guidelines; CCRA or CCRP certification at date of hire. Job ID: 79820. https://hcm-prod-dzn.ascensionhealth.org/jsp/AHIREXT/EMPLOYEE/HRMS/c/HR_S_HRMS_CE_GBL. (try twice to establish cookies)


LEGAL AIDE. Maryland Hospital Association, Elkridge, MD. Research, monitor, and analyze legislation and regulatory issues at the local, state, and federal levels that may impact Maryland's health care delivery system; coordinate meetings; attend bill & budget hearings, briefings & legislative meetings; prepare bill analyses, position statements, & testimony; day-to-day admin duties. Req BA/BS in public policy, healthcare administration, political science, government or other related field; MS Office; excel writing/comm skills. http://www.indeed.com/viewjob?jk=250846d9af0b34a99
PROJECT ASSOCIATE. Urban Institute, Washington, DC. Perform administrative research tasks for the Pay for Success Initiative; track incoming requests for information and assistance; maintain customer relationship management system; arrange travel & meetings; assist with budgeting & financial mgmt; prepare reports; conduct research. Req BA/BS, pref in Public Policy, Urban Studies, Political Science, or other social science field; 1-3 yrs office work exp pref; interest in social innovation financing & the broader public policy environment; ability to read & analyze documents and write reports/correspondence; strong comm/project mgmt/orgz/interpersonal/relationship building/team skills; MS Office; social media skills pref; exp with federal, state, local policymakers, philanthropic and/or non-profits leaders a plus. https://jobs.urbanicims.com/jobs/2082/project-associate/job

ARCHIVAL FELLOW. Delaware State University, Dover, DE. 9 months. Assist with archival tasks including processing, reference, outreach, collection development, and digitization; write finding aids; prepare reports; create exhibits; assist on-site researchers. Req recent MLS/MAS/MA with archive specialization OR Masters in history or museum studies with coursework or exp in archives; exp with digitization projects preferred; thorough knowledge of archival practices; excel comm/orgz/prioritizing skills; close atn. to detail; familiarity with Encoded Archival Description, DACS, Dublin Core and/or other metadata standards and schemes; ability to identify preservation issues; confidentiality; exp in an academic library and with photo editing software a plus. http://chk.tbe.taleo.net/chk03/ats/careers/requisition.jsp?org=DESU&cswid=1&id=204

COMMUNICATIONS & OUTREACH ASSISTANT. Democracy International, Bethesda, MD. Entry level. Create content for website, social media, blog & communications materials; create photographic & video content; conduct research; maintain a consistent visual brand; track company online presence; assist with outreach events; support day-to-day efforts. Req BA/BS in communications, public relations, political science, international relations, public policy or related field; 2+ yrs exp supporting communications or public relations; social media knowledge; strong writing skills; visual design exp; Adobe CS; web design skills a plus. App dddl: 7/16/15. https://jobs.democracyinternational.com/jobs/331523

DC REPORTER. Greenspun Media Group, Washington, DC. Enlighten the local audience about newsmakers and issues related to Southern Nevada; produce content ranging from long-form narratives to Q&As, lists and real-time coverage of breaking news; act as Southern Nevada’s media expert on national politics. Req BA/BS in journalism, political science or a related field; strong writer; watchdog mentality; ability to build & maintain excellent source relationships; exp covering politics pref, although proven skill on other topics considered. https://www.journalismjobs.com/job-listings/1621773

CASE STUDY WRITER. Hassenfield Institute for Public Leadership/Bryant University, Smithfield, RI. Research and write case studies that will serve as a factual record for past events in Rhode Island and Southern New England; conduct interviews with technical experts; learn and evaluate political and situational dynamics; manage multiple case studies at different stages; lead undergrad/graduate classes as directed. Req PhD in management, leadership, statistical analysis, government, and/or political science pref, Masters considered; exp or training in case studies, informal and formal; superior interviewing and data-collection skills; basic understanding of state and local government; effective speaking/presentation skills; MS Office/PDF/internet skills; deadline driven. Plus: Salesforce or database exp. https://employment.bryant.edu/postings/978

SOURCING COORDINATOR. Charles Koch Institute, Atlanta, VA. Drive the creation of talent pools for both hiring and talent pipeline; implement best practices and share knowledge; serve as the primary point of contact for attracting and assessing talent needs; work closely with the HR team for hiring and enrollment. Req BA/BS in Economics, Political Science or related field; strong commitment to the principles of economic freedom; MS Excel & PPT; strong research/critical thinking/writing skills; 1-2 yrs policy research experience preferred. https://cki.security.force.com/CustJobDetail.action?flowId=a1PC00000002qhcAMAQ

DCJS COORDINATOR. Hampton Police Dept., Hampton, VA. Coordinate VA Dept. of Criminal Justice training requirements for police employees; liaise with the Policy Academy; schedule instructors; acquire training materials; administer/proctor tests; maintain records; schedule medical exams. Req AA/AS in criminal justice, political science, public admin or equiv (BA/BS pref); exceptional comm/presentation skills; computer skills (MS Word, Access, Excel, ACE TRACK, TREX and the PISTOL Records Management System); diplomacy skills; VA driver’s license. Preferred: law enforcement exp; knowledge of OSHA requirements and HIPPA standards. $18/hr. App dddl: 6/24/15. http://agency.governmentjobs.com/hampton/default.cfm?action=viewJob&jobID=1160518

ENTRY LEVEL RECRUITER. NuAxis Innovations, Vienna, VA. Establish & post job requisitions; schedule interviews; communicate with and screen candidates; keep records; admin duties. Req BA/BS in psychology, HR, management, business or related area pref; excellent team/orgz/comm/multitasking skills; strong computer skills; knowledge of recruiting and the hiring process a plus. http://chk.tbe.taleo.net/chk02/ats/careers/requisition.jsp?org=TTC&cswid=1&id=658

EMPLOYMENT SPECIALIST. Goodwill Industries, Greenville, SC. Oversee day-to-day operations of Job Connection; assist job seekers with employment preparation; help them overcome barriers; maintain relationships with potential employers; offer trainings & workshops; act as liaison. Req BA/BS in human services, liberal arts, education or similar; 1yr exp in human services or customer svc; MS Office & internet skills; excel comm/relationship building skills; multicultural sensitivity; SC driver’s license; bilingual English/Spanish strongly pref. https://www4.recruitingcenter.net/Clients/goodwillindustriessc/PublicJobs/controller.cfm?action=JobProfile&Job_Id=12493&esid=a2

ENTRY LEVEL RECRUITER. NuAxis Innovations, Vienna, VA. Establish & post job requisitions; schedule interviews; communicate with and screen candidates; keep records; admin duties. Req BA/BS in psychology, HR, management, business or related area pref; excellent team/orgz/comm/multitasking skills; strong computer skills; knowledge of recruiting and the hiring process a plus. http://chk.tbe.taleo.net/chk02/ats/careers/requisition.jsp?org=NUAXINO&cswid=1&id=240

ADJUNCT INSTRUCTOR, PHILOSOPHY. Baptist Memorial Health Care, Memphis, TN. Teach in Philosophy (at least 18 graduate semester hrs); evidence of potential teaching ability; mature attitude. https://bchs-bmhhc.icims.com/jobs/44575/adjunct-instructor---philosophy/job

CASE STUDY WRITER. Hassenfield Institute for Public Leadership/Bryant University, Smithfield, RI. Research and write case studies that will serve as a factual record for past events in Rhode Island and Southern New England; conduct interviews with technical experts; learn and evaluate political and situational dynamics; manage multiple case studies at different stages; lead undergrad/graduate classes as directed. Req PhD in management, leadership, statistical analysis, government, and/or political science pref, Masters considered; exp or training in case studies, informal and formal; superior interviewing and data-collection skills; basic understanding of state and local government; effective speaking/presentation skills; MS Office/PDF/internet skills; deadline driven. Plus: Salesforce or database exp. https://employment.bryant.edu/postings/978

IMAGE RESEARCH ASSISTANT. The Teaching Company, Chantilly, VA. Acquire & license additional or updated rights for third-party materials such as photographs, maps, charts, footage, music and text rights for use in production of multimedia products; manage the copyright clearances process; maintain vendor relationships. Req BA/BS in liberal arts, library science, communications, or television production; 1 yr exp in rights research, acquisition and copyright clearance; exp in an archive, image library, or in video production; Adobe Photoshop; MS Office & Filemaker Pro; strong negotiation skills; bilingual English/Spanish strongly pref. https://www.w4w.recruitingcenter.net/Clients/goodwillindustriessc/PublicJobs/controller.cfm?action=JobProfile&Job_Id=12493&esid=a2

ENTRY LEVEL RECRUITER. NuAxis Innovations, Vienna, VA. Establish & post job requisitions; schedule interviews; communicate with and screen candidates; keep records; admin duties. Req BA/BS in psychology, HR, management, business or related area pref; excellent team/orgz/comm/multitasking skills; strong computer skills; knowledge of recruiting and the hiring process a plus. http://chk.tbe.taleo.net/chk02/ats/careers/requisition.jsp?org=TTC&cswid=1&id=658

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ENTRY LEVEL RECRUITER. NuAxis Innovations, Vienna, VA. Establish & post job requisitions; schedule interviews; communicate with and screen candidates; keep records; admin duties. Req BA/BS in psychology, HR, management, business or related area pref; excellent team/orgz/comm/multitasking skills; strong computer skills; knowledge of recruiting and the hiring process a plus. http://chk.tbe.taleo.net/chk02/ats/careers/requisition.jsp?org=NUAXINO&cswid=1&id=240

ADJUNCT INSTRUCTOR, PHILOSOPHY. Baptist Memorial Health Care, Memphis, TN. Teach in Philosophy (at least 18 graduate semester hrs); evidence of potential teaching ability; mature attitude. https://bchs-bmhhc.icims.com/jobs/44575/adjunct-instructor---philosophy/job

DCJS COORDINATOR. Hampton Police Dept., Hampton, VA. Coordinate VA Dept. of Criminal Justice training requirements for police employees; liaise with the Policy Academy; schedule instructors; acquire training materials; administer/proctor tests; maintain records; schedule medical exams. Req AA/AS in criminal justice, political science, public admin or equiv (BA/BS pref); exceptional comm/presentation skills; computer skills (MS Word, Access, Excel, ACE TRACK, TREX and the PISTOL Records Management System); diplomacy skills; VA driver’s license. Preferred: law enforcement exp; knowledge of OSHA requirements and HIPPA standards. $18/hr. App dddl: 6/24/15. http://agency.governmentjobs.com/hampton/default.cfm?action=viewJob&jobID=1160518

PUBLISHING ASSISTANT. Advantedge Media Group, Charleston, SC. Entry level. Provide admin support to the publishing dept and its director; manage the author library and book inventory; updated the project mgmt system; help meet quarterly & annual goals for book publishing. Req prior admin/support exp; BA/BS in English a plus; Google Apps for Business (Mail, Calendar, Drive) and MS Word; strong comm/planning/orgz/customer svc skills; attn. to detail; calm under pressure; good judgment; discretion; Salesforce or other CRM skills a plus. http://advantageamediagroup.theresumator.com/appt/job. 201500604145556. OAPCJITYHALTMUYI/Publishing-Assistant

SOURCING COORDINATOR. Charles Koch Institute, Atlanta, VA. Drive the creation of talent pools for both hiring and talent pipeline; implement best practices and share knowledge; serve as the primary point of contact for attracting and assessing talent needs; work closely with the HR team for hiring and enrollment. Req BA/BS in Economics, Political Science or related field; strong commitment to the principles of economic freedom; MS Excel & PPT; strong research/critical thinking/writing skills; 1-2 yrs policy research experience preferred. https://cki.security.force.com/CustJobDetail.action?flowId=a1PC00000002qhcAMAQ
DONOR RELATIONS ASSOCIATE. Colonial Williamsburg, Williamsburg, VA. Prepare donor acknowledgements & personalized correspondence; maintain database; extract reports; keep donor records; arrange for visits & events. Req BA/BS highly desired (liberal arts); some office or admin exp; strong understanding of the fund-raising process; support for the mission; strong writing/org/comm/interpersonal skills; MS Office; confidentiality. Preferred: familiarity with fundraising events; exp using a donor database. $12-$16/hr. https://www.hrprly.com/cfw/AppJobView.jsp?link=13077

ASSISTANT ACCOUNT EXECUTIVE, SOCIAL MEDIA. FleishmanHillard Atlanta, Atlanta, GA. Support the planning and execution of social media content and campaigns for mobile/corporate social communities; track platforms & trends; manage various existing branded social media communities. Req BA/BS; pref in liberal arts, public relations, communications, marketing or business area; 1-3 yrs social media exp; exp in social media strategy, content development and/or engagement; understanding of related platforms and metrics/analitics; eye for creative design; understanding of the news cycle; strong comm skills. Pluses: exp with a large, complex brand or a technology company; affinity for tech. http://fleishmanhillard.com/job-Assistant-account-executive-social-media-atlanta/

COPY EDITOR/PAGE DESIGNER. Times-Union Media, Jacksonville, FL. Copy edit a variety of stories and sections in The Florida Times-Union; design compelling pages; write headlines; prepare digital content. Req BA/BS in journalism, English or related field (new grads welcome); strong editing skills; exp with page design (pref InDesign, InCopy and Photoshop); exp preparing copy in a deadline-based environment; knowledge of AP style; excel customer svc/conflict resolution skills. https://careers-morrispublishinggroup.cims.com/jobs/1148/copy-editor-page-designer

JR. COMMUNICATIONS SPECIALIST. Booz Allen Hamilton, Chantilly, VA. Support the Chief of Staff and strategic communications division; develop visual and multimedia presentations; produce strategic communication plans, briefings, and announcements; liaise with the directorate and agency communicators; support web development activities. Req BA/BS; 1+ yrs communications exp; MS Office; relationship builder; ability to pass TS/SCI clearance with polygraph; excel orgz/comm skills; exp with the IRC and NRO pref. http://careers.boozallen.com/job/Tampa-Business-Management-Analyst-Job-FL-33601/272647300

HR REPRESENTATIVE. Bechtel, Reston, VA. Administer the Service Awards program and Retirement Letter process for the Nuclear, Security & Environment Global Business Unit; organize meetings, presentations & training sessions; monitor budgets; manage scholarship program. Req BA/BS in English, human resources, or relevant field; MS Office; excel comm/English/grammar/orgz skills; strong analytical/interpersonal skills. Pluses: knowledge of Six Sigma; exp planning events; exp writing correspondence, pref in a technical or legal setting. http://jobs.bechtel.com/job/Reston-HR-Representative-(Service-Award-Administrator)-Job-VA-20190/272593200

ASSISTANT CURATOR HISTORIAN. The Historic New Orleans Collection, New Orleans, LA. Provide suggestions and advice in the design, text, and items to be used in exhibitions; help research, evaluate, & justify potential acquisitions; contribute to outreach efforts; offer ideas and text for articles, papers, and books. Req Masters in history or related field; 1 yr related exp in a museum or similar; exceptional knowledge of New Orleans/Louisiana history and of the holdings of other institutions in the city and state; excel research/comm/public speaking skills; relationship builder; knowledge of conservation techniques. App ddl: 6/26/15. http://www.hnoc.org/visit/about-jobs.html

COORDINATOR, RIGHTS & CLEARANCES. NASCAR, Charlotte, NC. Work with the production teams on obtaining proper third-party releases on company projects; keep records & paperwork; conduct research. Req AA/AS and 2 yrs related exp OR equivalent combo; good comm/orgz skills; knowledge of television production procedures; creative problem solver; knowledge of auto racing, its personalities and its history. https://external-nascar.icims.com/jobs/1345/coordinator%2c-rights-and-clearances

PLANT OFFICE ADMINISTRATOR. Vulcan Materials Company, Chattanooga, TN. Perform duties relating to weighing trucks, ticket reporting, and dispatch/delivery coordination; assist with accounting distributions, daily production logs, drilling and blasting entries, and inventory maintenance; complete daily payroll; manage procurement, job orders, sales, credit orders, and purchasing; maintain equipment mgt system; compile reports; clerical duties. Req office & clerical exp, incl MS Word & Excel; technical or college degree preferred; basic computer skills; knowledge of truck scales and company products/sizes including price and end usage; knowledge of state highway weight regulations, capacities, and limitations a plus. Job #150000LB. https://vulcanmat.taleo.net/careersection/2/moresearch.f1

ASSOCIATE TECHNICAL EDITOR. Sentel Corporation, Alexandria, VA. Entry level. Work with engineers, safety specialists, former controllers, and other subject matter experts to produce, edit, and distribute safety-related documents regarding air traffic control. Req BA/BS in English, communications, literature, writing or equiv; 0-2 yrs editorial/proofreading exp; ability to obtain security clearance; intermediate MS Word & PPT. Pluses: exp with the FAA or safety; ability to learn technical subject matter quickly; familiarity with the Chicago Manual of Style; Adobe CS; graphics skills. https://sentelcorp.mua.hrddepartment.com/hr/ats/Posting/view/252

COMMUNITY ENGAGEMENT MANAGER. Spartanburg Philharmonic Orchestra, Spartanburg, SC. PT. Design & improve programs to sustain community relationships; coordinate direct mail solicitations, program ad sales, & telemarketers; identify fundraising prospects; keep donor records; keep calendar of Speakers Bureau opportunities; coordinate volunteers; manage school programs & community engagement/education activities. Req BA/BS; superior comm skills; comfort with public speaking; creative thinker; exp with digital content & social media a plus; MS Office. App ddl: 7/7/15. http://www.spartanburgphilharmonic.org/employment#comm

PROJECT INTEGRATOR. A-T Solutions, Herndon, VA. Compile and maintain on-going metric reports for govt’ customers; troubleshoot data anomalies; identify patterns & interpret trends; create reports & presentations; create automation (scripts, macros); maintain customer website content. Req BA/BS in any substantive field, pref Engineering, Computer Information Systems, Business, or Liberal Arts area; TS/SCI clearance with polygraph; ability to employ statistical and mathematical concepts to create models; outstanding leadership/comm/project mgmt/analytical skills; knowledge of tools such as Maximo, ESMT, and Remedy SRS. https://career4.successfactors.com/career?company=atsolutions&career_job_req_id=12801&career_ns=job_listing&navBarLevel=JOB_SEARCH

ENVIRONMENTAL COMPLIANCE SPECIALIST. Leon County, Tallahassee, FL. Perform permit reviews to ensure compliance with the requirements of the Environmental management Act and other regulations; perform inspections for enforcement purposes; respond to complaints or concerns; produce reports & correspondence. Req BA/BS in one of the natural sciences, geography, public administration, political science or government; landscape architecture, horticulture, urban planning, or engineering or a related field; 2 yrs related exp; driver’s license. App ddl: 6/26/15. http://cms.leoncountyfl.gov/HJ/works/view_job.asp?req_id=1433

ASSISTANT MARKETING MANAGER. Bluegreen Vacations, Boca Raton, FL. Manage creative projects according to retail and promotional sales strategy; oversee the creation & maintenance of source codes & tracking systems for marketing campaigns; update legal documents associated with vacation offerings; train new marketing coordinators & interns; assist with social community projects. Req AA/AS, BA/BS in marketing or advertising pref; excel comm skills; attn. to detail; MS Word & Excel; prioritizing skills. Pluses: 2+ yrs retail/promotional marketing exp; PowerPoint. http://jobs.bluegreenvacations.com/corp-marketing-assistant-marketing-manager/job/5392778
COPYWRITER. Nebo, Atlanta, GA. Entry level. Create jaw dropping, can’t-stop-reading, must-click-content for clients, including thought leadership blogs, industry articles, press releases, website copy, etc. Req recent BA/BS in English, creative writing, marketing, journalism or similar; spirited writer; strong editing/grammar/spelling skills; detail orientation. Pluses: strong portfolio; exp in marketing or PR; familiarity with SEO, social media, PPC, display advertising, or web design; sense of humor. http://www.neboagency.com/careers/copywriter

JUNIOR ECONOMIST. ICF International, Fairfax, VA. Collect & analyze data as part of the Regulatory, Economic, and Technical Services line of business; conduct interviews & surveys; review literature & reports; solve problems; develop recommendations; draft reports & presentations. Req BA/BS in business administration, economics, engineering, environmental management, law, natural or physical science, public policy, urban planning, or related subject; 1 yr exp in cost-benefit analysis or other quantitative analysis; strong quantitative skills; advanced MS Office; strong writing/comm/presentation/orge/outreach skills; customer service orientation. Pluses: 1 yr exp in program evaluation; 1 yr exp managing databases or conducting statistical analysis with Access, Stata, SAS, or similar. Job #1500001914. https://icf.taleo.net/careersection/icf_prof_en/moresearch.nl

PUBLIC AND MEDIA RELATIONS COORDINATOR. George Mason University, Fairfax, VA. Serve as the primary media contact for the Center for the Arts and the Hylton Performing Arts Center; write press releases; pitch stories; maintain media relationships; manage press archives; coordinate social media. Req BA in English, journalism or related area; some public/media relations and/or marketing exp; excel writing/comm skills; knowledge of the arts; social media proficiency; MS Office. Pluses: knowledge of the Metro DC/northern VA arts & culture scene; Adobe CS; exp in a university or arts environment. App ddl: 6/23/15. https://jobs.gmu.edu/postings/35510

INTERNET MARKETING/WEB DESIGN ASSISTANT. TheeDesign Studio, Raleigh, NC. Entry level. Help develop & execute client projects; conduct market & keyword research; write web content; build backlinks; assist video production team with script-writing and ideas; assist with in-house marketing activities; light admin duties. Req recent BA/BS in communications, marketing, public relations, web design, business, or similar; MS Office; excel comm/comm/grammar skills; familiarity with social media, WordPress or other CMS, & marketing trends in online media; sense of humor. Pluses: knowledge of Adobe products, link building, social media marketing, HTML, CSS, or PHP. http://www.theedesign.com/raleigh-jobs/marketing-assistant

SOCIAL STUDIES TEACHER. Mays High School, Atlanta, GA. Prepare lessons; instruct students; administer assessments; communicate with parents. Req BA/BS, 2.5+ GPA; SRT4-Certification in Secondary Social Science (History, Economics, Political Science, or Geography) related field (6-12); no exp req. Job #1502024. https://aps.taleo.net/careersection/all_jobs2/moresearch.ftl

SPECIALIST, PRODUCTION PLANNING/PRODUCTIVITY. Toyota, Erlanger, KY. Transfer to Plano, TX in 2017. Establish standard productivity benchmarks; monitor productivity results; identify abnormalities; collaborate to investigate root causes and develop countermeasures; travel 25%. Req BA/BS; some exp in a productivity role and coordinating multi-functional groups pref; although new grads welcome; consensus-building skills; problem solver. Pluses: BS in business or industrial engineering; process kaizens; comm skills; Toyota manufacturing process exp. Job #TEMA-ER-PC15-41061-ER. https://tmm.taleo.net/careersection/10020/moresearch.nl

PROOFREADER. Casey Research, Delray Beach, FL. Proofread investment advisories; streamline prose; fact check; scrutinize every detail of everything published. Req BA/BS in English or journalism; pref; some proofreading exp pref; close eye for detail. http://www.agora-inc.com/careers

DIRECTORY CONTENT COORDINATOR (EDITOR). Naylor Association Solutions, Gainesville, FL. Coordinate & process content to produce membership directories and resource guides; ensure positive client experiences; build association relationships; maintain databases; proofread; evaluate previous issues. AA/AS in English, journalism, library sciences or related field; BA/BS pref; 1 yr work exp in a role requiring attn. to detail & customer service; problem solver; excel comm/grammar/AP style skills; MS Word & Excel; Photoshop; exp with social media promotions; eye for layout, graphics & design. https://careers.naylor.com/careers/job/1462/directory-content-coordinator

GRANT WRITER. Responsibility House, Gretna, LA. Req BA/BS in liberal arts pref; 1 yr grant writing exp; excel comm skills; excel persuasive and technical writing skills. http://www.indeed.com/viewjob?k=ace64536d0b47fa

NEWS ASSISTANT. Turner Broadcasting/CNEWS, Atlanta, GA. Entry level. Work with show teams as they deliver their programs to air; run teleprompter; deliver scripts; monitor rundown. Req BA/BS, pref in liberal arts, journalism, English, political science, or similar; 1 yr exp in a newspaper, radio station, television station or similar field (college exp or internship OK); understanding of current news events; curiosity about world events; basic understanding of news production and desire to work in a news production environment; initiative. Pluses: news writing exp; understanding of newsroom operations; foreign language; study abroad exp; volunteering or fellowship exp. https://careers.timewarner.com/TGWWebHost/jobdetails.aspx?partnerid=391&siteid=36&jobId=731419

Midwest

OPERATIONS ADMINISTRATIVE SPECIALIST. Vanity, Fargo, ND. Develop, coordinate and track travel planning for the corporate office and store field management staff; track travel budgets & expenses; compile store operational reports. Req AA/AS in accounting or finance area; 1-3 yrs of financial/statistical reporting exp; MS Office; strong time mgt/orgz/comm skills; retail exp pref. http://www.vanity.com/careers/detail/23/operations-administrative-specialist-fargo-nd

LEGAL/TECHNICAL WRITING POSITION. Hudson Legal Group, Ann Arbor, MI. 3-6 positions. Assist attorneys in the preparation and filing of immigration applications and petitions with government agencies; prepare & draft legal documents; conduct legal research. Req BA/BS in a writing-related field; 1 yr writing or editing exp a big plus; excel writing/editing skills; MS Word; outstanding customer svc skills; deadline driven. http://www.hudsonlg.com/legal-technical-writing-position

BUSINESS DEVELOPMENT COORDINATOR. International Food Protection Training Institute, Battle Creek, MI. Create & build client relationships; develop & cultivate sponsors for key programs; assist in the proposal process. Req BA/BS in business or a non-business degree with some business exp; strong comm/interpersonal/listening/diplomacy skills; excel time mgt/orgz skills; adaptability; MS Office. https://www.smartrecruiters.com/InternationalFoodProtectionTrainingInstitute/83359416-business-development-coordinator

EDITOR. Mother Earth News, Topkea, KS. All experience levels. Edit and manage content about sustainable living, modern homesteading and environmental issues. Req editing & content mgt skills; interest in online media strongly pref; social media skills pref; exp with renewable energy systems, hands-on country skills and/or DIY projects a plus. http://www.ogdenpubs.com/human-resources/mother-earth-news-editor.aspx
PLANNER—GIS. Central South Dakota Enhancement District, Pierre, SD. Provide technical assistance to units of governments and local leaders in a seven county area in central South Dakota involving economic and community development with an emphasis on GIS, development of specialized plans, project financial packaging and administration, and rural land use planning. Req: BA/BS in community and regional planning, public administration, political science, or related; considerable knowledge of governmental agencies and processes related to economic and community development, rural/municipal land-use planning; GPS & GIS knowledge; planning/project mgmt skills; ability to analyze complex technical, legal or political issues and develop cost effective, practical, feasible alternatives; public presentation skills; excel comm/computer skills; confidentiality. [email removed]

SALES OPERATIONS REPRESENTATIVE. Cardinal Health, Waukegan, IL. Work directly with sales reps and customers to design new kits/modules and implement changes to existing kits/modules; assist with customer support, sales quotas, & order fulfillment; manage inventory of custom procedure trays from order placement to region/customer receipt. Req BA/BS pref; 0-2 yrs business exp pref; strong comm/customer svc/analytical skills; MS Office; problem solver. Req ID #15005151. [link removed]

CONTENT EDITOR, MUSICIAN. Marketing Concepts, Spicer, MN. Entry level. Write about/revise product information regarding musical equipment; copy images to the website. Req excel org/comm/multitasking skills; MS Word & Excel; accuracy; attn. to detail. Preferred: strong writing/editing skills; marketing skills or background a plus. http://www.marketingconcepts.com/Company/Careers.aspx

JUNIOR GRAPHIC DESIGNER. Conversant, Chicago, IL. Understand client brand guidelines and apply on-brand design solutions from concept through final production. Req BA/BS (BFA pref, ideally in visual communications, advertising or design); 1+ yrs exp in an agency/in-house environ; strong portfolio; Illustrator, Photoshop, InDesign, PowerPoint, Keynote, basic HTML& Mac/PC skills; strong team/multitasking/comm skills; ability to receive criticism & solve challenges. [email removed]

TITLE 10 FACULTY MEMBER (MILITARY HISTORY). U.S. Army Training & Doctrine Command, Fort Leavenworth, KS. 2 yr appt. Perform instructional duties in the development, revision, evaluation, and presentation of subjects in military history, military leadership concepts and applications, plus critical reasoning principles and creative thinking techniques; design, develop, conduct and evaluate graduate level courses in military history, or related areas. Req BA/BS in a related field; 1 yr exp in developing undergraduate level curriculum, teaching at the undergraduate level, and performing academic research at the undergraduate level either in history, international relations, political science, comparative political theory or related field. App ddl: 6/23/15. [email removed]

FAMILY SERVICES SPECIALIST. South Dakota Division of Child Protective Services, Yankton, SD. Gather information regarding reports of alleged child abuse and/or neglect; determine appropriate response; complete family assessments; remove children from unsafe environments; provide ongoing safety mgmt; testify in court; monitor children in out-of-home care. Req BA/BS in social work, psychology, sociology, public administration, or other human service related field; knowledge of theories related to culture, child development, family connections and family dynamics, current practices/interventions related to child abuse, and needs of children in placement; effective comm/collaboration/listening skills; logic & analytical skills; problem solver; ability to observe & correctly assess situations. App ddl: 6/24/15. [email removed]

HISTORIAN/RESEARCHER. Danis, Cincinnati, OH. Temporary, 20 hrs/wk. Gather historical data from gov’t records, archives, newspapers, photographs, etc.; track company development & events; interpret authenticity & relative significance of findings; document info; prepare publications, exhibits and articles. Req BS in library science, research or history OR passion for history and exp in research; exp using research databases; critical thinker; inductive reasoning skills; excel time mgmt skills; computer skills. [email removed]

SALES OPERATIONS REPRESENTATIVE. Advanced Testing Laboratory, Cincinnati, OH. Develop company communications pieces to promote programs & services; research, write & edit content; manage social media; contribute to newsletters. Req BA/BS in journalism, communications, public relations, marketing, English or related field; exp in writing for social media for business applications; MS Office; excel comm/proofreading/project mgnt skills; ability to conduct interviews & summarize info. Pluses: exp in the communications field, with event planning, or in team settings; MS SharePoint. [email removed]

PROOF EDITOR, REGULATIONS & COMPLIANCE. Do It Best Corporation, Fort Wayne, IN. Review information for required elements of product labeling; assist with artwork project alignment & provide feedback. Req AA/AS or BA/BS in English, journalism or creative writing; 1-2 yrs copy editing or proofreading exp pref; great attn. to detail; excel customer svc/analytical/time mgmt skills; accuracy. [email removed]

AQUARIIST. Sea Life, City, State. Assist with all aspects of the daily care, feeding and life support system maintenance of a diverse collection of freshwater and marine animals including elasmobranches, fish, reptiles and invertebrates; ensure smooth running of daily operations; keep records. Req BA/BS or 2-yr technical degree in life sciences; 1 yr exp or internship in an aquarium of zoo; basic knowledge of LSS, both open & closed systems; ability to identify common fish diseases & parasites & treat them; problem solver; driver’s license; FirstAid & CPR cert; SCUBA Rescue Driver certification or ability to obtain. Job ID: 3762. [link removed]

ENTRY LEVEL SPECIAL EVENTS COORDINATOR. Van Andel Institute, Grand Rapids, MI. Assist with developing, planning, and coordinating special events; recruit volunteers & create stewardship plans; liaise between dept., & vendors; coordinate logistics; conduct post-event wrap-up; assemble sponsorship proposals; cultivate new donor relationships; manage event website. Req BA/BS; 1-2 yrs work exp in fundraising, public/community relations, or event planning; excel interpersonal/orgz/prioritizing skills; MS Office & fundraising software (Raiser’s Edge and Convio). [email removed]

EVENT COORDINATOR. City of Kansas City, MO. Coordinate logistics for contracted events through the Convention & Entertainment Dept.; work with show managers, promoters & meeting planners to execute events; coordinate custodial and set up crews; conduct tours for prospective users. Req BA/BS in business or public administration, liberal arts, recreation or one of the social sciences; 1 yr related exp; driver’s license. $18-$25/hr. App ddl: 6/30/15. [link removed]

ARCHIVIST I. Wayne State University, Detroit, MI. Develop and implement an outreach program to enhance awareness and reputation of the Reuther Library and encourage its use; provide an integrated system of exhibits, speaking events, curriculum support, and promotional activities. Req Masters in library science, archival science, history or related field; graduate study OR membership in the Academy of Certified Archivists; 1 yr work exp in an archives or special collections setting; excel interpersonal/organizational skills; exp using websites, blogs, and social media; Adobe CS or similar. Pluses: exp with archival outreach; knowledge of North American labor history, urban and civil rights history, or the history of metropolitan Detroit. Posting #041118. [link removed]
MENTAL HEALTH CASE MANAGER. Bowen Center, Wabash, IN. Entry level. Provide mental health case mgmt services to clients in Center locations, in the community & in client homes. Req BA/BS in a human services field (Psychology, Social Work, Human Services, Counseling, Marriage and Family Therapy, Criminal Justice) pref OR other major with at least 26 credits in human services; understanding of local needs and resources & the community being served; driver’s license & vehicle; confidentiality; computer skills. http://www.jobs.net/jobs/bowen-center/en-us/job/United-States/Mental-Health-Case-Manager-
Nonprofit-Social-Services/3F5G87077ZF7YXHM8Y/

WEB WRITER. University of North Dakota, Grand Forks, ND. Write profiles of rural programs to be included in the online Rural Health Models and Innovations Hub; identify potential new models; promote the Hub through social media; write human interest companion pieces; develop content for the Rural Community Health Gateway; plan graphics & layout. Req BA/BS in English, communications, journalism or other degree with direct writing exp; excel interpersonal/comm-writing skills; exp doing research & conducting interviews to inform articles; ability to synthesize complicated information from multiple sources into cohesive and plain language; strong analytical problem solving/decision making/leadership skills; driver’s license. Pluses: knowledge of rural health issues; exp with social media strategy, writing for a national audience, working with state/national orgs, or work with content mgmt systems; basic HTML; knowledge of format, layout & design. App ddl: 6/24/15. https://www.k12jobs.com/JobDetail/1160290

COPY EDITOR. Target, Minneapolis, MN. Edit weekly ad content; collaborate with partners to meet overlapping production deadlines; line edit copy; manage content changes; act as main point of contact for outside merchants regarding ads & artwork. Req BA/BS in English, journalism, advertising or equiv; strong English grammar/usage skills; developing leadership skills; strong interpersonal/relationship-building skills; attr. to detail. http://jobs.target.com/us/United-
States/Marketing-Communications-And-Public-Relations/JobId7f98332-copy-editor

GOVERNMENT AFFAIRS COORDINATOR. National Assn of Realtors, Chicago, IL. Track and analyze legislative and regulatory activity affecting real estate property management; draft materials & website content; coordinate annual meetings and committee meetings. Req BA/BS in political science, public policy or similar; 1-3 yrs exp in gov’t affairs, legislative, regulatory or a related sector; understanding of legislative and regulatory processes. https://www4.recruitingcenter.net/Clients/NARcareers/PublicJobs/intranet/controller.cfm?bactions=JobProfile&Job_Id=10273&esid=ag

LABOR INVESTIGATOR. Minnesota Dept of Labor, St. Paul, MN. Enforce the provisions of the Fair Labor Standards Act and the MN Child Labor Standards Act; administer and enforce statutes relating to parental leave, personnel records, & illegal deductions; investigate wage claims of terminated employees; identify suspected violations; provide guidance to the inquiring public. Req BA/BS in business admin, arts, science, accounting, public policy, political science, paralegal or related field; strong analytical/research/comm/listening skills; exp with payroll records & preparing statements of information; math computation skills; good judgment; ability to apply facts to a law and present findings. Pluses: knowledge of investigative or auditing techniques; investigation skills; exp in a non-law enforcement or regulatory environment; knowledge of related state laws & regs. App ddl: 7/7/15. https://statejobs.doer.state.mn.us/JobPosting/ch0933587ea2028b5748d1636e883f64eView

PURCHASING REPRESENTATIVE. Print Craft, New Brighton, MN. Prepare purchase orders; liaise with receiving & buyers to ensure proper arrival of supplies; resolve issues. Req AA/AS: 1-3 yrs purchasing/buying or inventory management exp; familiarity with maintaining vendor relationships; excel interpersonal/problem solving/comm skills; proficiency in Hagen OA and MS Office; exp with related software packages. http://info.taylorcorp.com/careers/Pages/Position-detail.aspx?positionid=4369

MEMBER SERVICES ASSOCIATE. Museum of Wisconsin Art, West Bend, WI. PT. Provide assistance and general information about the museum, exhibits, programs, and membership both in-person and over the phone; sell memberships; process group tours & studio programs. Req AA/AS or BA/BS preferred; 3 yrs customer services/sales exp w/ POS/cash handling. Pluses: exp w/ museum visitor services; interest in art or museums. http://www.wisconsinart.org/about/work-at-mowa/member-services-associate-14.aspx

MUSIC GEAR CONTENT COORDINATOR. Reverb, Chicago, IL. Entry level. Curate and manage music gear listings on the website; contribute to content; write blog posts & social media; assist customers with day-to-day needs. Req gear-crazed musician; recent BA/BS welcome; high-level understanding of music gear brands and history, including but not limited to guitars, recording, orchestras instruments and more; outstanding writer; passion for technology, music, writing, and startup environments; strong computer/spreadsheet skills; HTML/CSS & photo-editing software a plus. http://reverb.theresumator.com/apply/2LQVje/Music-
Gear-Content-Coordinator

RESEARCH ANALYST. Renaissance Learning, Madison, WI. Find, assess & summarize research literature; plan/implement research studies; analyze data; write reports; prep data for internal projects. Req BA; 1-2 yrs relate exp or training. http://renaissance.submit4Jobs.com/index.cfm?fuseaction=85377/viewjobdetail&CID=85377&JID=192288

West/Southwest

CORPORATE COMMUNICATIONS ASSISTANT. KCI, San Antonio, TX. Entry level. Conduct industry & competitive research; analyze media coverage; write, edit & proofread press materials & correspondence; maintain calendars & databases; assist with social media; admin duties. Req BA/BS in liberal arts, communications, journalism, PR, marketing or similar; 1-2 yrs exp or substantive internships in communication or public relations; excel comm/interpersonal skills; attun. to detail; discretion; MS Office. Job #09495. https://kci.taleo.net/careersection/pro/moresearch.tfl

ASSOCIATE ENVIRONMENTAL PLANNER (ARCHITECTURAL HISTORY). California Dept. of Transportation, Oakland, CA. Entry level. Prepare written technical reports for compliance with Section 106 of the National Historic Preservation Act; identify historic properties; conduct research; analyze effects of transportation projects on historic projects. Req BA/BS in art, architectural history, architectural history or historic preservation coursework in 17th-20th Century American Architectural History or Masters and 1 yr exp in research, writing or teaching in American architectural history OR PhD OR 3 yrs related exp. http://jobs.sbp.ca.gov/svypm/more_info.cfm?tecno=619207

PROPOSAL WRITER I. ARUP Laboratories, Salt Lake City, UT. Write proposals to maintain current business and obtain new business; respond to RFPs; create boilerplate; conduct research; create final presentation, package & mail proposals. Req BA/BS in English, communications, technical writing or similar; MS Office; excel writing/comm/orgz/team skills; creativity. $19,89/hr. https://m12.ultipro.com/ARU1000/jobboard/JobDetails.aspx?ID=90A326B595457E4F

TECHNOLOGIST TRAINEE. ARUP Laboratories, Salt Lake City, UT. Train to gain ASCP certification within five years; prepare specimens for processing in the laboratory; performs selected analytical processes; transcript & input results; perform quality control & equipment maintenance; resolve problems. Req BA/BS including either 1) 25 credits in biology, 16 in chemistry & 3 in math or 2) 25 in chemistry, 16 in biology and 3 in math. $17.15/hr. https://m12.ultipro.com/ARU1000/jobboard/JobDetails.aspx?ID=A17A52C32EE87CDE
HUMANITIES LIBRARIAN. University of Hawaii, Honolulu, HI. Entry level. Serve as a liaison librarian to multiple departments in the business, humanities, social sciences and interdisciplinary subject areas; help develop sustainable research projects, classroom support, and direct instruction in digital methods in the humanities; establish & grow a program that addresses the growing demand for digital and humanities support on campus. Req MLS or equivalent; add degree in a humanities or social science discipline; knowledge of technologies and standards used in Digital Humanities work; exp with digital arts and humanities research tools and approaches; strong public presentation/collaboration skills; knowledge of Linux or similar, grant writing, collection development, reference, & library instruction; reading knowledge of French, Spanish or German. Reviews have begun. http://www.pers.hawaii.edu/uwh/Jobs/NAdv/20864

GOVERNMENT & COMMUNITY RELATIONS COORDINATOR. San Diego Zoo, San Diego, CA. Helps strengthen the organization’s ties to local, state and federal government orgs, and local community orgs; write letters to political leaders regarding legislation or special issues; monitor gov’t meetings; coordinate proposals; and grow a program that addresses the growing demand for government and humanities organizations; excel commun/community relations skills; knowledge of the political process; advanced MS Office; proofreading skills; exp developing contacts and maintaining mailing lists highly desirable. App ddl: 6/21/15. https://www.hrapply.com/sandiegozoo/AppJobView.jsp?link=6637

ACCOUNTING ASSISTANT. USA Archery, Colorado Springs, CO. Support daily accounting & administrative activities including accounts payable/receivable, expense reports, check runs, procurement cards, invoicing, deposits, event revenue tracking, reconciliations, & reporting. Req MS Office proficiency; QuickBooks exp highly preferred; AA/AS pref; excel customer service skills; multitasking/prioritizing skills. $16-$18/hr. http://www.teamusa.org/Careers/Olympic-Sport-Jobs/USA-Archer-Acctg-Assst

ASSOCIATE ORGANIZING REPRESENTATIVE. Sierra Club, Seattle, WA. Recruit, engage & motivate people to take action on behalf of the Beyond Coal campaign; develop strong regional presence and environmental community; maintain partnerships with affinity groups; represent Sierra Club in the media; develop public education & media strategy; prepare reports & publications. Req BA/BS in environmental studies, political science or similar; 1+ yrs exp in the environmental field, incl research & organizing campaigns, press relations & public speaking; exp writing training & info materials; knowledge of the legislative process; extensive travel; driver's license. $15-$18/hr. http://www.hirebridge.com/v/3.jobs/jobDetails.aspx?jid=324343&cid=6993#VXsJ0ZUm0t

RESpite CASE MANAGER. Mental Health Partners, Boulder, CO. Work with clients presenting in need for a short term “respite” support situation to avoid crisis or more urgent need; link clients to support resources; assist in skill building; help clients apply for public assistance; document services. Req BA/BS in psychology, social work, counseling or related field; 1 yr relevant exp leading exp groups and working with adults or children in an outpatient setting; QMAP training & certification; entry level treatment/diagnostic skills; knowledge of community resources; MS Office; strong comm/interpersonal skills; bilingual English/Spanish pref; driver’s license. $15-$18/hr. http://www.hirebridge.com/v/3/jobs/jobDetails.aspx?jid=324343&cid=6993#VXsJ0ZUm0t

COORDINATOR, ASSIGNMENTS & ROOM MANAGEMENT. Oregon State University, Corvallis, OR. Manage room assignments, room changes, and cancellation of contracts; resolve logistical and interpersonal issues; liaison with prospective students; recruit, train & oversee student staff; process exemption requests & financial appeals. Req BA/BS in education, liberal arts or business; 2-3 yrs exp in a college/university residential life/housing/student affairs setting; staff supervision skills; exp with information mgmt systems, report generation, databases, information audition, & correspondence; strong customer service/prioritizing/comm skills. $41K+. App ddl: 7/5/15. https://jobs.oregonstate.edu/applicants/Central?quickFind=67111

OFFICE MANAGER. Austin Film Festival, Austin, TX. FT, year-round. Liaise between all depts.; oversee major projects (printing/mailing, annual program book); act as first point of contact; recruit, hire & train all contract positions, interns, apprentices & volunteers; maintain registrations; oversee hotel contracts; handle insurance & daily bookkeeping; office duties. Req BA/BS pref; 2 yrs work exp in customer service or administration; MS Office; problem solver; excel comm/phone/interpersonal/analytical/customer svc/team mgmt skills; great note-taking & comprehension skills; basic knowledge of Basecamp or similar. $32K. http://www.austinfilmfestival.com.office-manager/

CONSERVATION PROGRAM COORDINATOR. The Sierra Club, Boise, ID. Organize and implement a major conservation program, campaign or initiative such as land use management, air/water quality, wilderness management, transportation planning, wetlands, urban planning, etc.; develop strategies; recruit volunteers; monitor laws & issues; make public presentations; advocate for legislation; conduct surveys & research; work with the media. Req BA/BS in environmental studies, political science or similar; 1-2 yrs exp in the environmental field that includes research and organizing campaigns, press relations and public speaking; excel computer skills; ability to work well with volunteers. https://chj.the.taleo.net/chj101/ats/careers/requisition.jsp?org=SIERRACLUB&cws=1&rid=589

LEGISLATIVE FISCAL ANALYST I. State of Utah, Salt Lake City, UT. Entry level. Prepare budget analyses and recommendations; respond to inquiries & requests; prepare fiscal analysis of proposed legislation; conduct organizational & management improvement studies. Req BA/BS in public or business admin, public policy, political science, finance, economics, accounting or related field (Masters pref) or equivalent exp; critical analytical skills; good judgment; discretion. Phases: knowledge of the state systems of public and higher education. $19-$33/hr. App ddl: 6/19/15. http://agency.governmentjobs.com/utah/default.cfm?action=viewjob&jobID=1158776

RESIDENT ADVISOR. Blackbird Farm, Philo, CA. Start August 2015. Support small groups of students during 11 Day California Farm Sustainable Living Programs; participate in activities; oversee living quarters & stay in student housing; conduct daily meetings; facilitate small group discussion; motivate students. Req BA/BS. 1-2 yrs exp with at-risk youth; prior camp RA or teaching exp preferred; 21+ yrs old; driver’s license. http://goodfoodjobs.com/jobs/62764/resident-advisor.html

MEMBERSHIP ASSOCIATE. Project Vote Smart, Philiburg, MT. Assist in processing donations and managing donor database; develop fundraising ideas, advertising campaigns, and promotions; manage social media accounts; create content; maintain media contacts; write/edit communications pieces; conduct research; distribute news releases. Req exp using social media to promote events, contests, and programs; MS Office; strong org/comm/multitasking skills; sincere interest in American politics; ability to remain objective & non-partisan while working. Phases: DonorPerfect skills; photography, graphic design, videography, or HTML skills. http://votenow.org/jobs/#VXnQFkZUmi0

REligious Studies INSTRUCTOR. Chemeketa Community College, multiple locations, OR. PT. Teach one or more religious studies classes. Req Masters in religious studies. Preferred: exp teaching college-credit religious studies classes. $50.54/hr. App ddl: 6/30/15. http://agency.governmentjobs.com/chemeketa/default.cfm?action=viewjob&jobID=1074430

ENVIRONMENTAL SPECIALIST. EFI Global, Los Angeles, CA. Entry level. Conduct regulatory research at federal, state and local environmental agencies; conduct historical research of maps, air photos, permit histories, etc.; conduct inspections of commercial and manufacturing properties; prepare technical reports. Req BS in geology, environmental science, or similar; customer svc orientation; excel org/comm/timmg mgmt/problem solving skills; skill using MS Office, internet & GIS-based websites. https://careers.uti.com/Uni100/JobBoard/JobDetails.aspx? ID=7B69EB7BFFD512DE
JR. SALES ADMINISTRATOR. Yardi, Santa Barbara, CA. Create and administer software contracts that establish or renew business relationships with clients; maintain CRM; provide customer support. Req BA/BS in English or writing; excel comm/composition/spelling/grammar skills; ability to read & interpret contracts; MS Office; basic math skills; critical thinker; understanding of legal and technical terminology; exp in sales/legal contracting and office administration highly desirable. http://www.yardi.com/about-us/career-opportunities?jobRequested=4107.

ASSOCIATE USER EXPERIENCE DESIGNER. Trailer Park, Inc., Hollywood, CA. Create detailed user experience documentation (wireframes, site maps and clickable prototypes) for websites, apps, smart TVs and other interactive experiences; build & push project work through development & deployment; conduct user research; advocate for the user. Req BA/BS in human-computer interaction or user experience design; familiarity with current web standards and patterns; some exp with user research and usability testing; proficiency with Omnigraffle, Sketch or equivalent wireframing software; Mac & Keynote; passion for user experience & interactive design; good comm/time mgmt/information architecture skills; knowledge of developing visual/interactive/interface design trends. http://chj.the.taleo.com/chj44/ats/careers/requisition.jsp?org=TRAILERPARK&cc=1&isid=311.

ASSOCIATE/NEWS JUNKIE. Haley & Associates, Newbury Park, CA. PT. 20 hrs/wk, at a public relations firm. Req extensive knowledge of current events on both a national and geo-political level; political sciences majors pref; excel reading/writing/editing skills; basic HTML (Dreamweaver), Photoshop & MS Office; eye for detail; other software a plus. $14-$18/hr. http://www.indeded.com/viewJob?js=8e9933d3063bab43.

ARCHIVES INTERN. U.S. Olympic Committee, Colorado Springs, CO. Perform processing, preservation, reference and general archival work involving the records of the US Olympic Committee, the athletes, and the Olympic movement; conduct historical research; set up displays; loan artifacts; give tours of the archives. Req interest in Archival Studies, Museum Management, or Historic Preservation; exp relevant to the care, preservation, and conservation of artifacts; good writing/research/organizing/data entry skills; familiarity with the internet and digital imaging; MS Office; Past Perfect helpful. $7.86 - $9/hr. https://usoc.silkroad.com/epostings/index.cfm?fuseaction=app.dspJob&jobid=217388&company_id=16060&version=2.

PARK RANGER I (INTERPRETER). Pedernales Falls State Park, Johnson City, TX. Provide demonstrations to the public by using a variety of both natural and cultural items, artifacts and/or replicas; conduct interpretive tours; provide natural & cultural resource mgmt projects; maintain equipment & historic structures; conduct site promotion & marketing; recruit & train volunteers; produce reports. Req BA/BS; MS Office; knowledge of natural/cultural resources, traditions & historic practices; knowledge of native & invasive plant species; TX driver’s license. Preferred: degree in Park Administration, Recreation & Parks, Wildlife/Fisheries Science, Natural and/or Cultural Resource Management, Range Management, Forestry, Biology, Anthropology/Archeology, History or related field; exp in customer service, park operations, interpretation, educational programs, or facility/equipment repair. $3000/month. App ddl: 7/3/15. http://agency.governmentjobs.com/spwd/default.cfm?action=viewJob&jobID=1168425.

HUMAN RESOURCES SPECIALIST I. County of Kauai, Lihue, HI. Perform technical work in the central human resources dept. Req BA/BS in public administration, business administration, psychology or a related field and 2 yrs exp assisting in an HR dept. OR Masters degree with 1 yr exp; basic knowledge of trends & principles related to human resources mgmt (laws, contractual provisions, merit system, occupation types, research, interviewing methods, etc.). $42K. App ddl: 6/23/15. http://agency.governmentjobs.com/kauai/default.cfm?action=viewJob&jobID=1167786.

LEGAL RESEARCHER & DOCUMENT SPECIALIST. Rocket Lawyer, San Francisco, CA. Conduct state-by-state legal research on contract law issues; create interactive documents and government forms for an online environment; define end-to-end legal processes; develop content. Req BA/BS: 2 yrs exp working as a paralegal, legal researcher or related area; copyediting, proofreading or academic grading exp; excel comm/interpersonal/research/writing skills; MS Office; Google Docs and Sites a plus. https://www.rocketlawyer.com/careers.jsf?positions.

ASSOCIATE SCIENTIST, PRODUCT & SAFETY EDUCATION. Young Living Essential Oils, Lehi, UT. Entry level. Conduct research on product safety and related topics; supply technical data for products & ingredients; collect data; interact with consumers & gov’t entities in response to product safety issues. Req AA or BA in biology, chemistry, botany or other science; knowledge of DSHEA; understanding of FDA & the industry relationship; ability to read & write technical documents. https://www.youngliving.com/en_US/company/careers/current-openings.

PROGRAM INSTRUCTOR. Thousand Pines Outdoor Science School, Crestline, CA. Seasonal, Sept. – June. Inst. groups of students in various activities (rock wall, archery, craft, songs, games, skits, dances, and team building exercises) on a 4-5 day program; teach school curriculum; supervise a cabin overnight; assist with cleaning, dining hall supervision, & first aid. Req BA/BS; CPR & FirstAid cert; driver’s license; strong comm/team skills; teaching ability; ability to lift 50 lbs. http://thousandpinesoutdoored.com/?page_id=56.

ANALYST. Monitor 360. San Francisco, CA. Propose and implement research plans for assigned client projects; create tools, technologies, and methods to provide information and insights and create efficiencies and economies of scale; identify opportunities for product growth and business value potential. Req BA/BS; exp in a research or data driven field such as economics, sociology, psychology, political science, etc.; familiarity with data visualization tools and a range of analysis concepts such as natural language processing, content similarity analysis, social network analysis, and sentiment analysis; strong technical skills; innovative thinker. http://m360.catsone.com/careers/index.php?page=portal&area=details&jobOrderID=5464796.

SOCIAL MEDIA ASSISTANT. O’Reilly Media, Sebastopol, CA. Temp. Promote company content, events, and talent through social media platforms & online channels; draft marketing copy; collect data; coordinate graphics design; assist with market research & data entry. Req AA/AS in communications, marketing or related area; 1 yr exp using social media to represent a brand or org; familiarity with social media platforms; excel comm/writing/organizational skills; passion for user experience & interactive design; good comm/time mgmt/information architecture skills; knowledge of developing visual/interactive/interface design trends. http://hire.jobvite.com/CompanyJobs/Careers.aspx?js=319F16S&js=8F16L.

INSTRUCTIONAL ASSISTANT, TUTORIAL CENTER. Folsum Lake College, Sacramento, CA. Provide and coordinate tutorial assistance to students; act as a resource for students utilizing non-book individualized instructional media; supervise student tutors & schedules; maintain student records; prepare mediated instructional packages; train students in equipment use. Req AA/AS in English, math or foreign language; 1 yr tutoring, instructional or work exp related to assisting students with their academic/technical programs; multicultural sensitivity. App ddl: 6/26/15. https://jobs.lorrios.edu/applicants/ Central?quickFind=58673.

RESEARCHER/ARCHIVIST. Los Angeles Museum of the Holocaust, Los Angeles, CA. PT. Conduct historical research; acquire & catalog archival materials; perform indexing of documents; create bibliographic descriptions; work with the online catalog; assist with curatorial & library projects. Req Masters or higher in modern history or political science OR BA/BS with several yrs exp; exp in applied research work; knowledge of cataloguing & indexing of archival materials; skill using Acrobat, Photoshop, MS Office & online archival catalogues. http://www.lamothe.org/the-museum/job-opportunities---volunteer/employment.
**Multi-Regional/International/Freelance**

**B2B ENGLISH GRADER.** Penn Foster, work from home. PT, entry level. Evaluate high school English examinations, following keys & rubrics. Req BA/BS in English; Masters pref; exp in grading compositions, essays, and MLA research papers; high-speed internet access; PA teaching certification a plus. [http://pennfoster.theresumator.com/apply/job_20150603123133_69AE4TD0KYSHOGPH/B2B-English-Grader](http://pennfoster.theresumator.com/apply/job_20150603123133_69AE4TD0KYSHOGPH/B2B-English-Grader)

**ENVIRONMENTAL ASSOCIATE.** Georgia-Pacific, nationwide. Participate in their 12-18 month Entry Level Professional Program to acquire skills in environmental practices; support day-to-day environmental compliance requirements; develop & manage training programs; assist with projects in air, water, waste and remediation; implement environmental management systems; participate in internal auditing; identify & mitigate environmental risks. Req BA/BS in environmental science, environmental engineering or related field; strong orgz/comm/prioritizing skills. Preferred: environmental internship or co-op; 3.0+ GPA; demonstrated leadership skills; knowledge of major technical/regulatory programs; understanding of the importance of environmental management systems; exp with data mgt & sampling procedures. Job #035351. [https://kochcareers.taleo.net/careersection/2/moresearch.ftl](https://kochcareers.taleo.net/careersection/2/moresearch.ftl)

**PSYCHOLOGY AIDE/TECHNICIANS.** Dept. of the Air Force, multiple locations. A variety of hiring levels, including entry. Manage and perform technical functions for the research and organizational consultation work for the Department of Behavioral Sciences; evaluation mental health patients; administer psychological tests; assist with therapy groups; conduct educational classes & prevention/outreach briefings & activities; assist with crisis intervention & case mgt. Req AA/AS or higher in psychology, statistics, or other directly related subject OR equiv experience. App ddl: 9/30/15. [https://www.usajobs.gov/GetJob/ViewDetails/399365200](https://www.usajobs.gov/GetJob/ViewDetails/399365200)

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Good luck!  

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