Weekly Job and Internship Information
05/02/11

EVENTS
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.qcul.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).

PART-TIME JOB OPENINGS
Babysitter needed. My name is Nikisha Black, I am a former student of Aurora University. I am looking or a student starting May 9, 2011, preferably someone who is very energetic, that would be able pick my 3 year daughter up from school Mon-Thurs at 5 or 5:30 and keep her until 7:30 (approximately 2 or 2.5 hours a day).... I am looking for someone with reliable transportation, fun and energetic and someone with previous experience with toddlers. If you are interested please email or call the number below. Pay is negotiable. 773-803-4905 nikishablack@gmail.com

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:
cell 573-200-2585 Email: sonofthelord777@yahoo.com

**International Language Center**
Currently seeking Spanish interpreters with competitive rates for assignments coming up in the next few weeks, and further into the future. I have one assignment in particular that will be located in Aurora on May 26. I was hoping you could forward this information to anyone who is interested or send me referrals. Anyone who is interested in this opportunity should providing me with a copy of your resume, rates and schedule availability. They can email it to translation@accuworld.com. Any questions are welcomed.

**Full Time Job Openings**

**Menards Manager Trainee**
Must have a bachelors degree in a business field and be open for relocation. Will earn great benefits and earning potential. Career opportunities available upon completion of training program.  
Apply at:
Menards  
1200 Ogden Ave  
Montgomery, IL 60538  
Menards  
13441 S. Route 59  
Plainfield, IL 60585

**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.
**Clerical - Summer Employment Opportunity**

Clerical – Document Scanner Scans blood donation records & uploads to software. Solid computer & typing skills req'd. Ideal for college student. 40 hrs/wk, M-F, 8:00 a.m. - 4:30 p.m. June – August. Send resume with cover letter to: HEARTLAND BLOOD CENTERS, ATTN: Human Resources, 1200 N. Highland Ave., Aurora, IL 60506 FAX: 630-892-4590. E: jobs@heartlandbc.org. EOE

**INTERNSHIP OPPORTUNITIES**

**Marketing Internship** An award-winning boutique-style advertising agency Bad Monkey Circus [www.BadMonkeyCircus.com](http://www.BadMonkeyCircus.com) - a division of BMC Worldwide) offers an internship program that provides college students with exposure to day-to-day activities which include being involved in making creative decisions regarding advertising campaigns, supporting client planning, giving presentations, developing media kits, managing media costs, performing client analysis, and gaining real-world experience in advertising procedures. The program is designed to provide interns with the training and skills necessary to complete various tasks and projects to achieve measurable business objectives for clients. From their first day, interns are immersed in the industry’s lively pace. Using industry-standard tools within guiding principles and best practices, interns will grow their expertise and confidence within their chosen field. We provide an environment, which supports learning, recognizes initiative, encourages doubting the conventional and create the exceptional!!! Our agency works with all businesses from global clients to small regional accounts in both B2B and Consumer Markets. We think creatively about brands and have fun doing it. The dress code is laid back. We have two intern slots to fill: 1.) a graphic designer 2.) a position that combines account management, strategic planner, social media marketer and a copywriter. We’ve hired our last two interns. Candidates that want to work hard and play hard, please seek us out. rebecca brown – office manager
630.892.7700
bad monkey circus ad agency
a division of bmc worldwide
31 west downer place suite 403
aurora, il 60506-5187
rbrown@badmonkeycircus.com
www.badmonkeycircus.com

**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.

**DuPage County EDP** is seeking a Wetland Intern to assist the Division of Environmental Concerns for the summer 2011

Duties 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

Qualifications:
- Preferred candidate will be a full-time college student with one-year minimum course work in biology, botany, soil science, environmental science, natural resources, or a related field
- Computer skills – Microsoft Word, Excel, Power Point
- Strong written and oral communication skills
- Ability to work outdoors under adverse weather conditions
- Current and valid driver’s license
- A pre-employment background check is required

Applicants are expected to work a regular schedule of 37.5 hours per week Monday through Friday. Intern pay is $10.00 per hour.

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

**SharePoint Project Intern**
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. Contact: Please email resumes to hr@wheatlandtitle.com, Please reference “SharePoint Intern” in the subject.
**Amerisafe Safety & Insulation Supplies & Services – Website Search Engine Optimization (SEO) Intern** 
Amerisafe is proud to be an authorized distributor for some of the largest and respected names in the business. The Luse-Amerisafe team specialize in supplying wholesale plumbing, heat, refrigeration supply houses, national retail hardware/home improvement chains, commercial/industrial mechanical insulation and ventilation, fire stopping contractors, OEMs and industrial maintenance departments.

We have an immediate need for Website Search Engine Optimization (SEO) Specialist-Intern. The purpose of this internship is to evaluate and optimize on-site content for maximum visibility and ranking in the major search engines in order to drive increased revenue through the site. This position will report to the Vice President Sales & Marketing.

**Responsibilities**
- Evaluate and test the effectiveness of the current site utilizing Google analytics and other search engine evaluating tools.
- Control naming conventions and linking conventions of web pages, images, and multimedia files.
- In-bound link development from relevant sites and directories.
- Perform information gathering services including technical website analysis, competitive/keyword research, and link analysis.
- Identify and implement innovative SEO strategies.
- Perform content maintenance and updates, develop site features/functionality
- Monitor, review and update website traffic reports and progress of each optimization technique
- Test and track landing page optimization and conversion strategies
- Write, review and revise quality standards and test procedures for maintaining site effectiveness and evaluation.
- Actively institute new processes to every aspect of the site.

**Requirements**
- Skilled knowledge in search engine optimization concepts, tools and methodologies.
- Working knowledge of basic HTML and CSS
- Functional knowledge of website analytical tools.
- Education with computer testing tools and/or web marketing highly desirable.
- Ability to organize and clearly communicate effectively.
- Must have education pertaining to search engine optimization
- Must have understanding of search engine algorithm and ranking strategies.

**Contact:** Please send your resume and cover letter to Jayne Zouvas, Human Resource Manager/Recruiter, jzouvas@luse.com, 630-862-2694.

**ATMI Precast,** located in Aurora, Illinois, is a major regional producer of concrete products, specializing in the design and production of structural and architectural prestressed/precast components for the industrial and commercial marketplace in the Chicago metropolitan area. We are looking for an energetic individual to join our team as **Print Shop Intern.** The position will process print jobs as directed by the Engineering, Project Management and Sales departments. We use an Oce plotter. This part-time position requires approximately two (2) hours daily in the afternoon, Monday through Friday, and may involve other duties according to the individual's ability.

**Requirements:**
- Able to use Microsoft Outlook, Excel, Word and Windows Explorer.
- Familiarity with AutoCAD is a plus.
- Able to lift 50 pounds; to load large paper rolls; to work safely.
- Able to climb stairs; to carry moderate loads up to 200 ft.
- Good verbal and written skills.

Please contact ATMI Precast at hr@atmiprecast.com or (630) 896-4679 ext. 209.

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**Announcing Americas BSC Pilot Internship Program**

The Americas BSC is starting a Pilot Internship program, and we need your help!

If you have a relative that is:

- entering their sophomore, junior or senior year in a college or university,
- have a 3.0 GPA or better, and
- majoring in business administration at an accredited college

…they could be eligible for an internship in the Americas BSC.

Please send your nominations and any questions to americabsc@bp.com by May 6.

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This program gives the BSC an opportunity to develop future talent while giving students the opportunity to learn more about BP.

Selection of interns will be April/May, with start of internship in May/June. We’ll provide them with a welcome and overview of the BSC. They’ll have a mid-internship review with a fun summer event. They’ll end their internship in August.