



CURRENT JOBS IN LIBERAL ARTS

The National Employment Bulletin for the Liberal Arts Professions
Issue #19

October 6, 2006

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The publisher does not knowingly place advertisements that discriminate or that are not bonafide vacancies. Positions are compiled from a variety of sources including vacancy announcements provided to the publisher, and other published sources. Please note that many employers do not acknowledge your application. Some employment procedures, in particular those of government agencies, can take four to six months. ISSN 0887-2821.

East/Northeast

STAFF WRITER. For a celebrity news magazine. Must be experienced, creative and self-motivated. Strong knowledge of and interest in celebrities, and perform well in a deadline orientated atmosphere. Ltr/resume/sal req (a must) to Recruitment Specialist email: Jobs@Ok-Magazine.Com. In the Subject line of your email, please reference Writer-2006. Human Resources, 475 Fifth Avenue, 2nd Floor, New York, NY 10017. No calls.

ASSISTANT TO THE VICE PRESIDENT. Assist in the day-to-day operation of the division incl phone, travel arrangements, scheduling, correspondence, reports, liaison, office mgt, special projects, supervise student help. Req BA/BS, 3 yrs exp in senior support position, demonstrated knowledge of MS Office, internet, database & general computer skills, excel comm./orgz skills, decision-making abilities and superior interpersonal skills, demonstrated ability to use independent judgment and critical analytic thinking. Resume/ltr/3 ref contacts My HigherEdJobs, Development Division, Position Code ASVP, Pratt Institute, 200 Willoughby Avenue, North Hall 2, Brooklyn, NY 11205, Fax: (718) 636-3455, tkerr@pratt.edu. App ddl 10/16/06.

ADVERTISING SALES ACCOUNT EXECUTIVES. For Fortune 500 national magazine group in DC Metro location. Sell advertising in our consumer or business-to-business print publications and their online components. Req proven track record of developing new business, along with building on existing accounts; several yrs exp in print and online advertising; excellent comm. skills; ability to work under pressure and handle deadlines with multiple projects. Must be an enthusiastic, energetic self-starter with strong interpersonal skills and the drive to sell. Sal + commission. Resume/sal reqs to resumes@atpco.com. Ms. Monet Funn, 6883 Commercial Drive, Springfield, VA 22159. Fax 703-750-8129. resumes@atpco.com

ARCHAEOLOGY FIELD TECHNICIAN. Perform field & lab support to the cultural resources projects, primarily archaeology studies, throughout the US and potentially internationally; utilize strong excavation experience to perform STPs, test units, and features, as well as mapping and documentation skills as needed; use Munsell soil color charts and determine preliminary soil textures. Some travel is required. Req BA/BS in Anthropology or a closely related field, 3 yrs of field experience. Experience in both historic and prehistoric archaeology, and some lab experience and artifact identification is sought. Should be well versed in standard archaeological techniques to include excavation of shovel test pits (STPs) and test units for all phases of archaeological investigations. Must have some computer graphic skills (e.g. Word Suite, Corel Draw, Photoshop). Apply online at www.urscorp.com and refer to requisition # URS 13996. No calls.

ASSISTANT WOMEN'S BASKETBALL COACH. PT. Assisting head coach with recruiting, practice, game preparation, tape exchange and overall administration of varsity program. High emphasis will be placed on recruiting. Req prior coaching and/or playing experience at the college level, BA/BS, knowledge of NCAA Division III guidelines, and desire to build a strong Division III program are required. Ltr/resume/3 ref names to Kristy Walter, Lasell College, 1844 Commonwealth Avenue, Newton, MA 02466, Phone: 617 243-2147, Fax: 617 243-2037, kwalter@lasell.edu.

RESEARCH ASSISTANT / ASSISTANT TO THE DIRECTOR.

For a multi-disciplinary team with expertise in epidemiology, toxicology, chemistry, GIS, and communications. Current research focuses on breast cancer and endocrine disrupting compounds from drinking water pollutants, household exposures, and other sources. Great versatility in support of the Executive Director's research, public communications, proposal development, and organizational leadership roles. Req: appropriate for a recent BA/BS graduate with an interest in environmental health research and willingness to take on both creative and mundane tasks. Chemistry, biology, statistics, epidemiology coursework an asset Outstanding academic skills and interests in environmental health science. Exp pref. Attn to accuracy, good writing and comm skills, quantitative reasoning, ability to work independently within a multidisciplinary team. Some travel to Cape Cod. Proficiency in MS Word; EndNote an asset. Commitment to careful and impartial research in a context of partnership between scientists and the public. Visit www.silentspring.org. Ltr describing your interests and experience related to this job/resume/writing sample/transcript (photocopy OK) to Diane Czwakiel, Administrative Manager, Silent Spring Institute, 29 Crafts Street, Newton, MA 02458 or email researchcareers@silentspring.org.

FORESTER, II. Perform advanced professional forestry functions in the field and office, schedule and supervise field surveys and inspections to assess the conditions of trees and the extent of damage from insects, injury and disease, recommend solutions regarding species selection and site design, assess work to be done by contractors, supervise subordinate staff, work with other agencies and divisions on tree preservation, perform post-planting field inspections, compile and manage street tree planting contracts, inspect and tag trees at local nurseries, respond to citizen inquiries and maintain working relationships with community, manage borough-wide tree database. Req MA/MS in Forestry/related or BA/BS + 1 yr exp in forestry or arboricultural work or AA + 3yrs exp or equiv; NYC driver's license; MS Office skills; comm./interpersonal skills; ability to work independently. Resume/ltr to: David Terhune, Director of Personnel, City of New York/Parks & Recreation, 24 West 61st Street, 2nd Floor, New York, NY 10023 Attention: JVN # 846-06-11506.

FREELANCE COPYWRITER. In-house position for MTV Networks. Length TBD. Resp incl developing concepts, writing and proofing print, video, multimedia and merchandising projects. Projects include: journal advertisements, brochures, videos, speeches, invitations, information packets, internal Web sites, and marketing materials. Manage departmental projects from start to finish, working with other writers and designers and maintaining contact with clients. Req BA, 4 yrs prof copywriting exp, editing & proofreading exp; exp overseeing/managing projects; strong conceptual thinking ability; interest in pop culture; excel orgz/interpersonal/ presentation skills; attn to detail; adept at working collaboratively; the ability to work under strict deadlines and juggle several tasks at once. Macintosh exp pref. M.A. in English or Writing helpful. Fax resume/ltr/samples/online portfolio info to Copy Director, fax 212-846-1933. No calls or e-mails. New York, NY 10036

GRAPHIC DESIGNER. PT temp for FINE GARDENING magazine. Assist busy art dept with scanning, photo research, pre-press production work and magazine layout. Student or recent grad studying graphic arts or equiv exp, detail oriented, enthusiastic, knowledge of Adobe InDesign, Mac a plus. 15-20

hrs/wk. Resume/ltr/non-returnable samples to Ms. Dawn Ussery, 63 South Main Street, Newtown, CT 06470, fax 203-426-3503, tauntonjobs@taunton.com.

EXECUTIVE ASSISTANT TO THE EVP. Provides high-level admin & secretarial support to the Exec Vp & Managing Dir in areas of communications, relations with the staff, Board of Directors, and relations with external parties. Manages workflow of EVP & MD. Req excel admin/orz/comm./time mgt skills, able to prioritize, work independently & in prof manner, team player, MS Office skills. Pref exp in association mgt & understanding of music industry. Mid \$40's. Ltr/ resume to Marj Brown, HR Director, American Symphony Orchestra League, 33 West 60th Street, 5th Floor, New York, NY 10023-7905, Email: mbrown@symphony.org, Fax: 212-262-5198. No calls. App ddl 10/22/06.

ASSISTANT GARDENER. FT & seasonal, 1 yr grant until 6/30/07. Assist in the planting and cultivating of trees, flowers and shrubs; grade, sod, weed, mulch and mow lawns; Prep root cuttings, seed growth, seed collection soil and seedbeds.; maintain equip; keep records & prepare written reports; interact with staff and the public in a courteous and professional manner. Req 1 yr FT exp in gardening work, including experience in each of the following: planting, cultivating and caring for trees, plants, shrubs and lawns; OR thirty credits, at least fifteen of which must pertain to horticulture, agriculture or a related field from an accredited college or community college; OR a certificate from a recognized horticultural or botanical program; or equiv ed/exp. NY driver's license & residency. Pref exp working with volunteers & familiarity with local species and ornamental plant species. New York State Pesticide Applicator License category 3A or 7 a plus. Commercial Driver License Class B a plus. \$30,828 - \$44,370. Visit www.nyc.gov/parks. Ltr/resume to Bram Gunther, Deputy Director of Forestry & Horticulture, Central Forestry and Horticulture, City of New York/Parks & Recreation, Olmsted Center, Flushing Meadows Park, Flushing, NY 11368, Attention: Assistant Gardener.

FREELANCE WEB DESIGNER/COPYWRITER. In NYC. Req 3-5 yrs exp in creating successful/effective web designs, IA or copywriting for consumer web properties; able to understand and translate high level marketing strategy into innovative and compelling user experience that will connect with customers and drive loyalty; innovation, creativity and strategic thinking are a must; agency or in-house experience preferred. Experience with ecommerce brands a plus. Freelance work may evolve into full time position(s). Send writing/design samples via urls or attachments. Ms. Shoshana Zilberberg-Winter, NJ 07470. Resume to wikijobs@yahoo.com and specify either web designer, web copywriter or web IA. No calls.

MEMBERSHIP ASSISTANT. PT, temp. Provide high level customer service to its growing membership base, esp. via phone & e-mail. Solve customer problems, log concern/suggestions, send materials, collect checks, maintain records. Req strong interpersonal/comm skills, friendly, outgoing, polite and professional manner, attn to detail, multitasking, Word/Excel skills, ability to learn Raiser's Edge. Ltr/resume Charlotte Mikk, Director of Membership and Annual Gifts, Institute of Contemporary Art, 955 Boylston St. Boston, MA. 02115 or via e-mail to cmikk@icaboston.org. App ddl: 10/27/06.

BOOKKEEPER. Resp for completion & bi-monthly submission of Request for Check (RFC) forms, oversight of documentation for RFC forms, submission of said forms to authorizing agent for approval and processing. File and store all documentation. Maintenance of QuickBooks record keeping system. Data input, system back-ups, production of monthly reports. Document all areas of concern with recommendations. Req prior work exp in accounting, and familiarity with Quickbooks software. Resume/ltr to info@icleadership.org. The Institute for Community Leadership, 24833 180th AVE SE, Kent, Washington, 98042. App ddl 11/25/06.

SALES ASSOCIATE. For Livinggreen Store & Gallery in Santa Barbara, CA. Resp for daily operational tasks, incl customer product questions, processing transactions at the sales desk, handling phone orders and inquiries, upkeep of showroom floor, sales desk, and stock room, occasional tinting paints, receiving shipments, doing product demos. Knowledge of green building and design practices is a plus, but above all, candidates must be willing to learn. Req self-motivated, orgz skills, multi-tasking, quick learner, prof demeanor, MS Office & Quickbooks a plus. Familiarity with construction practices, home

remodel or design helpful. Resume/tr to Jon Heffner, LEED AP, 805 966 1319 (phone), 805 966 1309 (fax), jon@livinggreen.com, <http://www.livinggreen.com>

ASSISTANT PROFESSOR OF POLITICAL SCIENCE. Scholar in AMERICAN POLITICS. Special consideration will be given to candidates who can teach courses in two or more of the following areas: public law, public policy, urban politics, criminal justice, race and equality, public opinion, politics and the environment. A commitment to undergraduate teaching in a liberal arts environment is essential. Candidates must be able to teach a theme-based, first-year writing course. PhD in political science preferred, advanced ABD considered. Must also engage in scholarly/creative activities and participate in institutional initiatives as service to the college. Ltr/CV/sample of current scholarship/3 ref ltrs to Dr. Rosemary Nossiff, Chair, Political Science Search Committee, Marymount Manhattan College, 221 East 71st Street, New York, NY 10021. App ddl: 11/15/06.

EXECUTIVE ASSISTANT. Resp for the smooth operation of the office of the Executive Director by providing administrative support incl correspondence, phone, scheduling, office mgt, filing, travel arrangements, expense reconciliation. Req knowledge of diverse groups, experience with multicultural workforce and sensitivity and appreciation of cultural difference, MS Office skills, business writing, orgz/comm./interpersonal skills, initiative, attn to detail, confidentiality, good judgment. BA/business school pref. Understanding of the meaning of civil liberties and commitment to supporting efforts to uphold them. Ltr/resume to NYCLU, Box EA, 125 Broad Street, 19th Floor, New York, N.Y. 10004; fax: 212-0607-3318; or e-mail: jobs@nyclu.org with "Executive Assistant" in the subject heading. App ddl 12/11/06.

GIS NETWORK COORDINATOR. For World Wildlife Fund in Washington, DC. Work in the Conservation Science Program (CSP) to build a strong community of GIS users within the global WWF network, including data sharing, training, and coordination. Build GIS capacity and serve as a technical liaison for GIS, extending the benefits of the technology to the WWF network. Req Masters in Geography, Environmental Science or related field, 2 years exp in the application of GIS to conservation, strong expertise in ESRI GIS software, experience with GIS data infrastructure, and server required. Visit <http://www.worldwildlife.org/about/jobs.cfm>, Job #27068.

SALES & MARKETING ASSOCIATE. For luxury travel company. Req understanding of needs of high-end luxury travelers, exp traveling abroad, esp. to Asia-Pacific/Europe/Africa, excel writing/verbal skills, proven leadership, creativity in developing new tours/partnerships, know luxury hotels/hospitality industry, attn to detail, passion for cultural travel/arts/cuisine, proficient in InDesign/Photoshop/Filemaker pref, prior sales exp pref. Resume/ltr (incl interest, exp & why/how you travel)/list of countries you have traveled or lived in, what you saw and focused on in each destination, and what some of your favorite places were and why to: Hiring, Artisans of Leisure, 18 East 16 Street, Suite 301, New York, NY 10003. employment@artisansofleisure.com, Fax 212-243-4798. No calls.

STAFF WRITER. Resp for translating the current website information into Persian, as well as researching, writing and editing the Persian-language media assistance news; maintain an extensive list of contacts from media assistance organizations in Persian-speaking countries; assist in the development of New Media division, including on-line training modules. Req first-rate writing skills in both English and Persian; excellent Internet researcher; New Media skills, including Internet development; MS Office skills; web development experience and some knowledge of HTML coding pref. Resume/refs/writing samples in English and Persian to Johanna Carrillo at jcarrillo@icfj.org. www.ijnnet.org. Ms. Johanna Carrillo, The International Center for Journalists, 1616 H St., NW, 3rd Floor, Washington, DC 20006. App ddl: 10/20/06.

GEOLOGIST. For environmental consulting firm located in Colmar, PA. Energetic, self-motivated entry-level geologist or environmental scientist to perform field activities, reporting, interfacing with clients and agency personnel associated with soil and groundwater investigations and UST remediation. Writing skills are important, as is the ability to organize and analyze analytical data and prepare detailed reports. Req BS in Geology or Environmental Science, 3 years of experience, strong comm./interpersonal skills. Requires daily travel



to and from job sites throughout Pennsylvania and New Jersey and a valid driver's license is required. Fax resume to Karyn Parker at 215-997-6323 or e-mail to kparker@maaonline.com. Mid-Atlantic Associates, Inc.

ADMINISTRATIVE ASSISTANT. Data entry using quickbook and filemaker programs, posting accounts receivable, order/replenish office supplies, generate monthly billing statements, answer phones and in-person inquiries, operate and maintain office equipment. Successful candidate must be a fast learner, have proficiency working with one or more databases, be friendly, organized and detail oriented. Ltr/ resume to Lynn Landon at llandon@agassiz.org. Agassiz Neighborhood Council, 20 Sacramento St, Cambridge, MA, 02138.

OUTDOOR RECREATION SPECIALIST. Resp for developing, planning and implementing a variety of outdoor recreation activities in order to help children/adolescent to overcome emotional anxieties, behavioral disorders and self images; Plan and lead Mountain Biking, Rope course and climbing, kayaking, snowboarding, snow shoeing, and cross country skiing activities; develop positive therapeutic relationships with residents, communicate regularly with treatment team, Therapy staff and Director of Recreation; plan special events; participate in Departmental/Unit meetings and training as necessary. Req BA/BS, 2 yrs exp leading outdoor recreation programs; CTRS Certification or eligible preferred. Ropes certification necessary. Documented expe 2 of the following activities (snowboarding/skiing, snow shoeing, mountain biking, rock climbing, cross country skiing, hiking, kayaking). For information call: 914-693-0600 ext 3650, for directions ext 3750. Professional dress is required. If you cannot attend, send resume to: HR, TCV, Dobbs Ferry, NY 10522. Fax: 914-674-4512, email: recruiter@childrensvillage.org. Visit us at: www.childrensvillage.org.

REFERENCE LIBRARIAN. Tenure-track faculty position. Duties include reference desk coverage (with regularly scheduled evening and weekend hours); liaison responsibilities w/ the College's academic units; special projects; subject-related instruction, workshops, and research assistance; collection development in specific areas. Req a MLS from an ALA-accredited program; strong knowledge of electronic information resources; and oral and written communication skills; ability to build and maintain positive collaborative relationships w/ library and college faculty and staff; and strong commitment to service. Pref qualifications include substantial reference and instruction exp in an academic or research library; experience in collection development; additional technological skills such as web authoring, and a commitment to diversity. App ltr/resume/3 res (include email addresses) to Libraries HRs, The Pennsylvania State University, Box AARL-LISJ, 511 Paterno Library, University Park, PA 16802. Reviews begin 10/31/06. <http://www.personal.psu.edu/dept/Eichelibrary/eiche.htm>.

WEB DESIGNER. Resp for production of all presentations online for website. Collaborate with the e-mail team to create creative presentations for full price, sale, promotional, PR and other e-mail campaigns. Req 3 yrs exp with web design functionality and knowledge of capabilities of browsers and design considerations of the internet. Resume/sal reqs to Sonya Clark, 231 Main Street, Franconia, NH 03580, 603-823-5545, Fax 603-823-7404, sclark@garnethill.com.

GROUP LEADERS. Qualified, responsible and reliable group leaders for the Girls GIVE BACK after school program for 30 female and 20 male middle school students at PS/IS 298 in Brownsville, Brooklyn. Req exp working with middle school students, grades 4-8, committed to positive youth development, exp developing & implementing curriculum for an after school setting in programming related to arts & crafts, drama and improvisation, physical fitness, music, dance, chess, and/or community activism, must be passionate about engaging youth and acting as a positive role model. Associates/ Bachelors/ Masters Degree in rel field or commensurate exp. Resume/ltr as an attachment via email (preferred method) or fax with the name/number of the school to: Nakeeba Wauchope Site Coordinator YWCA-NYC 52 Broadway, 4th Floor, NY, NY 10004 Fax: 212.888.1711. Email: nwauchope@ywcanyc.org. NO PHONE CALLS App ddl 10/11/06.

BILINGUAL RECEPTION / FRONT DESK. Answer phones & coordinate front office of small, friendly, community mental health clinic; greet patients,

collect payments, schedule appts. 8:00 A.M. - 11:00 AM (M,T,W,TH) w/ some flexibility. Good comm; attn to detail; willing to take initiative. Bilingual ENGLISH AND SPANISH. \$10/hr Resume/ltr to: phalpin@bamha.org. Paula Halpin 617-787-1901 – phone, fax 617-254-3461, The Brighton-Allston Mental Health Assoc 77B Warren St, Brighton, MA 02135. App ddl 11/26/06.

ASSISTANT TREASURER. Off-Broadway commercial rental theatre seeks assistant box office treasurer. Ideal candidate need not have experience, but must possess a professional attitude, strong customer service skills, and an aptitude for accuracy and detail. This is a FT position (30-40 hours per week) with benefits (paid vacation, sick pay, health and retirement plan) with little or no flexibility in schedule. Fax or e-mail ltr/resume to Fax: 212-315-2307 or personnel@renoproductionsinc.com. NO PHONE CALLS. Reno Productions, Inc. New York, NY 10036.

FUNDRAISING PROGRAM COORDINATOR. Resp for helping develop Equal Exchange's Fundraising Program; use entrepreneurial and orgz skills to help develop and manage a new mktg/sales channel for Equal Exchange fundraising programs for school children and community groups; orgz and initiate communication; work w/ Organizing Dir & product managers to establish revenue and margin goals of fundraising program; work w/ Organizing Dir on overall strategy, message, partnerships, packaging, promotions & services. Detail oriented; ability to work independently; time mgmt skills. FT, salaried position out of our West Bridgewater, MA office. Resume/ltr to Virginia Berman.Equal Exchange, Attn: Virginia Berman, 50 United Dr, W. Bridgewater, MA 02379. vberman@equalexchange.com. <http://www.equalexchange.com>

GERMAN LANGUAGE AND LITERATURE FACUTLY. Begin in 09/07. Rank and area of specialization open; capable of all levels of lang instruction (native or near-native fluency in German is required) as well as the potential for substantial contributions to cultural studies and participation in Union's expanding and increasingly interdisciplinary curriculum. Excellence in scholarship and teaching; potential for intellectual leadership. <http://www.union.edu>. Preliminary interviews will be conducted at the MLA. Ltr/CV/3 ltrs of rec/ writing sample. Review begins 11/01/06. German Search, Dept of Modern Languages and Literatures, Union College, Schenectady, New York, 12308. General inquiries are welcome, and may be directed to Hans-Friedrich Mueller; please write (email: muellerh@union.edu). <http://www.union.edu/PUBLIC/MOLNDEPT>. App ddl: 12/15/06.

HUMAN RESOURCES ASSISTANT. Resp for maintaining tracking systems related to hiring, salaries, performance reviews, and staff development; produce metrics to document the volume and quality of our service. Help sustain a positive culture at Facing History by supporting our employee relations and communications efforts. Provide support for Facing History's recruitment efforts; place vacancy announcements; manage applicant tracking system, coordinating w/ support staff in other regions as req; generate acknowledgment and final letters; assist w/ new employee set-up; schedule/confirm orientation mtgs. BA/BS degree strongly pref; 1-2 yrs HR exp or strong HR career interest pref; excellent orgz skills; proficiency w/ Microsoft Office suite and exp w/ database management. This position is budgeted for 75% of full-time (26.25hrs/wk). Resume/CV/ltr indicating interest to: Jon Cramer, Assoc Dir, HR, Facing History and Ourselves, 16 Hurd Rd, Brookline, MA 02445 USA. E-mail: jobs@facing.org. Fax: 617-232-0281. App ddl 10/23/06.

AMERICORPS MEMBERS. 1 yr commitment to GreenApple Corps. Work in teams under the guidance of a Crew Leader to solve critical environmental problems; Collect field data related to the assessment and monitoring of forestry initiatives; Lead environmental education programs geared towards students and Parks patrons; Restore natural areas including forests, meadows, salt marshes and trails; Work with volunteers on community-led or sponsored restoration, greening projects and events. This is an outdoor program that is intense and physically demanding, and pushes you to the highest levels of performance and achievement. Must be at least 17 years of age and a U.S. citizen or permanent resident. Able to work at least 38 hours per week including occasional evenings and weekends. HS diploma or equiv; interest in environmental, public health, and/or urban issues encouraged. Strong communication and leadership skills. Participants receive a living-wage stipend of \$560.00/biweekly throughout the program and an education award



of \$4,725.00 upon completion. Begin Fall 2006. Resume/ltr to Brian Aucoin, Program Director, GreenApple Corps, City of New York Parks & Recreation, 1234 5th Avenue, Room 200, New York, NY 10029, Email: GreenApple@parks.nyc.gov.

FIELD ORGANIZER. Organize and implement grassroots campaigns, in coordination with NYCLU program staff, that mobilizes NYCLU members and supporters to uphold and defend civil liberties; implement creative strategies for recruiting NYCLU volunteers who represent the great diversity of the state's population in terms of race, ethnicity, religion, national origin, gender, age, and sexual orientation; other duties as assigned. 1-3 yrs professional exp in community, union, or political organizing; strong written and oral communication skills; experience working with communities of various cultures. Foreign language skills, Spanish in particular, a plus; must be available for some evening and weekend hours. Ltr/resume/sal reqs via e-mail to: jobs@nyclu.org with "Field Organizer" in the subject field. E-Mail: jobs@nyclu.org. <http://www.nyclu.org/jobs.html>. App ddl: 12/12/06.

PROGRAM ASSOCIATE, POLICY PROJECTS & FELLOWSHIPS Work w/ the Deputy Dir of Policy Projects and the VP of Global Affairs as part of the Policy Projects team on the planning and implementation of U.S.-Japan Innovators Project and other policy-related initiatives. Work w/ the Deputy Dir of Policy Projects and Tokyo Rep on admin duties and the implementation and fin mgt of the U.S.-Japan Media Fellows Program. Travel in the U.S. and Japan is likely. Provide admin and financial mgt support for Dept 21, Policy Projects (U.S.-Japan Innovators Project). Req BA, knowledge of Japanese society and culture; interest in intl affairs and Japanese language a plus; excellent writing and editing skills; excellent orgz skills; knowledge of word-processing, Excel, and Outlook; knowledge of Internet, email and databases. Ltr/resume to Betty Borden at bborden@japansociety.org. Japan Society, 333 East 47th Street, New York, New York, 10017. App ddl 11/20/06

DIRECTOR OF YOUTH AND CHILDREN MINISTRIES: FT, available 01/07. Oversee the creation and implementation of all aspects of the youth's fellowship and spiritual growth for youth in grades 6-12; oversee the youth and children Christian education ministry; communicate w/ all age levels in a way that resonates w/ them; ability to build and equip volunteer teams and be a team player w/ a supportive staff; strong orgz and project management skills. E-mail resume to: Linda Finley, Staff Parish Relations Chair. Contact the church at 410 833-5440 or visit our website. Reisterstown United Methodist Church, 236 Main St, Reisterstown, MD 21136.

WORKSHOP COORDINATOR. Work closely w/Exec Dir to coordinate creative writing workshops for incarcerated women and girls in and around New York City. Coordinating creative writing workshops in jails, prisons, juvenile detention centers and non-secure detention sites in and around New York City. This includes meeting with administrators in these facilities and being consistent with follow-up; recruiting, training and supervising additional facilitators; providing ongoing support for facilitators including regular visits to workshop sites. This is a consultant position and is funded for approx 1 yr. Exp facilitating workshops is necessary; exp facilitating workshops in jails, prisons and/or juvenile detention centers is pref;; strong verbal and written communication skills; must have clearance – or be eligible for clearance – to work in jails, prisons, and juvenile detention centers in NYC and NYS. Resume/ltr providing more in-depth info on your academic, artistic and professional exp via mail or e-mail by 10/27/06. Victoria Sammartino, Exec Dir, Voices UnBroken PO Box 342, Bronx, NY 10461 E-mail: voicesunbrokenHR@yahoo.com

PRODUCTION ASSISTANT. Specific respon include maintaining current project archives and facilitating transmission of files for database and electronic publication, as well as trafficking all stages of page proofs, coordinating w/ in-house staff and outside compositors and vendors, and maintaining schedules. Strong orgz, communication and computer skills, ability to prioritize, and ability to work under deadlines are a must. 1 yr of exp in book publishing and knowledge of Excel, QuarkXPress, and InDesign are pref. Excellent benefits package offered. Resume/ltr to: resumes@factsonfile.com. Ms. LIZ CLARKE

132 WEST 31ST 17TH FLOOR NEW YORK, NY 10001. resumes@factsonfile.com Fax 917-339-0009

REGIONAL JURIED PHOTOGRAPHY EXHIBITION. Seeking original work from emerging photographers under the age of 30, living and working in western NY, western PA, and OH, for exhibition, Feb. 4 – Jun. 17, 2007. Best in Show cash prize. Entry fee. Contact Jason Trimmer, The Regina A. Quick Center for the Arts, St. Bonaventure Univ, Drawer BH, St. Bonaventure, NY 14778. Telephone: (716) 375-7686. Web site: <http://www.sbu.edu/go/arts-center/index.htm>. E-mail: quick@sbu.edu. App ddl: 10/25/06. (From 9/15/06 issue)

STAFF ASSISTANT. Staff and maintain a well-organized walk-in service area for intl students. Answer standard/routine F-1 immigration questions, process F-1 immigration documents and respond to requests for handouts. Enter student records into the Student and Exchange Visitor Information Systems (SEVIS), proofread and verify the accuracy of student data in SEVIS, and troubleshoot processing errors in the SEVIS batch. BA/BS and 1 yr exp w/ intl students. Demonstrated intercultural sensitivity, customer orientation, detail orientation and multitasking ability. Strong oral and written communication skills. Strong computer skills, including database skills. U.S. citizenship or U.S. Lawful Permanent Resident status is required due to federal regs. Ref Posting Number P-6090 when responding. Sal range: \$32,525-\$36,500, Dir, Search Committee, Univ at Buffalo, 210 Talbert Hall, North Campus, Buffalo, NY 14260. Phone: 716-645-2368 Email Address: pats@buffalo.edu

OFFICE ASSISTANT. PT., Act as Receptionist, welcome and direct visitors, answer phones, and distribute daily mail and package deliveries; provide general information about program offerings and take telephone registrations; perform data entry related to registration and membership; post rental and tuition payments received; maintain vendor files; order supplies; provide admin support; help implement the Annual Appeal and fundraising events. 20 mid-day hrs/wk. \$12-13/hr. Proficiency in MS Office, Access, QuickBooks required. Ltr/resume/3 personal or professional references to: Carrie Flood, Managing Dir, Emerson Umbrella Center for the Arts 40 Stow St, Concord, MA 01742. cflood@emersonumbrella.org.

PROJECT COORDINATOR. Coordinator & support work of the Family Economic Security team, collect info in re: state benefit policies, work with Family Resource Simulators that model the impact of state & federal tax & benefit policies on family resources, summarize research findings. Req BA/BS in social sciences, public policy or related + 2 yrs exp, excel comm., editing, & research skills, knowledge of policies affecting low-income families is desirable. Apply at <https://jobs.columbia.edu> and search for requisition number 047517. National Center for Children in Poverty, 215 West 125th Street, 3rd Floor, New York, NY, 10027. App ddl: 10/31/06. (From 9/15/06 issue)

GRAPHIC DESIGNER. Layout, design, & production of flagship publication, brochures & collateral materials in print & digital format. Req BA/BS in Graphic Design or related, 1-2 yrs design exp, photography skills, Adobe Creative Suite 2, Macromedia, MS Word, and PowerPoint exp, team player. Ltr/resume to Boston Bar Association, Attn: HR Manager, 16 Beacon Street, Boston, MA 02108. E-mail: hr@bostonbar.org. Fax: (617) 778-1909 App ddl: 11/06/06. (From 9/15/06 issue)

CURATOR OF EDUCATION. Develop & coordinate on-site and off-site educ programs for Longwood Center for the Visual Arts, recruit & supervise teachers & assistants; prepare promo materials & grant proposals, monitor yearly budget. Req BA/BS in museum ed, art history, studio art or equiv, master's pref, 3-5 years exp in art museum education, Microsoft Office skills pref. Background & driving check req. Send ltr/c.v./transcripts/3 ref contacts to Human Resources Longwood University 201 High Street, Suite 212 Farmville, VA 23909, humres@longwood.edu, fax: 434-395-2666. App ddl 10/16/06. (From 9/15/06 issue)

GRAPHIC DESIGNER. Designs publications, adv, websites, brochures, electronic newsletters, signage, & exhibits at a journeyman level or above, takes digital photographs. Send appl form/resume/narrative statement of not more than 2 typewritten pages addressing the rating factors for this position to Pamplin Historical Park, Attn: Nancy Bowman, Senior Administrative Specialist, 6125 Boydton Plank Road, Petersburg, VA 23803, (804) 861-2408,



fax (804) 861-2820. www.pamplinpark.org. Appl materials may not be returned. App ddl 10/31/06. (From 9/15/06 issue)

client and agency negotiations essential. Kelly Ennis, phone 843-402-5585, Fax 843-402-5579, E-mail: kennis@live5news.com.

South/Southeast

YOUTH MINISTRY COUPLE. Couple to make a 3 yr commitment to reach and disciple teens in our community. Must know how to have fun and still be a strong spiritual leader. Seeking team players that will help build the whole church not just the youth group. Full Gospel Assembly of God, 1305 John St, Newport, KY 41071, 859-261-6118, FAX: 859-261-6899, mleonard_6962@fuse.net.

ASSISTANT PROFESSOR OF ENGLISH. Tenure-Track. 4/3 teaching load to incl supervising student teachers in secondary English/language arts. Interest and experience in teaching composition required. High school teaching experience required. Experience with NCATE certification and student-teacher supervision helpful. Doctorate preferred. Ltr (referencing position #07-19)/CV/one-page teaching philosophy statement/FMU Faculty Application to Dr. Christopher Johnson, Chair, Department of English, Modern Languages, and Philosophy, Francis Marion University, PO Box 100547, Florence, SC 29501-0547.

WEB PRODUCER. Administer Web sites, work with team to develop, update, and troubleshoot the sites, manage daily data sync/database integration, and help with customer service questions from members organized, detail-oriented team player to. Req 2-3 years exp with all aspects of Web site development & admin; Extensive Content Management System (CMS) exp mandatory; Graphic design/photo editing skills (esp. Photoshop); Outstanding comm skills; Strong project mgt & planning skills; Interest in marketing, conservation, and fly fishing a plus. Visit www.tu.org to submit ltr/resume/URLS to: Web Producer c/o Trout Unlimited 1300 North 17 Street Suite 500 Arlington, VA 22209 or to tgrand@tu.org.

POLICE OFFICER I. Perform responsible protective service work in the prevention, detection, and investigation of violations of the law. Req: Must be at least 20; physically fit; have no vision impairments; and not have committed or been convicted of a felony or serious misdemeanor. Must possess a valid Drivers License; a HS diploma or equiv. supplemented by courses in Law Enforcement; and meet the min. req. and qualifications prescribed in the Police Dept. Career Development Program. BLET preferred. Bilingual proficiency (English/Spanish) desired. : \$31,937 - \$47,906. Visit www.wilsonnc.org to download an application or contact: Human Resources Dept., Wilson's Police Department, 112 N. Goldsboro St., PO Box 10, Wilson, NC 27894-0010, 252-399-2246, fax 252-399-2253. Senior Officer Rosheena Hall, 252-399-2350, rhall@wilsonnc.org. App ddl: 12/1/06

PHYSICAL EDUCATION INSTRUCTOR. PT/Adjunct for spring semester 2007. Teach one or two sections of the course to include Healthy Living Concepts and/or various activity courses at the Camden Center campus and possibly the Brunswick campus. Must be flexible to teach day and/or evening classes and be able to work at either campus locations. Req MA/MS and 18 semester hours or graduate credit in Physical Education. \$550 Per Credit. App form/resume/ltr/transcripts (student copies OK for now) / 3 prof ref ltrs to Office of Human Resources, Coastal Georgia Community College, 3700 Altama Avenue, Brunswick, GA 31520-3632, 912-264-7228, Fax: 912-280-1543, <http://www.cgcc.edu/humres/files/17B69F6E538744E8BDDD5FB209888D36.pdf> for online app form. App ddl: 11/3/06.

ANIMAL CARE INTERN. For Lowry Park Zoo in Tampa, FL. Gain practical, hands-on experience caring for captive wildlife. Experiences include feeding, cleaning, record-keeping, enrichment, and many other related activities. No stipend, but housing (all utilities included) is available; a 40 hour (four 10 hour days) work week required. Documentation of a negative TB skin test performed in the last year and a valid tetanus vaccine also required. Minimum six month internship preferred. E mail resume and three reference letters to Jennifer Hackshaw at lpzcurator@aol.com.

ACCOUNT EXECUTIVE. WCSC-TV (CBS) in Charleston, SC has an immediate opening for an experienced, aggressive Account Executive. Prior media advertising sales experience developing accounts through both direct

GIS SPECIALIST. Perform data development & analysis to support computer modeling of surface and groundwater systems, stormwater mgt planning, water supply development and other related studies in the water resources field. Strong technical knowledge of ArcGIS, (ArcMap and ArcCatalog), geoprocessing tools, coordinate systems, and database and spreadsheet software. Exp w/ raster analysis, geoprocessing models, ArcObjects, basic SQL for query development, database development and maintenance, and AutoCad 2002 (or later) desirable. Superior comm./technical/orgz skills, thorough understanding of coordinate geometry and algebra, capable of working with oral, written and diagrammatic instructions. Req AA or equiv exp, able to work in U.S. Resume to Brian McKay at: Ardaman & Associates, Inc., 8008 S. Orange Ave, Orlando, Florida, 32809, or email bmckay@ardaman.com. Include GIST009 in the subject line.

ARCHAEOLOGY INVESTIGATOR. Provides supervision of small and large-scale archaeological projects, including analysis and report production. Master's degree req in Anthropology or closely rel field. 2 yrs exp in the supervision of archaeological field and laboratory crews and report production exp req. Demonstrated supervisory skills. App/(www.jsu.edu or at JSU)/resume to HR, Jacksonville State Univ, 700 Pelham Rd North, Jacksonville, AL 36265.

ENVIRONMENTAL EDUCATOR. Teach interdisciplinary environmental education classes, conduct evening programs, provide leadership to school groups participating in the program, and maintain teaching laboratories. Req commitment, genuine interest in children, dynamic personality, well-developed communication skills, creativity, and leadership ability. BA/BS or AA in Education, Natural Science, Environmental Education, or a related field preferred. Extensive training in environmental education is provided. Internships also available. Seasons: Fall: Sept - Dec; Spring: Feb - late May. Salary: \$270/wk + room & board when dining hall is in service. Interns: \$200/wk + room & board. Resume/refs/ltr to the Center(s) where you wish to be considered for employment. Contact: Donna Stewart, 350 Rock Eagle RD, Eatonton, GA 31024-6104; 706/484-2862; or Fax: 706/484-2888. Email: donnast@uga.edu;

LIBRARY ASSISTANT. Manage all aspects of library's serial collection, microforms, Extended Learning Institute audiovisual materials, Language Center audiovisual materials, assist w/ intercampus loans to and from other NVCC libraries, and library collection maintenance. Req: BA/BS or combination of education and rel library exp. Knowledge of online circulation systems and OPACS, basic reference service, experience using MS Office, lift 30 pounds, instruct students in the use of the library and its equipment, excellent orgz/interpersonal/problem-solving skills, team member, work well under pressure. \$25,000-\$30,000. A VA State Employment App is req to apply for all positions. Download App/ltr (2 pgs or less)/ resume/CV, transcripts (unofficial OK, foreign must be translated) of all post-secondary education/ 3 rec ltrs to Resumes@nvcc.edu. Applications from <http://www.nvcc.edu/hr/apply.htm>. Specify position title & position number #015. Northern Virginia Community College, Annandale Campus, Annandale, Virginia.

VIDEO-JOURNALIST w/ emphasis on Photojournalism, responsible for gathering news by shooting and editing videotape of news, sports, and special features and responsible for setting up ENG vans for live remotes. Req high journalistic standards, effective interviewing techniques, good communicator, work well w/ others, and take direction from management regarding job performance and shooting/editing style and technique. Advanced Education in the field of Broadcast Journalism. Demonstration of skills by performance in audition or aircheck, supported by refs and pre-employment interviews. Available any time of day or night. High stress periods and heavy workload. VA Driver's license. Knowledge of journalistic standards as they relate to on-air presentation of news stories. Accurate and comprehensive writing skills. Ability to act and react appropriately on camera, maintain professional personal appearance, ift and transport standard camera equipment. Available to travel overnight to off-site locations, including foreign destinations, for extended periods of time, if needed. Access to an automobile. Apply in writing to Dir of HR, WSET-TV, P. O. Box 11588, Lynchburg, VA 24506-1588, or apply in person at WSET-TV, 2320 Langhorne Road, Lynchburg, VA 24501



from 8:30 a.m. to 5:30 p.m., Monday through Friday. No phone calls.

WEB MASTER. BA/BS or equiv work exp pref. 1 yr Web Master exp pref. Ltr/ resume to Jean Ziegert, Director of Human Resources, ABC 33/40, P.O. Box 360039, Birmingham, AL 35236. Fax to 205-982-3928. E-mail to jeanz@abc3340.com. No telephone calls please.

MORNING PRODUCER

BA/BS in Journalism, Mass Communications or equiv work exp. 1 yr TV newscast producer exp pref. To apply send resume to Jean Ziegert, ABC 33/40, P.O. Box 360039, Birmingham AL 35236. Fax resume to 205-982-3928 or e-mail to jeanz@abc3340.com. No phone calls please.

RECREATION PROGRAMMER.

To provide a healthy, non-threatening, gospel focused ministry that will train, encourage, and mobilize members of Second Presbyterian Church and reach the lost in our community and world. Demonstrate ethical and professional behavior related to the trust and confidentiality of clients; other duties as req. Second Presbyterian Church; 4055 Poplar Ave, Memphis, TN 38111. 901-454-0034. FAX: 901-323-1527. jallen@2pc.org. www.2pc.org.

CURATOR OF CONSERVATION AND RESEARCH - Participate as a key member of our Field Conservation Team. Resp for planning, coordinating and managing all aspects of the Zoo's conservation and research program, facilitate and spearhead the development of the field program strategic plan and track progress; Track the activities of all the Zoo's field projects, maintaining a record of funding and expenditures for reporting purposes. Req BA/BS in Wildlife or Fisheries Management, Zoology or Biology & 3 yrs exp in Wildlife or Fisheries Management or progressive exp in zoos, Natural Science Museums, or conservation programs; or equiv combo. \$35,648 - \$48,000. State Application for Employment form (PD-107), listing the position number (10115) and job title for the position, avail at www.nczoo.org/careers/apply.cfm, mailed to ELLIE MEADOWS, NC ZOO - 4401 ZOO PARKWAY - ASHEBORO , NC 27205- - Contact Fax: 336-879-7315 - Contact E-mail: JOBS@NCZOO.ORG - Website: www.nczoo.org. App ddl: 10/27/06.

ADMINISTRATIVE ASSISTANT/DATA ENTRY. - PT (20 hours weekly). Entry level. Provide information to callers, data entry, filing, and assisting with other admin duties. Req 1 yr non-profit or academic office exp, Spanish helpful. Upgrade to FT possible. Year-Up DC, 1560 N Wilson Blvd, Arlington, Virginia, 22209. App ddl 10/29/06

REPORTER. Resp for coverage of general assignment stories on a day- to-day basis. Developing stories, building contacts, producing and writing stories each day as well as following up assigned stories. Req 2 yrs of television news reporting exp, demonstrated ability to be a genuine self-starter who generates stories on his/her own without being handed assignments from the desk, demonstrated ability to do smooth live shots. Team player. Shift could include weekends and/or overnight. Send resume to: Mo Ruddy/News Director, WJXT-TV, 4 Broadcast Place, Jacksonville, FL 32207. Fax: (904) 393-9822. No calls.

ENGLISH INSTRUCTORS. PT, Morning for the following courses: English Composition & Expository Writing Proficiency in teaching effective and concise writing; essentials and mechanics in writing; critical thinking and reading; developing well-organized arguments; creating persuasive essays; and developing presentation strategies that contribute to effective argument-based writing. Documented expertise in English, BA/BS in Eng or rel field req; Master's degree strongly preferred. 3 yrs successful, industry related teaching experience, prior post-secondary teaching experience strongly preferred. Genuine passion for helping students succeed. Only instructors w/ current rel field teaching exp will be considered. Resume specifying your area of interest to: ksakalla@iadtnashville.com or fax to 615 883-5285, 1 Bridgestone Park Nashville, TN 37214. www.iadtnashville.com

Midwest

ADMINISTRATIVE SECRETARY. Provide admin & executive secretarial support for the Director of Development & for the work of the Society's

Director with major donors. Includes scheduling, communications, office management, clerical support, reports, meetings. Req 5 yrs exp in office setting, post HS secretarial training, excel typing/word processing, MS Office skills, proofreading, attn to detail, comm. skills, discretion w' confidential info. Pref admin exp at executive level, know Raiser's Edge software. \$2551/month. Ltr/resume/3 prof refs/MHS app form o: Minnesota Historical Society, Human Resources Department, Administrative Secretary - Development Office, 345 Kellogg Blvd. West, St. Paul, MN 55102. App ddl: 9/22/06.

LIBRARIAN I. Creative and techno-savvy librarian for team of experienced and talented professionals. Duties include collection development, reference and reader's advisory service, programming, and assisting with the development of the library's webpage. This is a full time position, and includes working one evening a week and one weekend per month. Must have a MLS from an ALA-accredited institution, knowledge of or interest in children's and teen literature, basic reference procedures, library programming, strong customer service skills, as well as the ability to work pleasantly and effectively with children, teens, and adults. Ideal candidates will also have experience with and a passion for current library technology. Resume/ltr to Marcie Barnett, Head of Young People's Services, Barrington Area Library, 505 N. Northwest Hwy., Barrington, IL 60010, email: mbarnett@barringtonarealibrary.org. fax: 847-382-1261. App ddl: 10/13/06.

COMMUNITY ORGANIZER. Recruit residents into community improvement projects/programs, mitigating workload of volunteers, recruiting new volunteers, and coordinating the implementation of grassroots improvement initiatives. Part of Americorps, minimum 1 yr placement. Req appreciation for diverse viewpoints, interest in grassroots development, basic computer skills. Email ltr/resume to diana@pricehillwill.org or mail to Price Hill Will Community Organizers, 3208 Warsaw Ave Cincinnati, OH 45205. App ddl 10/30/06.

ASSISTANT/ASSOCIATE PROFESSOR IN ACCOUNTING. Spring or Fall of 2007. A PhD/DBA in accounting is preferred and the CPA is required. Those near completion of a doctorate (ABD) are encouraged to apply. Must have business experience in addition to being ready to teach in some of the following areas of Accounting: Financial, Managerial, Cost, Taxation, Auditing and Accounting Information Systems. Complete an application at: <http://www.okbu.edu/businessaffairs/hr/jobs.html> and submit with supporting documentation to the Human Resource Department Oklahoma Baptist University at 500 West University, OBU Box 61141, Shawnee, OK 74804 or e-mail it to hr@okbu.edu.

REPORTER. With public radio background and a pleasing on-air sound to cover the Michigan legislature; must have excellent writing and editing skills, a talent for conveying the human story behind public policy issues and have a passion for breaking news. \$34-38K/year plus benefits. CD that includes samples of spot news and feature reporting, with resume and writing samples, to Rick Pluta, ME, Michigan Public Radio Network 283 Communication Arts Bldg., E. Lansing, MI 48823-1212.

RESOURCE FORESTER. In Ellington MO for The Missouri Department of Conservation. 2 Positions. Duties include working with other Department personnel in the multiple-use management of state-owned lands; supervising staff; wildfire suppression efforts; timber sale administration; forest inventory; and providing assistance to private landowners. Req BA/BS in Forestry, 3 yrs of prof exp in forestry. To view full job announcement and apply, visit our web site at www.mdc.mo.gov/about/jobs/. App ddl 10/16/06.

FIELD TECHS. - For multicomponent Phase III project in Lawrenceburg, IN. Start October 16 and last 2-3 months. Work five days on and two days off. Overtime anticipated. Per diem is \$300 per week, no housing. \$9.00-\$13.50 per hour. Req BA/BS in anthropology, attendance in a field school, field experience, and prior excavation experience. Preference will be given to those applicants with experience in the Ohio Valley. Resume/ltr/3 refs to jhuser@crai-ky.com or fax to (859) 254-3747, or Cultural Resource Analysts, Inc., 151 Walton Avenue, Lexington, KY 40508, ATTN: J. Wilson.

ASSISTANT PROFESSOR OF ECONOMICS. Tenure-track begins Aug 2007. Teaching undergrad courses in agribusiness and economics; advising students; participating in departmental activities relating to recruiting students



and program assessment; engaging in a program of scholarly activity resulting in peer reviewed publications and presentations; and providing service/leadership to the discipline through professional organizations; and participating in service activities within the department, college, and the University. Req Ph.D. in Agricultural Economics, ABD acceptable with degree completion by August 2007; broadbased knowledge of U.S. agriculture and agribusiness with specific knowledge in one more of the following areas: farm and ranch management, production economics, agricultural finance, agricultural policy, agricultural marketing; teaching experience in one of the identified areas. Teaching assignment based on strengths & department needs. Must complete the on-line Faculty Profile at <http://employment.unk.edu>; & attach ltr addressing the responsibilities and qualifications noted above, CV, 5 prof ref contacts. Official transcripts of all college degrees and three letters of reference specific to the position will be required prior to on-campus interview.

Questions to: Dr. Deborah Bridges, Department of Economics, WSTC 300C, University of Nebraska at Kearney, 905 W 25th Street, Kearney, NE 68849-4570, (308)865-8044. App ddl: 1/15/07.

MORNING REPORTER/VIDEOGRAPHER. Self-starting, motivated, enterprise-oriented, requires minimal daily supervision, wants the lead story, loves live reporting, and is willing to work sources and dig to break stories. Apply online at www.wicd15.com under "employment," then send tape and resume to David Christopher, executive ND, WICD-TV, 250 S. Country Fair Dr., Champaign, IL 61821. No calls. App ddl 10/10/06.

RECRUITING ASSOCIATE. Conduct the initial stages of our Account Manager interview process; will schedule and conduct the initial screen interview over the telephone; also schedule the candidate's first in-person interview with our sales management group, and track the candidate's progression through the remaining interview process. Schedule and conduct phone screen interviews with sales candidates; complete and maintain certification through Kenexa® on administration and interpretation of interview; administer predetermined interview questions to sales candidates; schedule first in-person interviews for sales candidates following their initial phone screens.; excellent oral and written communication skills; proven ability to multitask and prioritize work flow in a fast-paced environment Previous recruiting or business experience desired. Direct Supply, Inc., 6767 N Industrial Road, Milwaukee, WI 53223, Fax: 414-358-7411

GRAPHIC DESIGNER. Graphic Designer (LT Temporary) - FINE GARDENING magazine is looking for a talented detail oriented, enthusiastic designer who is interested in magazine publishing to work 15-20 hours/week. Person will assist busy art department with scanning, photo research, pre-press production work and magazine layout. Recent grad studying graphic arts or someone w/ commensurate exp to fill this temporary position. Working knowledge of Adobe InDesign and various Mac oriented applications a plus. Resume/ltr/ non-returnable samples to HR. Ms. Dawn Ussery, tauntonjobs@taunton.com. 63 South Main Street, Newtown, CT 06470 USA. Fax 203-426-3503.

ASSISTANT/ASSOCIATE PROFESSOR OF ACCOUNTING AND ADJUNCT FACULTY POSITIONS IN ACCOUNTING. Bacone College's accredited Div of Biz has openings for a FT asst/assoc prof of acctg and two adjunct positions in acctg. Req a doctorate degree in Acctg or closely rel field. Doctoral candidates (ABD) or applicants w/ a master's degree in Acctg or MBA w/ CPA will be considered. Responsibilities for the full-time position includes teaching undergrad courses in Acctg, advising students, and serving on departmental and college committees. Adjunct faculty responsibilities are limited to classroom instruction. Compensation is competitive and is commensurate with rank, credentials, and experience. Positions begin in January 2007 and/or August 2007. Ltr/CV/transcripts/3 refs to: Human Resources, Bacone College, 2299 Old Bacone Road, Muskogee, OK 74403.

MARINE MAMMAL INTERN. The Marine Mammal Intern Program is designed to be a career learning experience. Interns gain first hand experience in data collection, food preparation, and marine mammal husbandry. Where appropriate, interns may take part in interactions with cetaceans, pinnipeds, otters, and penguins, but animal contact is minimal. The intern works toward accomplishing a special research, observational, or school project. Internships are available in Summer (deadline March 1), Fall (deadline July 1), and Winter/Spring (deadline November 1). We are currently seeking individuals who are interested in a 5 month position, between 32-34 hours per week.

Application forms can be downloaded from the aquarium's website at www.sheddaquarium.org.

YOUTH LEADER: The youth leader shall need to lead the Sunday worship by our church youths and give sermons. If possible, the youth leader will also need to teach a session of Sunday school or lead youth activities following the worship. Being able to lead the Bible study on Friday night would be a plus, and the salary will be adjusted or negotiated accordingly. Additional spiritual growth or worship training events and activities are welcome and will be paid accordingly. The successful candidate is expected to have solid foundation in Christian faith and Bible knowledge fostered under traditional protestant/evangelical churches, preferably a seminary student, or having demonstrated church youth leadership experiences. Creativity in youth activities and exploration of internet resources is also welcome. Strong calling in teaching decent Christian faith to the youngsters is highly appreciated. Evangelical Formosan Church of Twin City 1982 Iglehart Ave, St Paul, MN 55104

SECRET SERVICE SPECIAL AGENT. GS-5, GS-7 or GS-9 level depending on qualifications. Req BA/BS or 3 yrs exp in criminal investigation or law enforcement, U.S. citizen, 21-37 yrs old, good health & eyesight, pass exam & security clearance. Apps at www.secretservice.gov. Mail typed apps to 525 W. Van Buren, Suite 900, Chicago, IL 60607, Contact: Susan LaDeur, 312-353-5431 x1386, susan.ladeur@uss.s.dhs.gov. App ddl 11/29/06. (From 9/15/06 issue)

NATURAL RESOURCES FACULTY. Classroom teach grad & undergrad students on ecology & mgt of natural resources w/ emphasis on impact of humans & globalization on water, fisheries populations & aquatic ecosystems. Req M.S. in Biology or Environmental Sciences, 2 yrs FT exp in fisheries research, 1 yr teaching exp. Ltr/resume/3 ref contacts/description of professional exp, expertise & professional goals to Mary Witchell, Michigan State University, Dept of Fisheries and Wildlife, 13 Natural Resources Building, East Lansing, MI 48824-1222. App ddl 10/13/06. (From 9/15/06 issue)

West/Southwest

RECRUITER. For an Animation Commercial House and Feature Film Studio. Recruiting for both salaried and hourly, production and non production positions. Work closely with hiring managers in sourcing, identifying, interviewing and selecting qualified candidates. Req BA/VS in rel field, recruiting exp, IT/CG exp a plus, meet goals & deadlines, interpersonal skills, superior comm. skills, time mgt/orgz skills, analytical/research skills, interviewing technique & negotiating, MS Office skills & web searching. Visit www.laika.com to apply and for further details. Laika, Inc., 1400 NW 22nd Ave, Portland, OR 97210.

WEEKEND ANCHOR/REPORTER. Anchor for weekend morning newscast & report during the week. Extensive live reporting. Great opportunity for a solid, polished reporter to move into anchoring. Anchoring & reporting experience in broadcast newsroom required. Must possess excellent communication & writing skills. College degree & computer experience preferred. Ability to do excellent live reports. Send tape & resume to Sue Stephens, News Director, KOAT-TV, 3801 Carlisle Blvd NE, Albuquerque, New Mexico, 87107.

COMMUNICATIONS DEPARTMENT ASSISTANT. Req excellent verbal/writing skills, extremely professional phone manner, typing, familiarity with database, word processing and contact management software incl Word and Excel. Working knowledge of desktop publishing programs, design, print and web production a plus as the position will support the dept. in the production of two member magazines and other publications. Excellent multi-tasking and orgz skills. Lift up to 30 lbs. Resume/salary req to Directors Guild of America, Attn: Human Resources, 7920 Sunset Blvd., Los Angeles, CA 90046, Or Fax: 310-289-2029. No calls.

ASSISTANT CURATOR OF MODERN & CONTEMPORARY ART. For he Seattle Art Museum. Assist the curator in the mgt of the permanent



collection and in the preparation of exhibitions. Req advanced degree in Art History, specializing in at least one area of Modern and/or Contemporary Art, and general knowledge of international contemporary art. Energetic, exp prof w/ at least 2 yrs curatorial exp, demonstrated scholarly excellence, experience organizing exhibitions and working with artists and collectors, commitment to the permanent collection, and superior comm skills. \$50K-\$54K. For a complete job desc & to apply: www.seattleartmuseum.org/jobs. Resume/ltr/3 refs to Seattle Art Museum, 100 University Street, Seattle, WA 98101-2902.

GRANT WRITER. Resp for researching & writing corporate & foundation grants in support of California Science Center programs (incl education, exhibits, Science Fair, Campaign and others as assigned) as well as generating reports on funding awarded. Req BA/BS, excel writing/editing skills, ability to write persuasive & concise text, 2-3 yrs grant writing exp. Extensive knowledge of MS Word, Excel and Internet research. Strong orgz/analytical/interpersonal skills. Ability to interpret budgets and financial reports and to convey information in narrative form as well as numerically. Ltr/resume/sal history (A Must) to the HR Dept. via fax at 213-744-2673, email to HR@cscmail.org, or mail to the California Science Center Foundation, H. R. Dept, 700 State Dr., Los Angeles, CA 90037. No phone calls.

INSIDE TRIATHLON EDITOR. Resp for editorial content of the magazine and Web site, managing budget, staff, and directing freelancers. Req passion about multisport and have strong writing, proofing, copy-editing, lay-out, visual and management skills. Travel will be required. Must be deadline oriented, and able to multi-task. Ltr/résumé/ relevant experience/writing sample to Attn Human Resources, Inside Communications, Inc., 1830 N. 55th St., Boulder, CO 80301-2700. E-mail: jobs@insideinc.com. No calls.

PARK RANGER III (Assistant Park Manager). Pref BA/BS in Parks and Recreation or other Natural Resouce Management field and educational and/or work exper in the areas of basic management techniques and the day to day activities associated with operations and maintenance of a park. The position will act as the Assistant Manager of the park and will be responsible for making decisions concerning the park staff and park visitors. The position will be responsible for handling visitor issue, make decisions concerning health and safety issues, park closures if necessary, the daily operation and work assignments, direct supervision of Park Rangers and Volunteers, in order to ensure safe and efficient use of staff time. Prioritizes park's operating needs and schedules and assigns staff to meet those needs, approve sick and annual leave and performance evaluations. Ability to work weekends, evenings and holidays. A current Arizona class D Driver's license is required at the time of hire. A medical/physical evaluation is required prior to appointment. Panel interviews will be conducted with selected applicants. Arizona State Parks Riordan Mansion State Historic Park, 409 West Riordan Road, Flagstaff, AZ 86004, Position # APR000232AAN. App ddl 10/24/06

ACCOUNT EXECUTIVE. Develop online business. Will have extensive contact with advertiser clients and agencies at the highest levels. Develop and negotiate advertising sales. Tie industry trends to Hispanic population growth opportunities. Create media-based business solutions for client issues. Work with online team and planning department to generate media plans that maximize the use of inventory while fulfilling agency/client requirements. Req 3 years online sales exp. Successful candidate must be well-organized, a self starter, responsible and detail oriented. Strong communication & negotiation skills--ability to communicate effectively at various levels. Strong computer skills in PowerPoint, Excel, and Word. Project mgmt skills: ability to manage multiple projects at the same time. Knowledge of online sales dynamics and processes. BA/BS required. Established client/agency relationships a plus. MBA pref, bilingual speaker (Spanish/English) preferred. Knowledge of various online media ratings services preferred. Atlas experience preferred, knowledge of traditional media. Apply at www.nbcunicareers.com. Job #468178, NBC Universal 100 Universal City Plaza, Universal City, CA 91608.

TRADE SHOW MARKETING ASSISTANT. Provide support for our marketing personnel in executing the tactical action plans for all Canon trade shows. This will include, but will not be limited to, assistance in adhering to budgeted expense levels, assuring the timely and accurate flow of materials and information to and from both outside vendors and internal departments, and onto various show websites. Communicating clearly and in a timely manner with multiple in-house departments and outside vendors. Familiarity with general business administrative procedures, the capacity for initiative,

independent thought, and autonomous action are also required. Must have familiarity with basic business software, such as Microsoft Word and Excel, and the ability to type 50 wpm. ONLINE HIRING CENTER AT <http://www.cancom.com/joblistings.php>. Human Resources, recruiter@cancom.com, Los Angeles, CA 90064

VETERINARY TECHNICIAN. Assist the veterinarians with emergency animal treatment, routine examinations, and vaccinations; may transport animals from cages, restrain animals weighing up to 120 pounds for injections/medications/examinations/ and/or administer selected medication, assists veterinarians with surgery, including sterilization of instruments and surgical area, animal prep, and monitoring of vital signs; monitors post-operative recovery; reports changes in condition; prepares specimens and performs diagnostic laboratory tests; e.g. fecal analysis, hematology, serum chemistry, urinalysis, and other laboratory evaluations; maintains animal health/surgical records; routine equip maintenance; train interns on procedures and protocols. Completion of accredited program in Veterinary technician training and status as a registered RVT is required. Please fax resume and completed application to (713)533-6898 or mail to Houston Zoo 1513 N. Macgregor Houston, TX 77030 .

COURT ADMINISTRATOR. Min 2 yrs exp in a court or other law-related environment; ability to effectively supervise others; knowledge of Corel, WordPerfect, Microsoft Excel and basic accounting procedures; effective customer service skills and experience; extensive knowledge of AZTEC case management system; ability to speak Spanish is desirable. \$3,097/month. App form at www.ci.cottonwood.az.us. Info at City of Cottonwood, Human Resources Office, 816 N. Main St, Cottonwood, AZ 86326, 928-634-0060 x217.

STUDENT INTERNSHIP. \$12.00 per hr, (no benefits). 9- mos through June 30, 2007, 15 - 40 hours per week. The intern and the San Joaquin Council of Governments may agree to extend the internship for a total of up to 12 months. Incoming Junior or Senior or a Grad Student. Targeted towards candidates working on a degree in urban planning, environmental planning or ecology, civil engineering, public administration, geography or a related field. Knowledge of techniques and concepts of urban and transportation planning, familiarity with statistical analysis and basic research techniques, good communication skills and the ability to interact effectively with professional staff. Also, knowledge of personal computers including spreadsheets, word documents, power point and graphics. Intern provides staff and technical support in the production of a variety of planning and technical studies. The primary responsibilities will be to assist in the development and finalization of San Joaquin COG's 2007 Regional Transportation Plan. Other assignments may include but is not limited to: the San Joaquin Valley Regional Blueprint Project, the Unmet Transit Needs effort, and the Coordinated Human Services Transportation Plan. Substantial interaction with the public and other public agencies can be expected. Ltr/ resume/app (available online at sjcog.org) to Rebecca Montes-DCDI, Manager of Administrative Services, San Joaquin Council of Governments 555 E. Weber Avenue, Stockton, CA 95202 (209) 468-3913 * FAX: (209) 468-3355 rmontes@sjcog.org www.sjcog.org.

FIELD ORGANIZER. PT. www.populationconnection.org. PT Field Organizer to recruit, educate and mobilize supporters to take action in support of Population Connection's mission in the Albuquerque, NM area. Implement advocacy strategies and programs as part of a targeted advocacy campaign to build a base of population activists. The PT Field Organizer will serve as the local organizer as part of a broader national advocacy team, and report to the Field and Outreach Department in Population Connection's Washington, DC office. Passion for environmental and population issues as well as women's rights; community organizing experience (volunteer or paid) a plus; excellent organizational and communication skills; basic computer skills and own personal computer access; valid driver's license required, with own transportation preferable (mileage reimbursement). Hours: 15 hours/week; a flexible schedule including some night and weekend hours; \$12/hour. Ltr/resume (as Microsoft Word attachments)/3 refs to: mstevens@populationconnection.org. Mae Stevens. Phone: 202-332-2200. E-Mail: mstevens@popconnect.org. <http://www.populationconnection.org> App ddl: 11/7/06.



GIS TECHNICIAN. Req BA/BS in Geography, Cartography or a natural resource field, exp using ArcGIS 8.x or 9.x, excellent verbal and written communication skills, an ability to work independently or in a team environment, and the drive to learn new skills and processes in GIS. Additional training opportunities and expanded responsibilities may be available for the right candidate. 1 year of specific experience in a production GIS environment is desired. A good familiarity or specific work exp w/ any of the following, in combination with ArcGIS, is also desirable: Annotation, Map Design, Modeling Exp, Aerial Photography (principles and indexes), Microsoft Office (Excel, Access, Word). Req to pass a drug and background check. Resume to GC – Wenatchee, c/o BLM OSO-OR955, PO Box 2965, Portland, OR 97208; Fax (503)808-6374, email: OR_Northrop_Grumman@blm.gov.

ASSISTANT PROFESSOR OF ENGLISH. Begin late August 2007. Concentration in one of the following fields: Anglophone literature, or composition and rhetoric. Req Ph.D. degree and a record of demonstrated excellence in classroom teaching. For candidates in Anglophone literature, expertise is expected in one or more of the literatures in English outside the British and American traditions. Interest in the literature of the diaspora from the region(s) is desired. Add'l ability in any of the following welcomed: composition pedagogy, ethnicity and race in American literature, women writers, medieval studies, film studies, or contemporary poetry. For writing specialists, experience and interest in teaching a range of undergraduate composition courses is expected. Ltr/resume/ref names to Paul Delaney, Department Chair, Westmont College, 955 La Paz Road, Santa Barbara, CA 93108-1099, 805-565-6179, Fax: 805-565-7006, delaney@westmont.edu. Review begins 10/16/06. Application forms will be sent to promising applicants. App ddl: 11/17/06.

GENERAL MARKETING/SALES. Exciting media sales opportunity. Looking for experienced General Marketing/Sales people to build a staff of Portland's newest radio station. Bilingual in Spanish a plus, but not a must. Send resumes to e.alonso@churchillmedia.com. Eddy Alonso, Fax: 971-224-2270.

E-mail: e.alonso@churchillmedia.com. Position located in Wilsonville, OR

YOUTH MINISTRY INTERN. Duties include working w/ Tuesday Evening Youth Program by planning engaging Bible-based lessons for Senior High Youth Group; providing discipleship and mentoring for youth as they grow in their faith; providing counseling and support for youth and parents; encouraging youth to invite friends to meetings; coordinating activities that provide fellowship opportunities for youth. Demonstrates competence related to the application of the Church's mission, goals and expectations, as outlined in the Employee Handbook; demonstrates competence in administrative responsibilities. HS Diploma, should be enrolled in college, member of a church youth group at some time, must be able to provide proof of identity, the right to work in the United States and have fingerprinting clearance. Pleasant personality, ability to relate positively to youth and adults, must use good judgment when working with youth. First Presbyterian Oceanside, 2001 El Camino Real, Oceanside, CA 92054. 760 757-3560. Alternate: 760 757-3560. FAX: 760 757-0961. dburgess@fpcocceanside.org. www.fpcocceanside.org.

INNER-CITY CHILDREN'S WORKER. 6- mo commitment. The first 4 months offer room and board, in final 2 months a small honorarium. Following the internship, staff position considered. Help run, Pastor and develop inner-city Sidewalk Sunday School sites; teach and make disciples of children and youth using Metro Ministries' Sunday School model; write and develop Sunday School curriculum; perform wkly visits to children and families. Ltr/resume/ HS diploma or equiv; must be 18 yrs of age or older; ability to be physically active with children, including lifting 40 pounds or more. Walking Faith Ministry, 5801 Edgemoor Drive, Houston, TX 77081. 713-667-0442. vincentatcac@gmail.com. www.childrensactivitycenter.com.

ASSISTANT TO THE DIRECTOR OF NEW MEDIA. Lionsgate has an immediate opening for an Asst to support the Dir of New Media. Provide admin support including answering phones, filing, faxing, setting up meetings, creating purchase orders and processing invoices. Help to manage outside vendors and will assist with online editorials and publicity. Motivated self starter who is extremely detail-oriented with excellent computer skills. Must be able to thrive in a fast-paced, deadline driven environment. Candidates should have a strong interest in new media and publicity. A college degree is req. Contact Lionsgate HR Department via: Fax to: 310-255-3870. Lionsgate,

2700 Colorado Ave.
Santa Monica, CA 90404 .

CONSERVATION COORDINATOR. Work to defend the 2001 Framework decision; promote sound forest mgt by reviewing and commenting on vegetation mgt projects proposed on 11 nat'l forests in the Sierra; track large wildfires in the Sierra Nevada and comment on restoration proposals; assist the Campaign in efforts to educate local, state and nat'l decision-makers. Organizing, training, and maintaining strong ties to the forest activist community in the Sierra Nevada and regularly updating forest monitors with new scientific, legal and policy information. Review and comment on NEPA analyses for forest management decisions and actions proposed by the Forest Service. Project priorities for the Campaign include fire salvage sales, Quincy Library Group projects, and projects affecting old forest habitat, at-risk wildlife, roadless lands and aquatic habitats. Maintain project database. Review and compile scientific, policy and legal information. Topics include information on key at-risk species, old growth and aquatic ecosystems, fire ecology, and other areas of research affecting forest management, and changes in law, policy and regulation affecting land management decisions. Oversee forest activists. Provide legal, policy and scientific information to support their local programs. Recruit additional activists. Support the Campaign's development of regional and national strategies to educate and persuade key policy makers to support scientifically sound management of Sierra Nevada national forests in the coming decade.

\$30,000-\$40,000. Ltr/resume to Craig Thomas, Sierra Nevada Forest Protection Campaign, c/o Friends of the River, 915-20th Street, Sacramento, CA 95814. FAX: (916) 442-3396; e-mail craig@sierracampaign.org. Put CONSERVATION COORDINATOR in the subject line of e-mail. www.sierracampaign.org

CLEAN WATER ADVOCATE. Lead efforts to implement the Federal Clean Water Act in Commencement Bay, conduct pollution patrols, review permits & taken action against violators. Req BA & some formal training, at least 2 yrs exp in a professional work environment (supervisory exp a +); strong comm skills; Microsoft Office proficiency, passion for the mission, boating experience a plus. Salary \$35k-\$40k. Contact 917 Pacific Ave., Suite 100, Tacoma, WA 98402. App ddl 10/30/06. (From 9/15/06 issue)

PLANNING TECHNICIAN. Candidate must be able to perform a variety of technical-level planning duties in support of professional planning staff; process and review discretionary and ministerial permits; collect field data and prepare reports, maps and graphics; interpret land use ordinances and plans and provide land use information to the public and other agencies. Req BA/BS in urban planning or related field or AA in drafting, planning or related field + 2 yrs exp in planning. Physical exam, drug screen, background ck, DMV records. \$19.89 - \$26.85/hr. Info/App visit www.townoftruckee.com or call Human Resources at 530-582-7700. Town of Truckee, Administrative Services, 10183 Truckee Airport Road, Truckee, CA 96161, 530-582-7700, www.townoftruckee.com. App ddl: 10/23/06.

ASSISTANT MANAGER. Assist with daily store operations, displaying/replenishing merchandise, inventory mgt, train volunteers in store operations, work on sales floor. Req commitment to mission, strong computer skills pref, 1 yr exp with customer service or public relations & 1 yr of managerial exp also pref. 30-40 hrs/wk, \$10/hr. Fax resume to Cassy Martin, Manager at 713-533-1424. Ten Thousand Villages Houston, 2424A Rice Blvd., Houston, Texas, 77025, 713-533-1000. App ddl 11/05/06. (From 9/15/06 issue)

Multi-Regional/International/Freelance

FREELANCE TECHNICAL WRITER. Seeking a stylish technology writer who can handle complex internet security issues with narrative flair. This is an opportunity to be a regular contributor to a quarterly magazine for a leading custom publisher. Short bio/resume/ two samples. Mr. Steven B; editjobs@mcmurphy.com; Phoenix, AZ 85014. No Phone Calls

EFL TEACHER. Contract from October 06 to June 07. Teaching mainly children and adolescents in professional and supportive atmosphere. Timetable



22 hours Monday to Thursday in afternoon/evening blocks. All classes are on site. School provides structured on-going training and development program with weekly in-service training throughout the year. (Friday morning). School well-resourced. Teachers using up-to-date material. School provides clear academic framework and teaching goals. Req degree, RSA CELTA or Trinity TESOL, 1 year language school exp, working knowledge of Spanish is helpful, interest in teaching younger learners, English must be first language. Min 1030 euros. CV to rosie@eli.es, English Language Institute, Rosie Lambie, Recruitment, Avda Eduardo Dato 36, Sevilla, Sevilla, 41005 – Spain, <http://www.eli.es>, Telephone: 954640026, Fax: 954649503

GIFT SHOP AND CONCESSION STAFF. PT, 15-30 hrs/wk. Provide friendly and responsive customer service; resp for inventory counts and opening and closing cash procedures; assist with shelving, displaying, promotional and merchandising. Req outgoing personality, enjoy dealing directly with the public, self-motivated, organized, experienced in meeting and exceeding our customer needs and expectations in the customer service and hospitality industry, flex availability, some previous sales, merchandising and cash handling experience, excel English. Human Resources, Science World British Columbia, TELUS World of Science, 1455 Quebec Street, Vancouver, BC V6A 3Z7, Fax: 604-443-7430, humanresources@scienceworld.ca, <http://www.scienceworld.ca>.

NOVELLA PRIZE. Seeking entries for cash award and publication. Reading fee (includes 1-yr subscription and 20% discount coupons on winning books). Contact: Paul Ruffin, Texas Review Press English Dept, Box 2146, Sam Houston St Univ, Huntsville TX 77341 OR 936-294-1992 OR 936-294-3070 OR http://www.shsu.edu/~www_trp OR eng_pdr@shsu.edu App ddl 10/15/06.

EFL TEACHER. Senior posts & teaching positions avail at 130 schools worldwide. Req 1 yr exp, CELTA, Trinity TESOL, IH Certificate or equiv initial qualification that includes observable teaching practice as part of the course. Masters w/no teaching exp should not apply. Apply at International House World, www.ihworld.com/recruitment/teacher_vacancies.asp. 106 Piccadilly, London, London, W1J 7NL - United Kingdom, +44-207-518-6970 Fax: +44-207-518-6971, Recruitment Services Team.

RESIDENT LECTURER - In Tropical Ecology. Located in Yungaburra, Queensland, Australia. Teach critical environmental issues using a team-based, interdisciplinary, problem-solving approach. The specific area of course responsibility is Rainforest Ecology, which examines the structure and function of tropical rainforests, including the floral and faunal components, with particular emphasis on Australian rainforests. Specific research lines/areas for which this position is responsible are: impacts of global climate change on forest ecology, rainforest fauna, impact of forest restoration on rainforest fauna, and impacts of fragmentation and forest corridors on ecological processes. Oversee & advise individual student directed research projects that currently

include: assessments of bird communities in Acacia re-growth, tooth-billed bowerbird habitat requirements, faunal recolonization within rainforest fragments and restoration plots, and impacts of cyclones on fauna communities. Begin Jan 2007. \$44,828-\$50,000 AUD. <http://www.fieldstudies.org/>. Email ltr/CV/resume/jobs@fieldstudies.org. No fax or hard copy.

EXECUTIVE BUTLERS INTERNS. 4 positions for December 2006. Will be trained to become future hoteliers. Must be customer oriented, friendly and eager to do work in Sydney – Australia. Email to info@annamsuites.com.au <http://www.cascataapartments.com.au>. Sydney office, Sydney, NSW, Australia 2000, Phone: +61295602277

JURIED POETRY CONTEST. Biennial prize awarded to unpublished poem. \$1000 and publication. Contact: TD Walker, American Literary, Review/Poetry Contest, Box 311307, Univ of North Texas, Denton TX 76203 OR <http://www.engl.unt.edu/alr>, App ddl 11/01/06

EFL TEACHER. Teaching general English to children and teenagers in small private schools in Greece. Small classes - usual max 12 students, Age - 11-17, elementary – proficiency. Teach using course books with a strong emphasis on Cambridge exams. We welcome applications from couples and groups of friends. Teachers taking the TEFL course with us in Corinth have priority for job placements. Req BA/BS, native speaker, TEFL cert. 700 - 1000 euros net/month, + bens & accom. Anglo-Hellenic Teacher Recruitment, PO Box 263, Corinth, Corinth, 20100 – Greece, <http://anglo-hellenic.com>, Telephone: 00 30 27410 53511, Fax: 00 30 27410 85579, Peter Beech, Recruitment Director.

FIELD DIRECTORS Two positions based out of Fort St. John, BC, another out of either Prince George or Terrace, BC. Req BA/BS in Archaeology / Anthropology, min 1 year of archaeological consulting experience in Canada; exp in boreal forest and coastal environments is an asset; Driver's license. \$20-25/hour. Email resumes to m.hill@bphwest.ca, or fax to 250.261.5474.

NOVELS. Seeking historical novels published by university/small press that is "both excellent history and excellent fiction." Contact David Langum, Langum Project for Historical Literature, American Historical Fiction Prize, Box 12643, Birmingham AL 35202 OR 205-726-2424 OR <http://www.langumtrust.org> OR djlangum@samford.edu. App ddl 12/01/06. (From 9/15/06 issue)

Good luck!

Next issue: Oct. 20, 2006

