**Weekly Job and Internship Information**

**4/15/11**

**EVENTS**

**Southeastern Wisconsin Teacher Recruitment Fair**

**Saturday, April 16, 2011**

8:00am for pre-registered applicants to check in
10:00am on-site registration
Cudahy High School
4950 S. Lake Dr.
Cudahy, WI 53110

$15 registration fee required. Anyone that is pre-registered will have more time with the districts. Pre-register at [www.cesa1.k12.wi.us](http://www.cesa1.k12.wi.us) the deadline is April 6, 2011.

**Community Hiring Event**

**Saturday, April 30, 2011**

9:00AM to 2:00pm
1685 N. Farnsworth Ave.
Aurora, IL 60505

Phone: 630-851-2203

Comcast is hiring for the following positions: Retail Kiosk Representative; Retail Sales Representative; Outbound Sales; CommOps 2 Fulfillment; Inbound Sales; Door to Door Sales. For on-site interviews, applicants must register online at [www.gcul.com](http://www.gcul.com) or at QCUL facilities by April 24, 2011. Free job seeker workshops on: Resume Writing; On-Line Applications; Dress for Success and Resume Critiques (Bring a copy of your resume).

**CLASSES**

**Platoon Leader Classes:** The Marine Corps Officer Candidate School offers two different classes. The Officer Candidate Course (OCC) and the Platoon Leaders Course (PLC). OCC is only college seniors and graduates that are looking to obtain a commission immediately after completing the course. Officer Candidate School is located in Quantico, Virginia. Train only in the summer. There is no interruption of your academic year. Freshman and Sophomores attend two six-week training sessions and Juniors attend one ten-week training session. Must be:

- US Citizens only
- 18 – 26 years of age.
- Full-time enrolled students only, to include military reservists.
- Minimum 1000 SAT or 22 ACT or 74 ASVAB and have at a minimum a 2.0 GPA. Law students must have a minimum of 150 LSAT

What are some features of the Platoon Leaders Class Officer Program?

- Commissioned a Second Lieutenant upon completing OCS and earning a bachelor degree
- Non-binding contract.
- No active duty requirements if disenrolled from the program
- No on-campus training, drills, reserve meetings, uniforms (this is not ROTC)
- Up to $8,350 in Tuition Assistance
- College credit hours for participation in the summer program.
- PLC allows students to apply with an intended route in the event you take your commission. Upon college graduation, we offer guaranteed “Air” if you qualify (Pilot/NFO), “Ground” for all other military vocations, and “Law” for those planning to pursue a career as a Judge Advocate.

CONTACT:
STAFF SERGEANT DANIEL VERA USMC
847-812-1796
DANIEL.VERA@MARINES.USMC.MIL
Visit our Websites at: www.chicagomarineofficer.com

PART-TIME JOB OPENINGS

After-School Care for two Boys, ages 8 and 12. Duties include bringing them home from school, preparing snacks, doing homework and keeping them engaged till we get home, typically around 6-6:30 each evening but would need a little flexibility on the end time. They also have activities that they will need to be driven to, soccer, tae kwon do, baseball. Most all activities are within 10 miles of our home with the occasional exception. Pretty much 2-3 days a week on average. I am looking for someone who is fun and really enjoys kids. Would also prefer someone that can maintain the evening schedule as well. I want them to have fun but also make sure they get their homework/activities done. Additional hours may be available for academic closings/1/2 days etc as well as summer full time potential is there. Would love to have someone who would want to stay with us through the next academic year for afterschool care. Must be non-smoking and have your own reliable transportation. Please contact me at mmohanty@gmail.com if you are interested.

Flinn Scientific Inc.
Located in Batavia and is now interviewing Graduating Seniors and current college students to help us through our busy summer season. As a leading distributor that sells science supplies to teachers, our company needs extra team members during the busy summer months. Recruiting 15-20 full time positions. Working in our clean, safe, and quiet warehouse! Applying: Positions will fill very quickly, so don’t delay. Complete an application in person at Flinn Scientific Inc., 770 N. Raddant Road, Batavia, IL 8am – 5pm, M-F. Qualifications: Must be a graduating high school senior or currently enrolled in college.

St. Charles Park District is looking for Lifeguards. If interested please contact the Recreation Department at 630-513-6200.

ASVAB Tutor Waubonsee Community College graduate looking to begin future with the military. Required to take a test called the ASVAB test. My work hours vary, so I would work around the tutor’s schedule. My contact information is:
FULL TIME JOB OPENINGS

Home Helpers
Home Helpers is seeking outstanding people for our dedicated team of CareGivers! We help the elderly maintain their independence by providing, in home companionship and other non medical assistance. Duties may include light house cleaning, meal planning & preparation, assistance on errands and appointments, also daily living activities (bathing, dressing, hygiene, mobility etc). If you think you are right for the job, we are looking for full and part time, night time, weekend & LIVE INs Caregivers Needed in Oswego, Yorkville, Plano, Montgomery, Aurora, DeKalb, Sandwich, Hinckley, Geneva, North Aurora and surrounding communities. We have immediate openings and will interview ASAP. Please call today! Call our job hot line 1-866-637-3954 (24/7). Please leave a message and we will return your call.

Seasonal Merchandisers
A highly qualified company providing annual flowers to Home Depot stores, are looking for self-motivated, friendly people to assist in the merchandising of their product at your local Home Depot garden centers. Responsibilities include creating displays, condensing racks, singage, watering, and customer service. Merchandisers will be employed during growing season and can be full time or part time with flexible schedule although some weekend work is required. No experience is necessary. If interested, send a letter of interest to: annualflowers@gmail.com or gardenscout@yahoo.com

INTERNSHIP OPPORTUNITIES
SharePoint Project Consultant Seeking qualified individual to offer support for Microsoft SharePoint project implementation. Knowledge of SharePoint is required. This is an internship position with no defined time period. Applicant will take part in meetings with outside SharePoint consultants and help explain various design points to executive level management. Other duties include data entry into SharePoint system and/or helping configure security for system and train other staff members on using SharePoint. Ideal candidates will have experience working in Microsoft SharePoint. Microsoft SharePoint 2010 experience is a bonus. Required Skills: Knowledge of Microsoft SharePoint 2010, with special focus on lists and various layouts and views. Ability to communicate higher technical concepts to personnel in less technical terms. Desired Skills: Web experience with regard to design and layout is a bonus. The job involves taking part in the design and implementation of a SharePoint solution, thus applicants will be expected to enter data into the system for setup, as well as do some low level administration of the SharePoint solution. Microsoft SharePoint skills on versions 2007/2010 are required.
Office Business Center  Office Business Center is seeking a tech savvy, self-motivated marketing and communications intern. Working with current staff, this intern will create a corporate presence on social media sites that compliments our existing marketing plan. This intern would be responsible for identifying new social media marketing avenues, create a sustainable social media marketing plan, and professionally promote properties on YouTube and Flicker. This intern may also be responsible for researching and proposing new business development markets. If interested please send your cover letter and resume to georgia@farnsworthoffice.com or for more information call 630-585-1250. Since 1993, Farnsworth Offices has provided office space and comprehensive services for small businesses in the Fox Valley. Our 56,000 square foot, six story office building, located two blocks south of the I-88 and Farnsworth Avenue/Kirk Road interchange in the East-West Corridor, has offices ranging in size from 110 square feet to 2,500 square feet. The lease rates are flexible and the services are designed to meet the needs of any individual business.

Sales Internship  M-F, 8.30AM-5PM  28600 Bella Vista Parkway Warrenville, Illinois
Sales Internship  McCormick & Company, Inc., a world leader in the spice, flavor, & seasonings industry, is seeking a Sales Intern in its Central Region Office located at 28600 Bella Vista Parkway in Warrenville, Illinois. This will be a full-time 12 week internship from about mid May 2011 to mid August 2011. This intern will work Monday through Friday from 8:30 a.m. to 5:00 p.m. Note that this is a paid internship, but housing expenses will not be covered. The Sales Internship position will provide students the opportunity to learn about retail within the Consumer Packaged Goods (CPG) Industry. The intern will use market and customer data to help with planning, creating sales presentations and developing strategies. The intern will receive exposure to Pricing, Promotion, Placement and Product and observe the impact of these factors on sales. This student will receive hands on experience with the day-to-day activities within a regional sales office and will be directly responsible for analyzing data, developing presentations, and presenting market analysis reports as needed. Apply online at www.mccormickcorporation.com JOB 23210.

DuPage County EDP is seeking a Wetland Intern to assist the Division of Environmental Concerns for the summer 2011Duties include:  Assisting the Wetland Specialists with a wide range of activities in the field and office  Conducting field inspections at locations throughout DuPage County General office duties- filing, copying, note taking, data entry, research  Completing requests for information Please send resume and cover letter to:DuPage County Human Resources Department 421 N. County Farm Road, Wheaton, IL 60187, Or email to: personnel@dupageco.org Phone: (630) 407-6300 Fax: (630) 407-6301

McDonalds  Instructional Design  We are looking for interns to work with the Worldwide Training, Learning, and Development team. Our team is responsible for the
development and maintenance of McDonald’s global restaurant operations management and mid-management curriculum. Our team consists of subject matter experts in restaurant operations, instructional design, globalization/translation, learning systems (e.g. Learning Content Management System) and class delivery/facilitation. The type of candidates that we are seeking are individuals who are self-starters, comfortable working in a fast-paced environment where multitasking is part of their norm; transition easily from a team player to working independently and have a strong desire to grow and learn from the experience. Job Responsibilities:
- Assist lead designers with the design process (Design, Development, LMS Integration)
- Act as the SME coordinator
- Maintain master SME and legal schedule for overall project
- Schedule meetings and reschedule meetings when project plans change
- Print/prep for Meeting including assembling materials
- Act as liaison with vendor partners
- Help to maintain an overall project scorecard and general communications
- Assist in coordinate of Translation of materials
- Provide links to resources to LMS team and test on McDonald's Connection
- Complete Content Admin tasks in LMS loading and testing plans

Brenda Bodie
2915 Jorie Blvd.
Oak Brook, Illinois 60523
630.623.8598
brenda.bodie@us.mcd.com

Apply: www.mcdonalds.com

Government College Relations Council Seeking: Juniors, Seniors, or Graduate students enrolled for the 2010-2011 academic year, who have a serious interest in a public service career. The selectee will receive three $500 stipend payments, for a total of $1,500 for the academic year. Requirements: Currently enrolled in a GCRC member college or university with a Junior, Senior, or Graduate student standing. Minimum GPA of 3.0/4.0. Interest in a career in public service. Experienced in Microsoft Office Suite. Demonstrated initiative and excellent communication skills. Must be able to dedicate 15-20 hours a week. Send: Cover letter explaining your interest in a public service career, a resume, and three references to gcrcinfo@gmail.com by April 15, 2011. Incomplete application packages will not be considered.

Midwest Collegiate League Internships for the 2011 season.
Ticket Operations and Group Sales Internship Responsibilities:
Process daily ticket orders: Complete the orders that will be either online, in person, on phone and provide outstanding customer support. Sales Calls: Making sales calls throughout the day selling groups, Season tickets, Ticket Packages, individual game tickets and anything else that the Midwest Collegiate League might have. Help create information and brochure on group sales, ticket packages and season tickets. Assist in database management which includes acquiring names and making sure that the
correct information is gathered. Work with Ticket Sales staff on all daily functions. Email resumes to commissioner@MidwestCollegiateLeague.com

Corporate Sponsorship and Sales Internship
Responsibilities: Candidate will prospect new corporate partner relationships. Maintain positive relationships with current sponsors. Develop sales presentations for current or new sponsorship prospects. Manage and ensure fulfillment of all corporate sponsorships. Research and identify emerging trends and markets for future sales opportunities. Create sponsorship opportunities for current or new sponsorship prospects. Fulfill additional day-to-day duties as assigned
Requirements: Work regular business hours plus home games. Must be pursuing/completed a degree in sport management/management/business/marketing or related field. Must have a valid driver’s license. Good organizational skills and multitasking abilities. Detail oriented. Must possess the ability to perform physical labor in possible adverse outdoor conditions (heat, rain, etc). Basic use of Microsoft Office tools.
Email resumes to commissioner@MidwestCollegiateLeague.com

Stadium and Baseball Operations Internship
Responsibilities: Assist in the training, scheduling and supervision of game day employees in all aspects of customer service, security and game day operations. Assist General Manager and Director of Stadium and Baseball Operations with stadium maintenance and baseball operations tasks as needed. Work special events other than baseball games (including weekends).Ensure that the stadium meets facility cleanliness standards as set forth by management. Assist with the installation of stadium signage. Assist with stadium cleanup, including but not limited to, daily cleaning of high traffic areas, refuse removal and spill cleanup during and after games and special events. Willingness to complete basic maintenance tasks. Assist with clubhouse duties as needed. Break down of stadium after event completion. Assist in sales calls. Assist all other department if need be.
Email resumes to commissioner@MidwestCollegiateLeague.com

Assistant Groundskeeper (Turf Management Internship)
Responsibilities: Help develop, manage and oversee the daily operations of the field. Supervise and instruct game day employees. Perform general baseball field maintenance, including: mound and plate repair, painting, warning track maintenance, batting practice set-up and tear down, tarp pulling, etc. Perform turf grass management including: mowing, edging, sodding, aerating, topdressing, irrigation repairs, as well as assisting with fertilizer and pest control applications. Assist with stadium operations when needed. Email resumes to commissioner@MidwestCollegiateLeague.com

Community Relations Internship
Responsibilities: Community Relations intern is primarily responsible for the Midwest Collegiate League community involvement, including scheduling, planning, and attending events. This individual will also assist in the fulfillment of donation requests by maintaining database of requests and preparing donations to be picked up. Assistance
with the planning and execution of the Midwest Collegiate League reading program also required, such as contacting area schools to pitch the program, inputting school information into reading program database, and planning assemblies for participating schools. Various writing projects, administrative duties, and over-the-phone tasks also required.

Email resumes to commissioner@MidwestCollegiateLeague.com

Graphics and Publications Internship
Responsibilities: Assist in the promotional efforts for all Midwest Collegiate League events by creating print and online advertisements, along with flyers and sign-up sheets. Assist corporate sales team by creating visually pleasing sales presentations and reports. Create Midwest Collegiate League publications that are used to promote the team to the public (photo albums, flyers, advertisements, brochures, etc). Edit photos to make them media ready. Assist in the day-to-day operations of the

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Media Relations Internship
Responsibilities: The media relations intern will assist in all duties pertaining to the distribution of information to the public. This includes, but is not limited to, press releases, game notes, community appearances, website updating, media guide, program writing/design, and social media outlets. Furthermore, this position will assist in all other aspects of club operation, as requested, including stadium operations, ticketing, sales and any other duties as assigned.

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Video Production Intern
The Video Production Intern will assist the Video Producer for all live broadcasting of games on the internet. Main duties include remote camera operations, video and audio broadcast productions, and archiving of all games. This intern will also be able to produce web content for our official website including player interviews, promotional spots and highlight packages. Other duties include creating and updating between-inning material for game broadcasts, group sales, distribution of literature and ticket sales at the office.

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Photography Intern
The Photography Intern will be in charge of creating a photographic history of the season. Action photos of each player will need to be taken, along with a team photo near the end of the season. The intern will be responsible for taking photos for all game-day sponsors, which includes their giveaway, first pitch participant and any banners that the sponsor has hung at the stadium. The intern will take all pictures for player trading cards and will work with the Media Relations intern on production of the cards. Near the end of the season, this intern will put together a picture slideshow with highlights from the season that is used for distribution to staff and Host Families. Other duties include taking and developing photos of each Host Family with their player(s), photography for use in Midwest Collegiate League marketing materials and uploading of photos onto the League website. Email resumes to commissioner@MidwestCollegiateLeague.com
Webcast Producer Internship
The Webcast Producer will be in charge of operating a switcher and a four-camera set-up to broadcast each game online. Previous experience with Final Cut Pro on a MacBook is helpful. Creativity is necessary; you will be looked upon to create short videos that can be used on the Leagues’ website. Email resumes to commissioner@MidwestCollegiateLeague.com

Broadcasting Internship
The Midwest Collegiate League broadcaster will call between 40-45 games via the Leagues’ internet radio network. All games are broadcasted live through the League’s website. This person will travel with the team to all road games. Another assigned duty of this position will be to create the daily program insert for each home game. This insert has rosters, statistics, and game recap and is sold with the souvenir programs. Email resumes to commissioner@MidwestCollegiateLeague.com

Team Statistician Internship
Responsible for collection of all in-game statistics and analysis using dedicated baseball computer stats software. This person will be responsible for all home and road games and insuring that proper game stats are upload to league and individual team websites. Additional, responsibilities include working closely with Media Relations to insure that stories are place with local media outlets prior to deadlines for news reporting as well as delivered weekly to Major League Baseball's Scouting Bureau and the player's college coaching staff. Email resumes to commissioner@MidwestCollegiateLeague.com