In this newsletter, you will find relevant and timely career information on topics that are of importance to you. **If you haven’t already, make sure you join the Career Development page on Moodle or on Facebook. Search for the key words “Aurora University Career Development.”**

**EVENTS**

Mark your calendar for these “don’t miss” events. All of these events are **free**. For more information or to RSVP contact the Crouse Center at **630-844-6870**.

**Monday, September 20**
Deadline to submit resumes for Illinois Small College Placement Association Interview Day. For more information visit [www.iscpa.org](http://www.iscpa.org)

**Wednesday, September 22 • 5:00–6:00 p.m.**
“Writing Personal Statements that Get Attention”  
*Presented by Donette Considine, Assistant Provost, George Williams College of Aurora University and Aurora University Woodstock Center*  
University Banquet Hall • Pizza provided • RSVP required

**Monday, September 27**
Graduate Entrance Testing I  
*Presented by Lisa Piemonte, Graduate Products Manager, Kaplan*  
LSAT • 2:45–5:30 p.m., Institute for Collaboration 318  
GRE • 3:30–5:00 p.m., Institute for Collaboration 316

**Thursday, September 30**
Graduate Entrance Testing II  
*Presented by Lisa Piemonte, Graduate Products Manager, Kaplan*  
MCAT • 3:00–6:30 p.m., Dunham Hall 101  
GMAT • 4:00–7:00 p.m., Dunham Hall 102

**Saturday, October 9 • 10:30 a.m.–noon**
Saturday Success Series — Resumé Writing and Cover Letter Composition  
Perry Theatre • Aurora Foundation Center  
To register, call 630-844-5482, e-mail alumni@aurora.edu or visit [www.aurora.edu/alumni](http://www.aurora.edu/alumni)  
For Seniors and Alums

**Friday, October 15 • 8:45 a.m.–4:45 p.m.**
Illinois Small College Placement Association Interview Day
Ashton Place, Willowbrook, IL

**Wednesday, October 27 • 5:00–6:00 p.m.**
“Say What?: Graduate Interviewing”
*Presented by Brenda Barnwell, Assistant Professor of Social Work*
University Banquet Hall • Pizza provided • RSVP required

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**PART-TIME JOB OPENINGS**

Alums of Aurora University are looking for a nanny for our two year old son. Seeking a nanny to come to our house (we live in Yorkville) on Wednesdays, Thursdays and Fridays from approximately 7AM to 5PM. We also have a 9 year old daughter who would be home for an hour or so in the morning and an hour in the afternoon (before and after school). If interested contact Michael smith at msmith05@aurora.edu

My name is Michelle and I am looking for a female student to babysit 2 year old twin girls in my home in North Aurora IL. The need is semi urgent. I would like for this student to, of course and most importantly, be responsible and have experience. I would need someone on Monday, Wednesday and Friday mornings from 7:30 am until 12:45 or 1 pm. There will be days when this is shorter but never any longer. If someone is available but can't stay until 1 - I can adjust my schedule to be home by 12 or 12:30. Other requirements include: own transportation, references--at least 2, preferably CPR certified. If someone is interested or has any questions please call me at 815-922-1789.

Looking for some help tutoring our boys after school. Particularly interested in someone in education. We have four boys with one in junior high (7th grade) and three in grade school (4th, 2nd, and 1st grades). My wife and I live in Batavia on the west side and are graduates of AU. If interested. Bob & Carol Desmet at (630) 326-9876.

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**INTERNSHIP OPPORTUNITIES**

Below are available internship opportunities. It is not too late to register for a second 8-week of the semester internship. The deadline for a spring semester internship is December 15th. Information along with the applications is available on-line at [http://www.aurora.edu/academics/resources/crouse-center/internships/student-internship-information.html](http://www.aurora.edu/academics/resources/crouse-center/internships/student-internship-information.html)

**Business Development Intern Position:** Looking for an intern for Water Street Studios – Batavia’s Art Center, a not-for-profit organization that is expanding art in the community of Batavia and the tri-cities. (16,000 sq ft arts center featuring 27 artist’s studios, a gallery, and two classrooms). This is a nonpaying position offering great experiences and resume building. **Description** • Work with Director of Development to identify the needs of Water Street Studios and match those needs with suitable grant opportunities, • Research grant opportunities and summarize the suitability and grant process for the WSS Board of Directors and Development committee, • Work closely with the Development Committee to cultivate donors and maintain
good donor stewardship, • Help produce fundraising materials. This includes drafting appeal letters, grant applications, donation forms etc... • Develop fundraising ideas, • Help to manage the grant application process as well as follow up on grants received and coordinate necessary reporting to grantors, • Go out in businesses in the community to promote WSS and request funding, • Attend gallery openings to give tours of WSS to members and sponsors, • Attend other WSS special events to promote WSS, her programs and community activities,

**Requirements:** Candidate must have excellent verbal skills and be confident in making telephone calls to members as well as talking about WSS in person. Candidate must have excellent written, computer and organizational skills. Candidate must be interested in the arts as well as serving the community at large. **How to Apply** Please submit a resume to Jim Kirkhoff, Director of Development development@waterstreetstudios.com

**Education Intern position:** Looking for a gallery intern or Water Street Studios (WSS)—Batavia’s Art Center, a not—for—nonprofit organization that is expanding art in the community of Batavia and the tri---cities. (16,000 sq ft arts center featuring 27 artist’s studios, a gallery, and two classrooms). This is a nonpaying position offering experience and resume building. Desired working hours: 10---15 hours per week. **Description** □ Gain knowledge about WSS and its programs in order to serve the community □ Attend Education Committee meetings □ Be willing to go out in the community to promote WSS. □ Generally, work with all the WSS Committees with the intent to understand their operations and work toward creating partnerships with other WSS staff and Directors □ When needed, work with volunteers on education initiatives and attend special events □ Work on special projects as requested by Director of Education such as art supply sponsorship, birthday party programming, etc □ Assists in classroom setting as a helper during classes □ Organizes files and paperwork as well as the School or Art closet and classroom facilities □ Other tasks as assigned by the Director of Education. **Requirements:** Looking for a highly organized individual who has an interest in the Arts, who is creative, offers good judgment, has excellent customer service skills, a candidate who is willing to problem solve, has great written and verbal communication skills, and has good computer skills. Experience in Arts Education is preferred but not required. **How to Apply** Please submit a resume with a brief cover letter about yourself to: Kari Kraus, Director Of Education, education@waterstreetsudios.com

**Gallery Intern position:** Looking for a gallery intern for Water Street Studios—Batavia’s Art Center, a not---for---nonprofit organization that is expanding art in the community of Batavia and the tri----cities. (16,000 sq ft arts center featuring 27 artist’s studios, a gallery, and two classrooms). This is a nonpaying position offering great experiences and resume building. **Description** • Help field phone calls, answer questions about gallery submissions, events, gallery openings, studios, and BAA in general • Answer emails and provide detailed update • Create and maintain database for gallery submissions • Multi---task under time restraints • Assist in preparing and hanging work in the gallery • Must have to ability to build wooden structures • Good written and verbal communication skills • Help in advertisement for gallery showings. • Availability to work in gallery during open hours • Flexible schedule • Be able to
attend gallery openings and other WSS Events • Willingness to learn about WSS and work with Marketing committee • Maintain the cleanliness of gallery • Coordinate volunteers for working the gallery • Enter and process daily gallery receipts in excel • Art background preferred, but not required

**Requirements:** • Looking for an individual that has a high interest in the Arts, who is creative, • offers good judgment, excellent customer service skills, problem solving • skills, communication skills both verbal and writing, excel computer skills, and • organizational skills

**How to Apply** Please submit a resume to Steven Lockwood: Gallery Director/Water Street Studios gallery@waterstreetstudios.com

**DCFS Kane County** is looking for one or more students to create a 10-15 minute informational video. This internship will begin in Spring 2011. The objective of this video is to show the disproportionality of African-American children in the DCFS system in Kane County, while simultaneously inviting the viewing audience to be a part of the solution. Student(s) are able to earn 3 internship credits for the production of this video. They will work with DCFS authorities to script, shoot, edit, and publish the video. They will gain practical experience with digital video cameras and Adobe CS4 editing software. Interested students should contact Matt Kneller (mkneller@aurora.edu) by October 22, 2010.

The **Chicago Festival Association**, producer of the **McDonald’s® Thanksgiving Parade**, is pleased to announce full-time and part-time internship opportunities for the **spring of 2011**. Interns contribute to all aspects of event production and gain valuable experience through exposure to a variety of industries. Students interested in pursuing a career in the special events industry are encouraged to apply. This internship entails preparation of the McDonald’s® Thanksgiving Parade as well as other CFA produced events. Spring internships begin in early January and last until May 13, 2011. **Interested Applicants should e-mail a copy of your resume, cover letter & writing sample to:** Dan Mulka, Director of Marketing and Community Relations, Chicago Festival Association, 1507 East 53rd Street #102, Chicago, IL 60615, P. 312.235.2217, F. 866.397.4037, Dan.Mulka@chicagofestivals.org

**Executive Office of the President, Office of National Drug Control Policy** The Office of National Drug Control Policy (ONDCP) Student Internship Program is structured to challenge and reward a select number of students from across the country. The goal of the program is to allow students to gain an outstanding educational and work experience within various components of ONDCP. The program is intended to provide the students with knowledge, tools, skills, and real life work experiences that they can readily apply to future challenges and professional pursuits. For more information visit [http://www.whitehousedrugpolicy.gov/about/intern.html](http://www.whitehousedrugpolicy.gov/about/intern.html)

**The Compass Church in Naperville** is seeking interns who have an interest in professional technical production using professional-grade equipment in audio, lighting and video. Interns will closely work with the Worship Arts staff and will be well trained. If interested contact Nathan Dull, Hobson Campus Technical Director, 1551E. Hobson Road, Naperville, IL 60540, Cell: 630.448.0024
Financial Representative Intern with the Northwestern Mutual Financial Network. Your local network office provides tools, resources and training to help you discover and build your markets to develop a successful practice as a Financial Representative intern. At Northwestern Mutual we believe training is a process, not an event. Can you envision a life of real world compensation, freedom and calling your own shots? Many college students cannot. The Northwestern Mutual Financial Network internship is a valuable opportunity for students to combine classroom learning with a real-life look into what they could truly make of themselves.

Preferred qualifications: To be considered for the position, you must be a full-time student at a four year institution. You must have strong interpersonal skills, be self-motivated and have a history of personal success. To apply: If you enjoy working in a fast-paced, highly productive, value-driven environment, e-mail your resume to andrea.barnstable@nmfn. For more information, visit our Web site at http://www.nminternship.com.

**JOB SEARCH TOOLS**

Did you know that Aurora University pays for a subscription to College Central Network making this service free to all students and alums?

College Central Network has all the information and resources you need to explore careers as well as launch your search for a job or internship. You can write your resume using the Resume Builder, check out internship and job leads through on-line job postings, explore different careers through the brief informational videos, create a portfolio, and so much more. To register go to http://www.collegecentral.com/aurora/