**AU4U: 4 UR CAREER**  
*By Career Development (part of the Crouse Center for Student Success)*  
10/01/10  Vol.4 Issue 5

*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.”*

**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/](http://www.collegecentral.com/aurora/)

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

**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

**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

**PART-TIME JOB OPENINGS**

In need of a sitter to watch my 3rd grade daughter after school on Tues., Wed. & Fri.’s from 2:10 until my husband or I get home. Usually we are home by 4 but sometimes it can be 5/5:30. She attends Freeman Elementary and we live a block away on Calumet Ave, which is convenient for students without vehicles. Requirements: child care experience. Please contact me at H: 630-892-7551 or C: 630-234-4315. We would like to fill this position as soon as possible. (100110)

Thank you and please let me know if you need anything else.Batavia resident looking for a babysitter for 5 year old daughter Monday, Wednesday, and Friday 5:45a.m. until drop off at Holy Cross Catholic School @ 8:30am, pickup only Wednesday and Friday at 11:30am from Holy
I have a 15 year old sophomore at Aurora Central Catholic that is having trouble in Spanish (Level 3) and Geometry I. Need a tutor for him, and am hoping that there is an AU student out there who can help. Sessions will take place at the Aurora Public Library. If interested contact Pam at 630-918-7662. (092410)

**Paid position with a downtown Aurora magazine.** Local magazine seeks intern to ask questions/take photos in downtown Aurora. Looking for someone to compile its “Citizen Voices” page. The task is to visit downtown Aurora and do quick question and answer pieces with six random people and take their photo (head shot). The assignment is estimated to take two total hours – one hour interviewing and one hour typing out the answers and downloading photos. Interviews should be turned in on a Word document and photos should be decently high-resolution (not blurry or dark) – but a professional camera is not necessary. The assignment pays $20 and the intern receives a byline in the magazine. Deadline is October 1, 2010 at 5 p.m. Interested candidates should be well spoken and feel comfortable approaching strangers. Camera and typing skills required. The ideal candidate is someone interested in journalism, media communications and/or photography. This is an excellent opportunity for a young high school or college student to gain experience in the field of journalism. The editor assigns the “Citizen Voices” question. Payment is received upon completion. All candidates should visit [www.downtownauroran.com](http://www.downtownauroran.com) and familiarize themselves with the “Citizen Voices” page before inquiring about the intern position. Inquiries: E-mail Marissa Amoni at downtownauroran@gmail.com by Sat., Sept. 25. Please include 1-3 sentences stating why you would like to do this assignment. Including a sample photo and one written out Q & A will be highly looked upon. Marissa Amoni, Editor 630.674.2099 mobile. (092410)

**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)

**Bill Foster for Congress is now accepting applicants for the Foster Organizing Internship!**

Foster Organizing Interns will undergo comprehensive community organizing training and will apply the fundamental principles of grassroots organizing to their work on behalf of Bill Foster for Congress. Interns will gain valuable campaign experience working directly with staff and volunteers. Interns will also be an essential part of an aggressive field program in a frontline race that has garnered a great deal of national attention. This is an outstanding opportunity for anyone looking to work as field staff on a campaign in the future. Interns will be trained in the following: - Volunteer Recruitment - Door to Door Canvassing - Phone Banking - Voter Activation Network - Community Outreach - Event planning Candidates should be organized,
competent, outgoing individuals who are eager to learn and are willing to work hard. Candidates should have a strong academic record as well as excellent communication skills. Strong candidates must work well independently and as part of a team. The internship is unpaid. Applicants should submit cover letter and resume to traci.johnson@ILVictory2010.org

Quinn/Simon for Illinois is currently seeking full-time Fellows and part-time Interns to serve on the campaign in the Fall of 2010. With your help, we can keep Illinois moving forward by electing Governor Quinn and Sheila Simon. Interns and Campaign Fellows will gain valuable campaign experience, and learn skills useful for advancing a career in politics or government.

QFI Internship Program The QFI Internship Program seeks motivated applicants who are interested in learning more about political campaigns through hands-on experience. QFI Interns can assist with projects in all departments within the campaign. Tasks include helping campaign staff prepare for and staff campaign events, entering and analyzing data to strategically target voters, fielding calls and questions about the campaign from voters and much more. Interns are asked to dedicate at least 10-15 hours per week to the campaign. Quinn/Simon for Illinois Campaign Fellowship Program We are seeking experienced, skilled and motivated applicants who are interested in the fields of politics, government, organizing, communications, and new media. Fellows are expected to dedicate a minimum of 40+ hours per week to the campaign and handle a substantial workload. Fellows will not only be working as part of a larger team, but will also be given the opportunity to take on a leadership role in short-term and long-term projects. Note: Fellows and Interns are unpaid, but may be eligible to earn course credit at their college, university or high school. To apply online, visit: http://www.quinnforillinois.com/internship Application Deadline is Friday, October 1st 2010 Campaign offices are headquartered in Chicago and Springfield, applicants outside those areas will be matched with the Field Coordinator in their area. Questions? Please email our Intern Coordinator Scott Belsky (scott@quinnforillinois.com). No phone calls please. (092410)

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](mailto:development@waterstreetstudios.com). (091710)

**Education Intern position:** Looking for a gallery intern or Water Street Studios (WSS)—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 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  
  - Assist 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@waterstreetstudios.com](mailto:education@waterstreetstudios.com). (091710)

**Gallery Intern position:** Looking for a gallery 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**  
  - 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](mailto:gallery@waterstreetstudios.com). (091710)