Career E-News July 30, 2012

Please watch this column (which goes out to your farmingdale.edu email address) every Monday for career information including currently available jobs and internships. If you see an opening in which you are interested and for which you are qualified, please contact the organization directly with a resume and cover letter.

NEW - JOBS LINK
The new site www.granted.com provides information about job opportunities. It may be searched by job title as well as by state and city location. It’s free and does not require any registration. Try it!

JOB NOTICES AFTER GRADUATION
The Career Services department wants to continue to send you job notices after you have graduated from Farmingdale to improve your chances of finding a job and career. In order to do so, we will need to send information to your personal email account.
If you wish to receive job information as an Alumnus, please send an email to careercenter@farmingdale.edu with your name, major and your personal email address.
The department congratulates you on your upcoming graduation and looks forward to continuing to serve you.

JOB NEWS
You can find additional Information about Jobs and Internships in job binders in the Career Development Center in Greenley Hall. When you are looking for a job or internship, come and take a look through the binders.

NEW YORK STATE INTERNSHIP PROGRAM – NEW WEBSITE TO APPLY
New York State has launched a Statewide Internship Program and is accepting applications for Fall student internships. More than 400 internships are available to students and are listed on the new internship website. Applicants can view job descriptions, create profiles, specify interests and upload resumes, writing samples and letters of recommendations.
The program is open to undergraduate and graduate students who are residents of New York State as well as students who attend schools in other states but reside in New York. Opportunities are available for paid and unpaid positions. They may include academic credit depending on the policy of the educational institution.
To apply: visit www.nysinternships.com

JOBS
Web Design and Content Manager for SUNY
https://www2.sysadm.suny.edu/Vacancy_2/submit/vacancy_description.cfm?jobDsc=WebDesign%2Ehtm&JOB_LIS_ID=1890

Mass Merchandising, an Islandia based company, looking for FT Project Manager.
  Qualifications: Knowledge of Blueprints and field measuring.
  Responsibilities: Reading blueprints, drafting, estimating, job costing, project management, purchasing, communication w/ architects & field personnel.
Hours are 8:30am-5:00pm
If interested and qualified please contact Steve Djay at 631-234-3300/Fax resume to 631-234-3676.

7/30/12

Hitech Photography Events, a Long Island based company, is looking for a **FT Paid Handyman, Photographer, Photographer Assistant, and Graphic Artist.**

**Qualifications (FT Paid Handyman):** Must be available on weekends, work evenings and flexible hours. Excellent teamwork, communication, and interpersonal skills.

**Responsibilities (FT Paid Handyman):** Must able to assemble centerpieces that are durable and secure, work independently; able to multi-task; strong follow-up skills/extremely detail-oriented.

**Qualifications (Photographer & Photographer Assistant):** Mainly weekends. Must own professional grade digital camera equipment and have reliable transportation.

**Responsibilities (Photographer & Photographer Assistant):** must be highly motivated and experienced for event photography; strong people and creative skills; self starters, strong communicators, detail oriented.

**Qualifications (Graphic Artist):** Two years of exp, knowledge of video editing, and video montage creation.

**Responsibilities (Graphic Artist):** Strong creative skills, self starters, strong communicators, detail oriented.

If interested and qualified for these positions, please contact Shari Tirollo at 631-923-2260.

7/30/12

Better Living Now Inc., a Hauppauge based company, is looking for **PT/FT Customer Care Coordinator (CCC), and FT Bookkeeper.**

**Qualifications (CCC):** HS Diploma, 1 year general office and/or clerical work. Detail oriented. Proficient PC skills, Microsoft Office, Internet, and E-mail. Excellent verbal, written, interpersonal skills with ability to follow up. Bilingual English/Spanish a plus.

**Responsibilities (PT/FT CCC):** Inbound and outbound calls. Update insurance information on all current and future patients. Answer all inquiries in a timely and courteous manner. Take verbal and written orders from physicians, discharge planners and other Healthcare professionals as needed. Assist management and all other staff as requested. Maintain patient demographics.

**Qualifications (FT Bookkeeper):** 3-5 years exp as a full charge bookkeeper a must.

**Responsibilities (FT Bookkeeper):** Verify, allocate, post details of business transactions to subsidiary accounts in journals or computer files from documents. Summarize details in separate ledgers or computer files and transfer data to general ledger. Reconcile/balance accounts. Compile reports to show statistics. Calculate employee wages. Prepare withholdings. Compute, type or computer generate; mail monthly statements to customers. Complete record to or through trial balance. Working knowledge of employee benefits and maintenance of benefits.

If interested and qualified please contact Deborah Sorenson, HR Manager 631-822-1580. 7/30/12

Dukal Corporation, a Ronkonkoma based company, is looking for **Entry Level Graphic Designer.**

**Qualifications:** College Degree/Business Degree in Graphic Arts. Proficient in Adobe Programs Illustrator, Photoshop, InDesign CS4 or higher& Microsoft programs. Ability to manage time and multiple concurring projects. Effective communication skills, verbal and written, must be detail oriented.
High aptitude to learn new products and processes. Proficient in understanding Pantone and CMYK printing process.


If interested and qualified please send resume to Suzanne Carlino at scarlino@dukal.com. 7/30/12

Boutique Wine Importer/Distributor, based in Syosset, is looking for Entry level Graphic Designer for 16-24 Hours/Weekly

Qualifications: Must be proficient on a MAC and have firm experience in Adobe Creative Suite software such as Indesign, Photoshop, and Illustrator. Dreamweaver, HTML. CSS experience a plus.

Responsibilities: Aid in the creation of print templates for point-of-sale items and wine tasting materials, along with assistance in updating website periodically.

If interested and qualified please email your resume along with three samples of your work and/or portfolio website to randerson@skurnikwines.com 7/30/12

Military Car Sales in Woodbury has an opening for a lead PC Support Technician.

Qualifications: degree in Computer Science or Network Management or Information Technology.

Responsibilities: act as primary contact for the company’s trouble tickets. Respond to and resolve trouble tickets for hardware, software and network issues for internal and external employees.

If interested and qualified please send resume to Harry L. Schuessler, IT Operations Manager at harry.schuessler@militarycars.com 7/30/12

Gold Medal Hair, a catalog mail order business located in Farmingdale has a part-time opening in the Shipping Department. Hours are now 10:00 a.m. – 2 p.m., three or four days a week. After Labor Day the hours would increase to 10:00 a.m. – 3 p.m., five days a week. Salary is $10.00 per hour.

Qualifications: a car would be an advantage to deliver packages to the Post Office

Responsibilities: put together lightweight packages to be mailed out to customers. There is a possibility for job growth as the student could become involved in customer service, phones, computer work and creating art for the company catalogs.

If interested and qualified please contact Mr. Rick Laban at 516-318-2135 or RickLaban@aol.com 7/30/12

A local company has an opening for a IS Security Coordinator a Bachelors Degree or equivalent and with 2+ years of experience in an IT setting.

Qualifications: strong organizational skills; demonstrated ability to be detail-oriented; working knowledge of IS security policies; working knowledge of a distributed computer processing environment and related technology.

Responsibilities: responsible for coordinating various Information Security objectives within the IS organization; administer the access rights for the various business systems and applications for new hires; ensure compliance with internal authorization procedures (i.e. SOX requirements). Identify security risks to systems and applications using internal/external resources and inform IT administrators; monitor resolution of IS security issues; participate in various IS security initiatives and projects.

If interested and qualified, please send resume to Michael Viola at Viotech Solutions at michaelv@viotechsolutions.com. 7/30/12
Best Buy is hiring in multiple locations in Long Island and Queens for their Geek Squad and in Technology/Solution Sales. They also have an opening in the Huntington Station Store which is right down Route 110 just a few miles from the College

**Geek Squad** (Installation and Repair)
- **Geek Squad Agents** (Computers, Home Theatre, Auto Tech)
- **IT/Computer Hardware Support**/ IT support/Computer Repair/Networking/A+ certification is optional for hire.
- **Automotive Installation**: Remote Start, Audio, Speakers/Amp, 12vInstallation/MECP certification is optional for hire but may be required later
- **Customer Service** (Return/Exchange): Basic product knowledge w/iPods, Cameras

**Technology/ Solution Sales**
- **Sales Consultants/Specialists**
- **Computers and Best Buy Mobile – Mobile Devices**
- **Mobile Electronics (GPS and Car Audio)**
- **iPod & MP3 Players**
- **Gaming consoles and Video Games, CDs/DVDs Titles**
- **Transaction Specialists – Cash Register and Credit Card Sales**

To apply, please contact Michael Babbar, District Manager – Geek Squad at michael.babbar@bestbuy.com 7/30/12

Air France has openings for Passenger Service Agents.

**The Position**: To ensure consistent high quality service Air France implements the 7 Service standards. 1) be willing to help customers and be attentive to their needs; 2) be involved and proactive; 3) be courteous and friendly; 4) be impeccably dressed and well mannered; 5) deliver a high quality expertise; 6) provide relevant information regularly; 7) create a welcoming environment

**Responsibilities**: maintain a high standard of safety and security according to the Air France safety policy while executing duties; ensure that all work areas are functional (check-in, lobby, gate, baggage); adhere to the Air France company Uniform Book and Grooming standards; remain calm, cool and professional during crisis and times of stress; be enthusiastic about offering assistance where needed in all areas of passenger services; have the ability to lift at least 50 lbs; have the unique opportunity to speak French every day if you French bi-lingual.

**Details**: rotating hours and days shift work including nights, weekends and holidays (shifts are 8 hours/day, 5 days a week with 2 consecutive days off); salary is $10.50 per hour with increase to $11 hr after 6 months of continuous employment; Air France conducts a comprehensive 10year background check (please be prepared to provide documentation of your 10 year history upon hire.) Apply today to become a member of the elite Air France team

Please apply via [http://airfrance.applybyweb.com](http://airfrance.applybyweb.com), noting “Farmingdale State College” as the source. When applying, please ensure that your resume is attached in .doc, .docx, or .pdf format only or your application will not be considered. No phone calls please.

Selected applicants will be scheduled to interview on July 31 and will be hired immediately on August 6. 7/16/12

The Office of Mental Health has openings available for RNs, Graduate Nurses and LPNs
Med/Surg experience is NOT required; full and part-time positions available in many locations statewide; flexible scheduling.
OMH is a large, multi-faceted mental health system with a focus on providing hope and recovery for adults with serious mental issues and children/adolescents with serious emotional disturbances.

OMH is comprised of 25 psychiatric centers and two world renowned psychiatric research institutes spanning the state of New York. Nurses perform a full range of clinical nursing duties in a variety of settings, including inpatient, outpatient and residential, research and forensic settings. OMH nurses enjoy career mobility through promotion, reassignment and relocation and receive generous fringe benefits, including health insurance, educational benefits, paid vacation, personal and sick leave and enrollment in the NYS retirement system.

Qualifications:
- RN: Candidates must be licensed and currently registered to practice registered professional nursing in NYS or possess a limited permit to practice in NYS.
- LPN: Candidates must be licensed and currently registered to practice as a practical nurse in NYS or possess a limited permit to practice as a practical nurse in NYS. (You must be appointed immediately following graduation from an approved school of practical nursing in NYS to qualify under this option.)

To apply please email omhnurse@omh.ny.gov. Please include resume and desired work location(s).

Or call the Nurse Hotline toll free: 1-877-691-8270

For more information visit the website at www.omb.ny.gov

7/16/12

LIAAC (The Long Island Association for AIDS Care, Inc) has an opening for a Client Service Nutrition Assistant. LIAAC is a non-profit agency delivering comprehensive services to all Long Islanders infected and affected by HIV/AIDS and other infectious diseases. Hours are M-F, 9 a.m. – 5 p.m. Excellent benefits.

Qualifications: Associates Degree required – Bachelor’s preferred; must be 18 years of age; must have a clean, regular New York State Drivers License; one year of volunteer and/or one year of work experience in the health care field; one year of working one to one with clients; one year of working in the field of HIV/AIDS or with other chronic illness helpful; good computer skills; must be able to lift up to 50 pounds, drive a cargo van and own a car.

Responsibilities: assist with day to day functions of the Nutrition program and deliver frozen meals to clients on a daily basis at their homes and/or designated drop off locations; prepare and drive cargo van for daily delivery of frozen meals by packing all required frozen meals into portable freezers; conduct community education with clients. Ensure that clients in the program are referred to additional resources that address their needs; keep statistical records and narrative descriptions of all work.

To apply mail or fax your resume to LIAAC, 60 Adams Avenue, Hauppauge, NY, ATT: Robert Nicoletti, Human Resources. Fax 631-656-7235; email: rnicoletti@liaac.org.

Please check the website at www.liaac.org for other open positions and services and follow them on Facebook.

7/16/12

Abstract Imaging Group in Hauppauge has an opening for a Graphic Artist/Production Artist for print catalog work. This is a temporary 3 month position with potential for permanent hire. The company is a full service graphic design, large format digital printing and finishing studio that caters to display and commercial customers worldwide.

Qualifications: working knowledge of Quark-Xpress, In-Design, Illustrator and Photoshop. Interested and qualified candidates should reply to jobs@abstractimaging.com

7/16/12
Comfort Dental in Riverhead has an immediate part-time opening for a Dental Hygienist for 2 evenings and Saturdays.

Responsibilities: digital radiographs by Visex; paperless practice using Suzy Systems program

Please fax resume to 631-591-3726 or email to comfortriver@hotmail.com

New York Community Bank has two available job openings: A pt/ft Financial Services Associate and a Full Time Financial Reporting Administrator.

Financial Services Associate (will train)

Qualifications: minimum one year teller and/or customer services experience preferred

Responsibilities: provide customers with high quality, prompt and professional financial services

Financial Reporting Administrator (in Jericho, L.I.)

Qualifications: review accuracy of data in LMS prior to loan files being transferred from Lending to Loan Administration to avoid upload of incorrect date; process all modification requests.

For more information and to apply logon to www.mynycb.com or www.newyorkcommercialbank.com and click on “Careers->How to Apply” and complete an online application.

Electronic Machine Parts, a Hauppauge company, has 2 openings listed: a Junior Level Software Engineer and a Mid-Level Motion Controls Engineer.

Software Engineer qualifications: B.S. Degree in either EE or Computer Science; solid understanding of electrical principles; 2-3 years of Visual Basic programming; able to read and create electrical drawings/schematics; experience in embedded programming; comfortable in an industrial setting.

Software Engineer responsibilities: programming in Visual Basic programming and embedded programming; create electrical drawings and specifications; write and maintain excellent documentation; troubleshoot systems from remote location; provide on-site support to customers during the testing and start-up phases.

Hours are Monday-Friday, 8:30 a.m. – 5 p.m.; compensation is $54,500 based on experience.

Full health insurance and 401K plan.

Please logon to www.empregister.com for more information about this company. For employment, contact Maureen McAdam at mmc@empregister.com.

An independent business in East Northport has an opening for an Office Assistant.

Qualifications: Training in Legal or Paralegal, Accounting or Business Management

Responsibilities: filing, phone calls, correspondence, emails

The position requires 20 hours per week at $10 per hour and is in the owner’s home office.

Please send resume to bart451@verizon.net

The Metropolitan Companies, Inc. in Farmingdale has three Internship/job openings for college graduates

Marketing Intern – must have at least a year in the Marketing discipline and a degree in Marketing. Position is approximately 20-30 hours per week with a salary range of $12-$15 per hour.

IT Intern – must have at least a year in the IT discipline and a degree in Computer Science. Position is approximately 20-30 hours per week with a salary range of $12-$15 per hour.

Engineering Intern - must have at least a year in the Engineering discipline and a degree in Engineering. Position is approximately 20-30 hours per week with a salary range of $12-$15 per hour.
Staffmark, a staffing agency based in Manhattan, is looking for an Underwriter Trainee. 65K-75K depending on experience.

**Qualifications:** BS or BA degree; FAA Private Pilot’s license with a valid class three medical certificate. Knowledge of FAA rules and regulations. Knowledge of aircraft, including performance tables along with airport airside operations. Familiar with computer software, Word, and Excel. Strong Math skills (calculate discounts, interest, commissions, proportions, and percentages). Strong language skills: able to read / interpret documents (safety rules, operating and maintenance instructions and procedure manuals). Ability to write reports and correspondences, speak effectively before groups of customers or employees. Strong reasoning ability; able to deal with problems involving several concrete variables in standardized situations.

**Responsibilities:** Communicate with Brokers in respective territory. Routes Risk involved matters to Underwriters for discussion and evaluation. Consults rating manuals to determine rate classification while assigning rates to pending applications. Collecting data for organizing reports, performing administrative duties regarding new and renewal accounts and other tasks. Submit resume to Jessica Paster Jessica.Paster@staffmark.com or call 212-271-3908.

07/02/12

Shine Advertising & Design, Inc., based on Long Island is looking for Visual Arts Students, recent and existing graduates in Video Production, Website Designer/Developer. Starting per diem then advancing to PT or FT.

**Qualifications (Video Production):** Must be extremely talented and creative, have own equipment, show samples from portfolio, and know how to shoot and edit.

**Qualifications (Website Designer/Developer):** Must be extremely talented and creative, have own equipment, show samples from portfolio, must be able to both design and program. If qualified please send resume and samples for review (samples must be submitted to be considered) to Rich@ShineonTheWeb.com. 07/02/12

Maxim Healthcare Services, a staffing agency based on Long Island, is looking for Registered Nurses.

**Qualifications:** Valid NYS RN License/registration, full physical within last year, and valid CPR/BLS.

**Responsibilities:** 1+year of experience (eligible to provide Homecare Services in Nassau and Suffolk counties) Less than 1 year experience (provide services in the Suffolk County area for the Flu and Wellness program). Wellness events include traveling to different facilities such as Rite Aid, Target, and other stores to provide Total cholesterol, Glucose, Blood Pressure and other variations of wellness monitoring for participants. Flu shots will be administered. Please contact Ryan at 516 565 6322.

07/02/12

Private Oncology/Hematology Medical Practice, located on the North Shore of Long Island is looking for a PT Registered Nurse. No weekends.

**Qualifications:** 5 years of experience required. If qualified please fax resume and salary requirements to 516-364-4080

07/02/12
Dental Practice: Based in Commack is looking for a PT Dental Hygienist. Mondays 10:00am-6:30pm. Potential to add Tuesdays in near future.  
Qualifications: Hardworking, responsible team player. If qualified, please email resume, salary requirements along with contact information bethadacommack@gmail.com.
07/02/12

EVO Merchant Services: National Acquirer and Credit Card Processor Company located in Melville has several positions open. Salary commensurate with experience; comprehensive benefits package including Medical, Dental, Vision, 401K, etc. Please visit or contact the Career Center in Greenley Hall for details about each position.
- Net Developer
- Account Retention Specialist
- Applications Processor
- Chargebacks Team Lead
- Database Administrator
- Human Resources Assistant
- Motion Graphic Designer/Video Editor
- Network Engineer
- Risk Analyst
- Technical Support Representative
If qualified, please send resume to bburns@goevo.com. To learn more about AVO, Please visit www.goevo.com. 07/02/12

KWI, a company in Greenvale, has a part-time opening for a POS Help Desk Technician. KWI is a privately held company specializing in technology, CRM, Merchandising, POS and Loss Prevention.  
Qualifications: experienced in Help Desk telephone call center support; excellent written and verbal communication skills; proficiency in information technology through education or work experience; knowledge of common concepts, practices and procedures pertaining to PC technology; A+ Certification a plus.
Responsibilities: share in support of clients’ stores across the United States and internationally; act as teacher, technician and record keeper; handle multiple tasks in a high paced and pressurized environment; familiarity with the retail environment (POS Computer Terminals and associated components); provide highest level of service to clients; troubleshoot, diagnose and resolve POS technical issues called in from all stores; ensure calls are clearly documented and properly tracked; provide follow-up for unresolved call issues; identify trends of incoming calls and report to management; follow all PCI compliance guidelines to ensure client/company security.
Part-time shifts are available for 20-30 hours per week. Must be able to work a Saturday or a Sunday.
Please send resume and cover letter to Shari Bromberg, HR Director at sbromberg@kwi.com. 6/25/12

The Transportation Security Agency has openings with their organization. These positions are with the Federal Government and offer Federal Benefits (insurance, paid time off, retirement and pension plan, paid ongoing training and other benefits.)

Transportation Security Officers
Qualifications: US Citizenship; HS diploma or GED or one year of previous security or aviation; age 18 at time of application; screening experience; English proficiency; ability to pass background and criminal checks; drug screening and medical exam.

Responsibilities: part-and full time employment providing screening at airports; available part-time shifts can fit well into student schedules


Qualifications: Education may often be substituted for experience in qualifying for these positions.

Federal Air Marshals – Armed Federal Law Enforcement Officers on passenger flights worldwide.

Qualifications: Bachelors’ degree or one year of experience at the level immediately below the position; ability to pass an interview, complete physical training, assessments and a background investigation.

Responsibilities: protect passengers and crew; participate in investigative assignments.

Additional information about employment opportunities may be found at TSA.gov. Submit applications at https://tsajobs.tsa.dhs.gov or at 1-877-872-7990. 6/25/12

NSTAR Global Services, Inc., a semiconductor company in Malta, NY (north of Albany), has full-time, permanent openings for 15 Equipment Maintenance Technicians. On the job training is provided.

Qualifications: Electronic, Electrical or Mechanical interest and aptitude; dedicated, hardworking, eager to learn; ability to follow directions, HS Diploma or equivalent; strong mechanical skills; strong manual dexterity; strong eye to hand coordination; must be able to work in a cramped environment. must be able to work any shift/schedule: days, nights, weekends, holidays, etc.; must be able to pass a criminal background check and drug screen; must possess a valid driver’s license;

Responsibilities: keep multi-million dollar pieces of semiconductor capital equipment running as efficiently as possible; keep average time down to a minimum; disassemble, clean and inspect parts and pieces of machinery such as process chambers, load locks, pneumatic doors and water handling robotic arms.

Salary is $12 per hour; benefits include: Competitive Salary; Health, Dental and Vision Insurance, 401K, Annual sick leave, Vacation time, Paid holidays


SHINE Advertising and Design, Inc., an advertising agency in Bohemia (in Suffolk County) has openings for students or recent graduates to work in Video Production and Website Design/Development. They need help with particular projects which then can progress to part or full-time jobs. The pay scale will depend on the quality of work.

Video Production qualifications: must be extremely talented and creative; must have own equipment; must be able to show samples from portfolio and must know how to shoot AND edit.

Website Design/Development qualifications: must be extremely talented and creative; must have own equipment; must be able to show samples from portfolio; must able to both design AND Program.

The company will only consider students who send samples for them to review.

Please send samples to: Rich@ShineOnTheWeb.com
Biordi Inc. – Corona, Queens Construction Company seeking a full time Estimator / Project Manager.

Qualifications: High school diploma and some college course completed; Construction management course work a plus; extremely proficient in MS Word, Excel and outlook; experienced with basic MS Excel formulas; experience with CAD or On Screen Take-Off is a plus, but not required; ability to multi-task and excellent communication skills required.

Responsibilities: Overseeing the creation and completion of incoming bids for general contractors and clients and managing assigned jobs from start to completion. Compose and process proposals for submission to clients; log incoming bids by downloading drawings and creation and completion of bid folders; transfer drawings via estimating software into excel spreadsheet for pricing; process purchase orders, manage receipts, delivery and job schedules.

Send cover letter and resumes to petermcl@biordiinc.com. NOTE: please put Biordi job application in subject line.

Velis Associates, Inc.: Located in Lindenhurst has an opening for a Full Time Purchasing Clerk.

Qualifications: Must be a people person and team player; light QuickBooks, and willingness to learn.

If you are interested and qualified, please email/fax resume to Noreen@velis.com or 631-225-2040

National Distribution: Farmingdale based company is looking for Entry Level Sales Representatives.

Qualifications: Good telephone presence, mechanically inclined, and versatile; basic computer skills; good with numbers, bilingual Spanish a plus. If you are interested and qualified, please email HR@nationaldistribution.com

MSI (Medical Staffing Solutions): Looking for New RNs, LPNs and CNAs (Nursing Homes only) for Long Island School Districts, and Experienced Nurses for Nursing Home and Field Nurse.

Qualifications (School District): New Grads welcome; must have reliable transportation; NYS LPN or RN license required.

Qualifications (Nursing Home): 1 yr of nursing home experience in New York. Reliable transportation is a must.

Qualifications (Field Nurse): Prior Home Health Agency exp; traveling is a must; reliable transportation; must be able to work flexible hours. If you are interested and qualified, please call 347-382-9238 and Fax Resume to 347-750-0868 or email Resume to: Resume@medicalstaffinginnovations.com

The Zenith Group, LLC: Based in Riverhead looking for an Assistant Construction Administrator.

Responsibilities: Review proposals, submittals, distribute bid documents, research materials and methods; assist in daily activities schedule control, light estimating, develop scope of work, and other office tasks. If interested and qualified, please submit resume and references to cassandrac@zenithgroupny.com
Red Gamay Wine & Liquor store: Based in Amityville looking to hire PT Sales Associate. Benefits and compensation; employee discount; $9.00/HR; M-Th 5pm-8pm, Fri 5pm-10pm, Sat 10am-2pm or 2pm-10pm and Sun 12p-8p.

Qualifications: Must be 21 or older; experience with social networking; retail experience, good w/numbers, Excel a plus; available day, evening, weekends, and holidays; great and enthusiastic personality; able to multi-task; reliable, dependable, responsible, and trustworthy.

Responsibilities: Opening and closing the store. Shelve and re-shelve inventory, and willing to lift up to 40lbs; operate POS System and Lottery system (will train). If interested and qualified email resume to contact@redgamay.com

6/25/12


Qualifications: Experience in alarm systems, security products, locking products, access control or video is required; some help desk and tech support exp; computer literacy: windows based system, basic networking experience such as understanding routers, switches, TCP/IP, etc; detail oriented, must be a people person, excellent communication skills; customer service or phone support.

Requirements: Respond to requests for technical assistance by telephone and other channels; expertise in installation, troubleshooting, upgrade and optimization of security hardware & software products; document and track each customer interaction through closure; participate in the capture of new knowledge and solutions.

If interested and qualified, please send resume and salary history to AWalsh@napcosecurity.com

6/25/12

Biodex: Based in Shirley looking for Quality Test Technician (QTT), Mechanical Assembler, Materials Handler, and Clean Room Assemblers. All positions are evening shifts 4pm-12:30am starting salary is 21k/year. Good benefits and tuition assistance/reimbursement program.

Qualifications (QTT): AA/AS Degree w/three (3) years experience in quality environment; excellent organizational, oral, and computer literacy; ability to read blue prints and use basic measuring instruments required. Knowledge and use of basic Six Sigma methodology and tools preferred.

Responsibilities: Inspection and testing of incoming materials, assemblies and components to assure conformance to raw material specifications, performing 100% testing on critical components as per test criteria, and performing in process/final inspection and testing in accordance with documented quality procedures.

Qualifications (Mechanical Assembler): High school diploma/GED w/three (3) years experience in mechanical assembly. Must exhibit good dexterity, read assembly type blue prints, have ability to handle basic manual and power tools. Familiarity with measuring instruments preferred. A detail-oriented disposition in transacting with numbers, good organization skills, and ability to work under time constraints required. Must be able to lift up to 70 Lbs.

Responsibilities: providing assembly, testing, repairs and/or rework services for incoming and in-house sourced mechanical/electro-mechanical products.
Qualifications (Materials Handler): High School Diploma/GED required and two (2) years experience in a warehouse or customer service environment. Knowledge of Shop Floor Control or similar operations planning tools is preferred. Must be able to lift up to 70 lbs.

Responsibilities: Ensuring that material received is stocked according to established procedures and that an accurate count of all material is maintained while supplying Assembly Department with parts.

Qualifications (Clean Room Assembler): A High School diploma or GED is required along with strong manual dexterity, detail oriented skills, specifically working with numbers, and the ability to work under tight time constraints. Also, must be able to lift up to 70 lbs.

Responsibilities: Assembling radio aerosol products in a Class 10,000 / ISO 7 clean room and other components, meeting all quality and assembly order requirements, and pre-packing and label finishing goods as required.

Please forward a resume to Resumes@biodex.com / Fax: 631-924-8355 / Phone: 631-924-9000. www.biodex.com 6/25/12

Done Right Remodeling, Inc.: Based on Long Island is looking for FT / PT Outside Sales position. $9.00 plus commission and/or incentives.

Qualifications: Must be 18 or older and self motivated, prior sales experience a plus. Outside construction sales in roofing, siding, bathrooms, dormers, and additions.

Send resume to Gregory Gregory@donerightremodelingNY.com or call 631-987-8801. 6/25/12

The Prudential Insurance Company of America has an opening for a Financial Professional Associate to sell insurance and financial services to help clients meet their financial goals. After a training and development program many will continue to be financial services generalists, assisting clients with a range of insurance and investment needs; others will go on to develop a specialty such as fee-based financial planning, insurance for business needs or estate planning needs.

Responsibilities: Sell insurance and investment products; solicit new customers through approved techniques and methods; conserve existing insurance and investment products; service the insurance and investment needs of all owners of policies issued or offered by Prudential Financial companies.

This is a full-time position with salary and commission/bonus benefits. Application period ends on August 10, 2012. Please send resume and cover letter to meganstoler@aol.com. 6/18/12

Flexim Americas Corporation an Edgewood/Brentwood based company looking for a Field Service Engineer.

Qualifications: Experience in an instrumental controls environment is preferred; however will consider a candidate without experience that has a technical degree, A.S. or B.S. in engineering. Strong computer skills MS Word, Excel and PowerPoint; outstanding communication skills and strong writing skills for generating field reports and support documents. Must be team and goal oriented.

Responsibilities: Perform installation and post sales support of products; field tests and surveys, field upgrades of installed systems; provide customer service, application support and product training to users and technical sales reps; ability to travel with minimal notice (travel will be primarily in the US, however we also cover Canada and Mexico); sales support; in house repairs; calibration lab work and communicate and work with the product development team. 6-18-12
TEKsystems, Melville based IT staffing service seeking an entry level candidate for **IT Security and Development position**.

**Responsibilities:** Assist the Application Security Team in conducting security reviews against browser-based applications and web services. Maintain integrity and confidentiality of client information by ensuring appropriate safeguards are in place. Perform technical security work using application vulnerability scanners and use intercepting proxies to identify significant security weaknesses. Assist in analyzing business impact of security issues and provide documented guidance to developers and management that define and guide needed remediation work. Assist in getting applications monitored by Web Application Firewalls. Contact Eugenia Romanova at 631-756-8709. [www.teksystems.com](http://www.teksystems.com).

6-18-12

**The Long Island Radio Group (LIRG)** Located in Farmingdale is looking for a **full-time Continuity Director**.

**Qualifications:** Formal Education and Certification. Recent College Grad (preferred); Excellent analytical skills required; good keying skills required; working knowledge of Microsoft Office Suite; ability to work in a fast-paced environment; excellent interpersonal skills; positive attitude and Exceptional service orientation.

**Responsibilities include, but are not limited to:** Entering all commercial copy for 4 stations in Marketron system; editing/changing commercial copy and add commercial new copy on daily basis; acting as the liaison between Traffic, Sales and Production Departments; responsible for Networks for all 4 stations; printing/emailing reports for Account Executives and clients when necessary following up with clients and Account Executives for missing commercial copy; supervising interns for Traffic/Continuity; department routing all files/faxes/photocopies related to commercial copy.

6-18-12

**Catholic Charities:** Long Island division is seeking a **Bi-Lingual Spanish Client Advocate for their Mental Health Outpatient Services**.

**Qualifications:** Fluency in Spanish/English; An Associate’s Degree, preferably in Human Services, Business Administration or related disciplines. BA/BS is a plus; At least 1yr or work experience demonstrating knowledge and proficiency in office systems and procedures in healthcare is a plus; Proficient in MS Word; strong written and verbal communication skills, well-developed interpersonal skills; valid NYS Driver’s License.

**Responsibilities:** Assess needs of clients seeking mental health services for themselves or family members; assist in development of individualized goal or care plan; determine eligibility and scheduling intake appointments for clinic services; coordinating services and 3rd party insurance claims with managed care companies; writing hospital admission/discharge referrals; maintaining confidential case notes, status reports, external contacts and community support made on clients behalf; maintain contact with high-risk clients.

6-18-12

Landscape Design and Build firm is looking for motivated **Designer/ Site Forman**

Email resume to crystalmeadows@verizon.net or call Jimmy 516 659-5943

6-18-12

**All The Perks Espresso Company**, a new coffee shop in the West Babylon area has part-time openings for Baristas.

**Qualifications:** friendly personality; focused on quality; a team player; show a passion for coffee; experience in the industry is preferred but not necessary.
Responsibilities: the café will be open 7 days a week so baristas should be available for full-weekends. A full 10 day training begins around June 10 and all that are hired must be available for the entire training session. Salary is commensurate with experience. If interested and qualified please email to jobs@allheperkscoffee.com

Designatronics, Inc. a manufacturing company in New Hyde Park has an opening for someone to troubleshoot basic network issues, solve PC issues and troubleshoot printers in a Windows environment. Please fax resume to 516-326-2784 or email resume to hr@sdp-si.com

The FDM Group, on Wall Street, is seeking to employ a number of high caliber college graduates with the drive to work in software development. Successful candidates will be trained in FDM’s Wall Street office through the FDM Academy Program. The free technical training lasts approximately 17 weeks and is in Java EE and related technologies. This is immediately followed by 2 years employment with FDM as a Java Developer. Trained Java Developers could lead to Senior Development, System Design or Technical Team Leader roles. FDM is looking for enthusiastic IT, Computer Science, MIS, Mathematics, Physics and Engineering graduates to work with the company in building and maintaining front office applications and systems in some of the world’s leading investment banks including HSBC, Bank of America, UBS, Sirius XM, Morgan Stanley, Bank of Tokyo-Mitsubishi, Credit Suisse, etc. For more information logon to www.fdmacademy.com/us. To apply please visit www.fdmgroup.com/us-apply

The Brickman Group has an opening for a Landscape Crew Member. Brickman is the nation’s largest landscape maintenance contractor with more than 160 branches in 29 states. Qualifications: some experience in lawn care helpful; must be able to operate various lawn care machinery including mowers, edging equipment, backpack blowers; must be able to lift and carry up to 50 lbs; bend and kneel up to 9 hours or more a day; spray pesticides/herbicides; walk up to 10 miles a day while carrying, pushing or pulling equipment, materials or debris; Spanish language a plus Responsibilities: prepare trucks for the day; perform maintenance on properties; plantings and flower installation; other duties as assigned If interested and qualified please send your resume to brandy.burke@brickmangroup.com or call the individual Long Island branches: Holtsville: 631-289-1508; Garden city: 516-222-2079; Amityville: 631-842-1306: for more information about Brickman logon to www.brickmangroup.com

Joho Capital, LLC a private New York City investment group has an opening for an IT professional with diverse skills Qualifications: B.S. degree in Computer Programming/Information Systems or similar degree Responsibilities: manage all phases of 30 user IT environment; network management; desktop support; Visual Basic programming Salary is commensurate with experience plus Annual Bonus. If interested and qualified please send resume to external.email.acc@gmail.com

Leo Agency and Brokerage, Inc./ All Nation Agency in Hempstead is looking for college students/alums to work in marketing, sales and management positions in the insurance field. Compensation is fixed rate plus incentives/commission plus incentives. Email resume to Career@Leoagency.com or Allnationagency@aol.com. Contact Colin or Orin directly for interviews 516-292-0232 / 718-252-1170.
Island International Exterior Fabricators, LLC, a Calverton based company has 3 openings for Junior Engineers (Architectural Detail Engineer). Mon-Fri 8am-5pm.

Requirements: Must be a recent grad or graduating soon; excellent communication skills, strong design skills; must be adaptable, organized and result driven; ability to manage multiple priorities and willingness to be a part of a “team approach” and have a cooperative attitude. Flyer with complete description available in Career Services Office in Greenley Hall.

Contact Beth Scanlon in Human Resources for more details at 631-208-3500 x 321 or bscanlon@islandcompanies.com. Please have resumes prepared to send ASAP. www.islandcompanies.com.

6/11/12

CollegeBound Network – Has the following positions available. Visit or contact the Career Services office in Greenly Hall for more details.

- Account Executive (Bachelor’s Degree required)
- Account Manager / Sales
- Call Center Manager (High School diploma or GED required)

6/11/12

Urban Engineers has openings for 10-12 interns or recent graduates to work on a project with the New York City Parks Department. The assignment runs from June 11, 2012 until October 13, 2012 and will involve working in the five boroughs of NYC (Queens, Brooklyn, Manhattan, Bronx and Staten Island)

Qualifications: Associate degree in forestry, arboriculture, horticulture or related plant science field, etc.; one year of full time professional experience in tree protection, pruning installation and establishment

Responsibilities: the interns/recent grads would be responsible for 40,000 trees (divided among all the workers) in the City.

Salary is between $15 and $18 per hour

Interested candidates should contact the Human Resources Department at Urban Engineers by sending their resume to hr@urbanengineers.com. Logon to www.urbanengineers.com for more information.

5/21/12

Accusonic Voice Systems, a small manufacturing company located in Deer Park has an opening for someone to handle their Mechanical Engineering functions. The company is a manufacturer of audio ancillaries with primary customers being military radio manufacturers and the US Government. They specialize in the design and manufacture of ruggedized loudspeakers that are found in many military vehicles and bases. They also provide handsets, headsets and other audio transmission devices, The company is recognized as the industry leader in multi-channel/multi-net audio ancillaries.

Responsibilities: design and development of new products; product realization planning and maintenance of existing products; create and maintain complete drawing packages on Inventor using 3D Modeling and GD&T; maintain the ECN process; maintain the calibration program; maintain preventive maintenance program

Please send resume and cover letter to Chris Socco, Vice President of Operations, at chris@accusonicvoicesystems.com.

5/21/12

Family Residences & Essential Enterprises has openings for Direct Support Professional. These are part time, full time and weekend jobs. This agency provides a broad spectrum of services to primarily Disabled individuals but also mentally ill and chemically addicted. The agency provides training to new hires and certifies them in CPR, SCIP, First Aid and AMAP. Students in the following fields are ideal but
by no means a requirement: Psychology, Special Education, Education, Nursing/Medical and Health and Human Services. There are 120 locations in Nassau and Suffolk Counties.

**Qualifications:** clean NY State Drivers License for 6 months or more; at least 18 years of age; High School Diploma or GED

**Responsibilities:** work in group home settings; assist developmentally disabled adults with everyday living skills.

The positions pay $11-$12 per hour to start. The range is based on education and experience with the populations.

Please send resume and cover letter to AFlood01@familyres.org. In the area where it asks how you learned about the position please indicate Farmingdale State College, Career Development Center.

5/21/12

**VI Technologies,** a technology company in Bohemia, NY has an opening for a Field Service Software Engineer.

**Qualifications:** experience installing and troubleshooting windows operating systems (Windows XP and Windows 7; image editing applications; image processing is a plus; 4-5 years of experience (non managerial); Associates degree

**Responsibilities:** perform complete range of Applications Engineering activities: install, troubleshoot X-ray system control and imaging software on customer sites; train customers in operation and maintenance of X-ray system control and imaging software; identify/analyze source of problem and recommend proper corrective action; provide final system integration/testing activities in the factory; interact with a cross-disciplinary engineering team (mechanical, electrical, software, imaging) to help resolve customer problems; provide on-site and remote customer support; maintain thorough and accurate documentation and trip reports. Position requires 60% travel both domestic and international.

Salary is negotiable.

Please send resume and cover letter to jobopps@vjt.com

5/21/12

The New York Biotechnology Association (NYBA) has listed openings available on Long Island in the following positions:

- Research Assistant at Nanoprobes, Inc in Yaphank, NY (Suffolk)
- Microbiology Technologist at Opus Scientific in Farmingdale, NY (Suffolk)
- Parasitology Assistant supervisor at Opus Scientific in Lake Success, NY (Nassau)
- Immunology Technician at Opus Scientific in Hicksville, NY (Nassau)

Other positions exist in Hawthorne, NY in Westchester County

For additional information please logon to www.nyba.org

5/21/12

Eclaro International, a global recruiting and human capital solutions firm, is listing an opening for an Information Security Engineer. Clients of the company include large Pharmaceutical, Biotech, Life Sciences, Technology, financial services, Insurance, Consulting, consumer Products and Telecommunications companies around the world. Training will be provided

**Qualifications:** degree or concentration in Information Security.

**Responsibilities:** assist team in information security project initiatives; monitor, review, report on and respond to alerts from network security appliances and monitoring products.

More information may be obtained at www.eclaroIT.com or by calling the company headquarters at 212-258-2626.

To apply please email your resume to Daniel Broderick at dbroderick@eclaroit.com

5/21/12
**S&B Clothing, LLC** a men’s retail store in Farmingdale has openings available. They are looking for people who have experience in retail, handling cash and stock. They also need people who can work on weekends. Resume is recommended by not necessary. If interested and qualified, please stop in the store and speak to the Store Manager, Ed Kass. The store is located at 120 Milbar Boulevard Farmingdale, NY. (across the street from the College).

5/21/12

**Stanford Media Group** in Islip has an opening for a Membership Advisor.

**Qualifications:** mature and articulate to handle follow-up on inquiries regarding company services; clear speaking voice; able to read a company script (which contains company products and services; experience in retail sales a plus; Bachelor’s degree preferred

No travel..paid training and benefits..salary is $12.80 plus commission.. medical and vacation time

Hours are Monday-Friday, 9 a.m. – 5:30 p.m.

Call to schedule an interview – 877-447-8360 extension 2207

5/21/12

**The Long Island Railroad** has an opening for an **Entry Level Project Management Trainee.** in their. The Trainee will assist with coordination and administration of projects in the Department of Program Management.

**Qualifications:** Bachelors degree in Engineering/Construction or Project Management; self-motivated; high degree of responsibility and able to work effectively under pressure; strong administrative/coordination skills; solid oral, written communication and computer skills; strong analytical and problem solving skills; able to read specs and interpret construction plans; strong business skills (report writing, letter writing, filing, meeting minutes and spreadsheets; minimum GPA 3.0 in major classes

**Preferred skills:** prior related experience, advanced degree; professional Engineers License or working toward license- EIT); prior construction project coordination experience is highly desirable.

**Responsibilities may include but are not limited to:**
- Gain an understanding of general project management, procedures, protocols and controls with respect to project coordination, administration, scheduling, estimating and all aspects of project management through on the job and internal training; observe and learn to gain an understanding of project management and the railroad industry; develop positive working relationships; assume responsibility and demonstrate initiative to learn and be productive
- Participate in developing, planning, reviewing and coordinating elements of LIRR Force Account and third party Contract work for the LIRR under the Capital Improvement Program.
- Learn/participate in estimating and pre-construction activities. Review specifications and drawings; maintain files of documents; assist in preparation of reports, presentations, research and studies
- Assist in development of office and field project controls related systems
- Assist in maintaining liaison between project management team members and internal railroad departments/disciplines
- All other assignments at request of management

**How to apply:** apply online by closing date of May 21, 2012. To view job posting and apply enter the following into your web browser: [www.mta.info/mta/employment/](http://www.mta.info/mta/employment/) and click on the Long Island Railroad hyperlink and agree to the Privacy Policy. If you have previously applied online for other positions, enter your Username and Password. If this is your first registration, click on the CLICK HERE TO REGISTER Hyperlink and enter a username and password, then click on the REGISTER button,

5/14/12
Printing Emporium in Merrick (Nassau County) has an immediate opening for a full-time Graphic Designer with excellent customer service skills.

Qualifications: Excellent written and verbal communication skills; knowledge of MAC and PC platforms; design programs and working knowledge of MS Office; able to work in a fast paced, multi-tasking environment; graphic design skills; layout skills; creative services; customer focus; creativity; flexibility; attention to detail; deadline oriented; desktop publishing tools; acute vision; able to work directly with clients from taking or order, creation of materials and delivery of printed product.

Responsibilities: prepare visual presentations by designing art and copy layout for printing company; prepare work by gathering information and materials; plans concepts by studying information and materials; illustrate concept by designing rough layout of art and copy regarding arrangement, size, type size and style and related aesthetic concepts; submit rough layout for approval; prepare finished copy and art by operating typesetting, printing and other equipment; purchasing from vendors; prepare final layout; mark and paste up finished copy and art; operate copy and digital equipment; complete preventative maintenance requirements; troubleshoot equipment problems; coordinate with outside agencies, art services, printers, etc; attend design workshops; review professional publications; participate in professional societies; contribute to team effort; direct customer interaction.

Please send resume and cover letter to Douglas Mills, President at dmills@printingemporium.com.

5/14/12

MSC Industrial Supply – Melville based company looking for an IT Intern. This is a paid position.

Qualifications: Must be enrolled in and accredited college or university. Proficient user of productivity tools emails, spreadsheets, web browser software Java, Javascript, HTML and XML; excellent time management and organizational skills; positive high energy approach to assignments with willingness to learn; valid NYS Driver’s License.

Responsibilities: Document business requirements and functional specifications for applicants; Develop web based mobile applications, QA and load resting scripts to ensure software meet functional requirements; evaluate tools that can improve productivity; participate in special projects; support manager with projects.

If interested, send resume to nemarcm@msdirect.com.

5/14/12

Prudential Douglas Elliman Real Estate – Seeking Sales Associates. Covering areas from Manhattan to Montauk. Whether you are new to the industry of a broker looking to achieve new levels this company offers a comprehensive professional development program for all experience levels. Highly rewarding commission system with a network of over 3,000 professionals and the best support in the industry today. Contact careers@elliman.com for more details.

5/14/12

New York Public Interest Research Group (NYPIRG) - Has a full-time position open for a Community Outreach Staff person.

Qualifications: Passion for the environment policy and social justice issues, strong verbal communication skills, prior grassroots campaign experience a plus.

Responsibilities: Educate the public and empower communities to stop climate change and protect our drinking water from dangerous natural gas drilling. Apply online at www.nypirg.org/outreach.

5/14/12

Professional Orthopedics & Sports PT – Just opened a new clinic in Melville and are looking for Physical Therapy Aides (PT Aide) to work part-time 15-30 hrs/wk / $10.00/hr. A part-time Receptionist to work 15-25 hrs/wk / $12/hr.
Responsibilities (PT Aide): Assist the Physical Therapists and Assistants in preparing hot and cold packs; maintenance and cleaning of equipment (including training tables); laundry and ice machine maintenance.

Responsibilities (Receptionist): Greet patients/vendors, guest and visitors; general clerical duties including data entry and filing; answer phones and schedule appointments; verify eligibility, collect co-pays, new patient prescriptions and referrals. 

Apply online at www.professionalpt.com

South Shore Office Products – Seeking part time Intern Administrative Assistant to the Controller with the possibility of full time employment afterwards. This is a paid internship starting at $12/hr, but can be flexible based on person’s skills and background. Hours can be flexible based on school schedule. Send resume to Douglas Garvey dgarvey@ssopinc.com or 516-972-0707. Company website is www.ssopinc.com.

Bancker Construction Corp. – Looking for a full-time Bookkeeper/Accounting Assistant.

Qualifications: Must be self-motivated and able to multi-task and communicate in fast paced environment. MS Excel, Word and Outlook, QuickBooks, and AS400 is a plus

Responsibilities: Organize and maintain accounting files; Data Entry; Accounts Payable – including communication with vendors/sub-contractor, billing/statements, payment confirmations and questions, coding, and sales tax; Accounts Receivable – cash receipts, daily banking routine, and billing; Bank reconciliations; payroll entry and processing. Please send cover letter/resume Jessica Sellitto jsellitto@bancker.com

Air France (JFK International Airport) – Looking for Passenger Service Agents. Rotating hours and days, which includes nights, weekends and holidays. Shifts are 8 hours / 5 day weeks with two consecutive days off. Starting salary $10.50/hr with increase to $11.00 after 6 months of continued employment. Please be prepared to provide documentation of your 10 year history upon hire.

Qualifications: Must be courteous, friendly, proactive, well-mannered and be impeccably dressed daily. Able to deliver high level expertise and create a welcoming environment. Have the ability to lift at least 50lbs. Must be able to remain calm and professional during crisis and stress. Bilingual French is a plus.

Responsibilities: Maintain a high standard of safety and security; Ensure all work areas (check-in, lobby, gate, baggage) are functional; Offer assistance where needed in all areas of passenger services. Please apply via http://airfrance.applybyweb.com.

Werland Assoc. LLC – Hicksville real estate Management Company looking for a General Laborer for the summer. Salary is $9-$12/hr.

Responsibilities: Painting, spackling and light demolition work at commercial/industrial properties. If interested please contact Bob Werner at 516-681-3200 or bob@werland.biz.

SunGard – Melville based company looking for an entry level Application Support Specialist (VPM/Inves Tier.

Requirements: B.A. in Accounting, Finance or economics; Strong problem solving, written, oral and presentation skills; Strong MS Word and Excel; working knowledge of financial investment instruments
Responsibilities: Client support of general ledger based investment accounting system; Financial and technical analysis with traditional and hedge fund specific financial instruments; Maintain client relationships through on-site and remote collaboration. If interested you must complete a profile on the link provided and apply for Job ID# 20353. Our website is www.sungard.com http://careers.peopleclick.com/careersscp/client_sungard/external/gateway.do?functionName=viewFromLink&jobPostId=34977&localeCode=en us

Microsoft Store has various positions open in their Huntington and White Plains, NY locations. Please visit or contact the Career Services Center careercenter@farmingdale.edu in Greenley Hall for more details on the following positions:
- Product Advisor
- Business Development Specialist
- Community Development and Events Specialist
- Retail Inventory Associate
- Retail Store Teacher
- Technical Advisor

New York Community Bank has an opening for a full-time Enterprise Risk Management (ERM) Officer in Westbury, NY.

Responsibilities: day-to-day execution of the ERM function including facilitating the Business Process Owners (BPOs) preparation of new ERM Surveys/Self Risk Assessments; distribute ERM survey updates to BPOs; review internal audit reports for deficiencies to determine impact on the measurement of residual risk.

For consideration, please visit www.mynycb.com or www.newyorkcommercialbank.com and click on “Careers”>”How to Apply” to complete an online application

Outback Steak House – Joining the Outback team will provide you with valuable experience and skills toward your career goals. Please visit our website for openings. www.OSICareer.com/Outback
Restaurant Number: 13303

Koehler Instrument Company, Inc. in Suffolk County has an opening for a part-time Mechanical Engineering Assistant.

Qualifications: must have Autodesk inventor experience with ability to create detail drawings from solid models for fabrication; familiar with manufacturing processes such as Sheet Metal, Milling, Turning, etc;

Responsibilities: ability to work 20-30 hours per week in a flexible schedule; perform some light design work; opportunity to gain experience designing Laboratory Instrumentation

The position pays $15.00 per hour
If interested and qualified, please forward resume to dtavano@koehlerinstrument.com

Visions Center on Blindness has paid summer jobs available to work with adults and children who are blind. The Center is a residential rehabilitation and training center for people of all ages who are blind or visually impaired and is located in Spring Valley, 35 miles north of New York City. The positions
Available are for 1 week, 2 weeks or full season and are residential positions with room and board included

Qualifications: must be 18 years or older to apply; no previous experience working with people who are blind

The positions are: Unit Head/Supervisor/Dining Hall Manager; Program Specialist (Artist in Residence); Professional Staff; Counselor; Office Assistant; Dining Hall Staff; Maintenance Assistant/Porter; Parent Helper; Driver.

For application or information contact Khaled Musa, Co-Administrator at 212-625-1616 ext. 130 or kmusa@visionsvcb.org. Or, download application from Visions website www.visionsvcb.org

Additional specific information about these openings may be found in the Career Center in Greenley Hall.

4/16/12

Bloomingdales in Garden City has openings in their Sales Manager in Training Program (SMT). This is an extension of the management team and will assist in delivering an outstanding shopping experience focusing on Sales, Service and Charge Account acquisitions. The SMT will serve as a selling leader within their area of responsibility and will cultivate a team that is intuitively responsive to the needs of the upscale clientele. This is an accelerated education program designed to cultivate selling skills and management technique with the expectation of a promotion to Sales manager in 12-18 months. There will be an expectation of an ability to work in any store within a geographic region. The position will be 50% selling and 50% learning to be a leader and manager.

Qualifications: 4-year college degree with minimum of 3.0 GPA; prior background in retail or a service industry preferred; enjoy meeting and interacting with customers demonstrating an energetic and positive attitude; strong verbal and written communication skills; able to motivate and provide feedback to the sales team; able to work collaboratively across functional areas to achieve results.

Responsibilities: commitment to selling/building client relationships through personal interaction and development of your own client base; serve as a role model; assist selling team on professional selling and service techniques; build/develop relationships with clients and New Account Acquisition; Utilize Associate Coaching Tools daily to assess, observe and develop sales professionals; drive sales volume by reacting to trends and selling reports; develop/cultivate strong business partnerships with store executives; recognize/celebrate positive performance

For more information please visit: www.bloomingdalescollege.com

Apply to www.bloomingdalesjobs.com (search for store via location: U.S./New York/Garden City) 4/16/12

Cornell Cooperative Extension in Riverhead has a number of positions available during Summer 2012 at the Peconic Dunes 4H Camp in Southold, NY

The positions are as follows: Environmental Science Instructor; Adventure Trail Instructor; Junior Counselor; Trip Leader; Senior Counselor; Videography Coordinator; Canoe Coordinator; Health Assistant-Overnight; Health Director; Overnight Safety Officer; Housekeeper; Program Educator 1; Nature Instructor; Sailing Instructor.

For more information about these openings, please stop in to the Career Development Center in the Student Success area of Greenley Hall and ask to see the complete job listing in the Job Binders. To download an application logon to http://ccesuffolk.org/employment-opportunities/ Send application and cover letter to info@peonicdunes.com.

4/2/12
Greentrees Country Day School and Camp has openings for a Camp Sports Coach in Syosset and for a Water Safety Instructor in Syosset. Candidates must be available from June 25 to August 17 from Monday-Friday. Salary is dependent on expertise.

Qualifications, Camp Sports Coach: energetic, patient and enjoy working with younger children since campers are between the ages of 2 and 8 years of age; Physical Education major, graduate or current teacher a plus

Responsibilities: plan activities and events that are exciting, age appropriate and challenging.

Qualifications, WSI: must love working with children and be patient, enthusiastic and encouraging; all WSI certifications must be current to apply.

Responsibilities: provide daily swim instruction and private lessons; pool management and supervision for campers from 2-8 years of age.

Call 516-921-4949 for more information and instructions about applying.

4/2/12

INTERNSHIPS

Nikon Inc., located in Melville is looking for a Human Resources Intern.

Qualifications: HS Diploma minimum requirement; proficiency in Microsoft Word and Excel; understanding of key human resources concepts; proficient verbal and written communication skills, time and project management skills; prefer Bachelor’s Degree in Business (pursuit of Master’s Degree in Human Resources).

Responsibilities: Work under the guidance of Department members on updating all job descriptions for Nikon Inc.; partake in inter

If interested and qualified, please contact Douglas Silverman at 631-547-4254 or email resume to dsilverman@nikon.net

7/30/12

BMP Media Holdings, a publishing company in Manhattan, has internship openings in various areas of their organization. They are currently recruiting for motivated individuals at any stage of their college experience.

Art History, English and Journalism students are preferred. Proficiency in a foreign language is also a plus. Only senior undergraduate students will be considered. Students should check with their departments to determine if credit is available.

Hours are 2 days per week but the company will work with student schedules to determine hours per week.

Resumes will be accepted throughout the year (Fall, Winter, Spring and Summer semesters) Although the internships are unpaid, there is a travel stipend provided covering round trip transportation on the MTA subway. Brief information about the internships is listed below and complete information may be found in the Job Binders in the Career Center located in Greenley Hall, Student Success area.

Internships available at BMP Media Holdings are in the following areas: Accounting, Human Resources, Information Technology, Mailroom, Production, Reception.

Internships available at Interview Magazine are in the following areas: Advertising, Art/Graphic Design, Editorial, Fashion, Marketing, Photography, Website Design.

Internships available at Art in America Magazine are in the following areas: Advertising, Art/Graphic Design, Editorial, Marketing.

Internships available at The Magazine Antiques are in the following areas: Advertising, Art/Graphic Design, Editorial.
Internships available at Modern Magazine are in the following areas: Advertising, Marketing, Editorial

Senior students interested and qualified for any of these internships are asked to email their resume and area of interest to internship@brantpub.com. 7/30/12

Green Engineering, a company in Garden City, has an opening for an Intern. The company provides engineering design and construction management services to Federal and State agencies.

Qualifications: prefer someone with a degree and versatile in working with computers and experienced in email, MS Word, Internet, etc.

Responsibilities: assist with marketing, preparing proposals and office assignments

Please send resume to shan31@mac.com. For more information about the company logon to www.greenengg.com

Senator Gillibrand’s Senate Internship Program: Based in the New York or Washington D.C. area looking for Fall semester interns.

Qualifications: Must be an Undergraduate student, or recently graduated. Students who have demonstrated academic excellence and have displayed commitment to public service encouraged to apply. The website for the application is http://www.gillibrand.senate.gov/services/internships/

If qualified, please email resume and application at Gillibrand_internship@gillibrand.senate.gov.

07/02/12

Aventura Technologies, an IT Company located on Long Island, is looking for Help Desk/Technical Support intern.


If qualified, please email resume to Ms. Lavonne Lazarus at llazaru@ati247.com.

07/02/12

Mail Long Island, an Advertising and Distributor Company based on Long Island is looking for an Office Intern.

Responsibilities: Contact lead Management, Marketing and possibly New Product development and implementation.

If interested, please contact Kathy Kurtzman or Bryan Gennes, CPA, MS at (631)465-0585

07/02/12

Long Islander Builders Institute, based in Islandia, is looking for Sales/Marketing and Public Relations/Marketing interns. Compensation for gas will be provided. Looking for someone to start ASAP, hours and days are flexible.

Qualifications (Sales/Marketing): Business or Political Science Major. Must be proficient in MS Word, Outlook, Excel., etc.

Responsibilities: Assisting council and the community outreach committee

Qualifications (Public Relations/Marketing): Must be proficient in MS Word, Outlook, Excel, etc.; Communications, Public Relations or Marketing majors preferred.
**Responsibilities**: Assist with marketing, press releases, media kits, correspondences, events and social media. Please send resume and cover letter to Lois Fricke at lois@libi.org or 631-232-2345

07/02/12

**Solar Energy Haus, Inc.** in Huntington Station, has an immediate opening for an Intern to assist with residential energy assessments. The company is a Renewable Energy and Home Performance Specialist and is looking for students who are majoring in Architecture or Construction Management.

**Qualifications**: prompt, organized and ready to learn. Hours are flexible

**Responsibilities**: sales, data entry; assist on residential audits and retro-fits

Send resume and cover letter to Matthew Kearns at mkearns@solarenergyhaus.com or fax to 631-423-2728.

6/25/12

**CMS (Compliance Group, INC.)**: Based on Long Island looking for a **paid Marketing intern** 3 or 4 days/week. Internship can turn to a part-time job in a junior role.

If interested and qualified, please send resume to brandie@cmscg.net.

6/25/12

**Medical Action Industries, Inc.** in Brentwood has an **Internal Audit Internship** available.

**Qualifications**: student pursuing an undergraduate degree in Accounting, Finance or Economics; third or fourth year student; knowledge of MS Excel Spreadsheet Software and MS Word; knowledge of PC’s and applications

**Responsibilities**: audit records of departments; interview workers to insure recording of transactions/compliance with laws and regulations including Sarbanes Oxley; examine department activities for compliance with management plans/policies; inspect accounting systems; Review records pertaining to staff & material assets; analyze data for evidence in controls, duplication of effort, etc; evidences audit work on clear/properly formatted audit work papers; prepare and submit audit findings; manage time and resources effectively to accomplish assigned audits and projects

Please send resume to Melissa Rowsell, Human Resources Specialist, at Melissa.rowsell@medical-action.com

6/18/12

**WMW Machinery Company** in Deer Park is offering a summer internship for a Senior year student in **Mechanical Engineering Technology/Machine Tools** field. WMW is a world leader in manufacturing of CNC machine tools. WMW is also the sole distributor of high quality machine tools manufactured for daily use as well as for specialized applications in aerospace, aeronautical, naval, metallurgical or mining industries and many more. Machinery Works a leading machine tool manufacturer in Romania in the European Union

**Qualifications**: strong mechanical engineering knowledge

Please submit resume and cover letter to info@wmwmachinery.com or fax to 631-940-9121

6/18/12

**IIT, Inc.** a technology staffing and IT Solutions firm is seeking a part-time (10-15 hours per week) summer and year round intern for its office in Hicksville.

**Responsibilities**: redesign and maintain firm’s website; administration of emailing lists and email distribution programs; track consultants’ billable hours; assist with administrative functions such as payroll preparation.
Salary is $12 per hour. Please send resume to redwards@iit-inc.com

Penta Dynamic Solutions (ww.pentaevents.com) a small boutique corporate event planning firm in Manhattan has openings for Interns during Summer 2012. The internship is in their Massapequa location and may require some travel into Manhattan for events. They are looking for individuals with interest in one or more of the following: Event Planning, Association Management, Public Relations. This is a great opportunity to work with professional clients and learn every aspect of event planning, marketing, sales and philanthropy work.

Qualifications: highly creative, motivated, self-starters; outgoing personality, communication skills; team player. During the interview candidates must prove to have an entrepreneurial spirit.

Responsibilities: assist with administrative work as well as execution of events; work on company’s annual charity golf outing; research venues and suppliers; write and send out press releases; write blogs for the Penta website; assist at events and attend events; participate in client pitches; create event concepts; cold calling; managing the company’s Facebook and Twitter sites; answer phones; handle incoming mail; process accounts receivable for deposit.

Please submit your resume and cover letter to Simone Weingarten at sweingarten@pentaevents.com.

The Nassau County Soil and Water Conservation District has openings for unpaid interns to help with marketing and public relations. The NCSWCD is a quasi-government agency that is a leader in natural resources protection in the tri state area. It is headquartered in the beautiful historic Malcolm House across from the Maine Maid in on Jericho Turnpike in Jericho. Interns will also be able to work from home.

Responsibilities: network with elected officials, media, lobbyists and other “movers and shakers” in the tri-state area; work on projects to protect drinking water to habitat restoration and raising awareness; help to promote events.

For more information, logon to www.nassauSWCD.org and on Facebook as NassauSWCD

To apply, please contact Jaime VanDyke at jvandyke@oysterbay-ny.gov

TSC, LLC has an opening for an intern draftsperson. The company is located in Bayonne, NJ with offices in New York City and Long Island City.

Qualifications: experience using AutoCAD LT2012

Responsibilities: draft plans for commercial construction projects

Salary is an hourly rate based on experience and to be discussed upon the interview.

Send resume to Kathy Adamo indicating the position you are applying for: email to kadamo@totalsafety.org or fax to 201-437-5025

Froogal.com, an internet startup is looking for junior or senior students to fill a marketing internship position.

Qualifications: hardworking, creative and driven; Adobe creative suite experience is a plus.

Responsibilities: perform marketing tasks; create social media campaign; manage website; deal with potential customers.

Inquiries should be sent to irisfroogal@gmail.com.

CollegeBound Network - Please visit or contact the Career Services Office for more details on the following internships.
- Admissions Representative
The Employment Network is seeking a responsible, proactive and motivated **Marketing Intern** eager to learn in their company.

**Qualifications:** Must be majoring in Marketing, Advertising, Communications or business; working knowledge of the internet, PC’s, MS Word & Excel required.

**Responsibilities:** Assisting with proposals and presentations; developing marketing campaigns; researching demographics, competitive data, markets and trends; prospecting new business and pitching ideas; completing administrative tasks and projects. Send resumes to resumes@collegebound.net.

**Belco Distributors**, a Farmingdale based company looking for a self-motivated **IT Intern** with a passion for technology.

**Qualifications:** Majoring in Business/Information Technology; must possess solid foundation in computer science, including knowledge of computer history; understanding of productivity applications like emails, word processing, spreadsheets, web browsers, etc.; knowledge or anti-virus, anti-spyware, and diagnostic tools; strong knowledge of TCP/IP; basic understanding of networking infrastructure such as routers, firewalls, access points and switches and their roles.

**Responsibilities:** Troubleshooting and problem solving of technical issues

**Lloyd Staffing** has a **Part-time IT entry level opportunity** for college students or recent grad with at least 6 months experience in desktop support. Position is working for a school in Albertson Tues & Thurs 8hr days, but can expand up to 5 days weekly if OT is desired. Pay rate is $10-$13/hr.

**Responsibilities:** Performing break fix and any type of repair or upgrades, exchanging damaged hard drives, setting up printers and computers, troubleshooting and resolve any desktop or printer issues. Contact Jeff Berger at 631-370-7397 x 7397.

**Steve Israel for Congress’ 2012 Campaign** is looking for dedicated Interns to do the following tasks. If interested please contact Marlo Paventi, Deputy Field Director, at 631-434-7500 or email marlo@isrealforcongress.com.

- Updating the VAN (Voter Action network)
- Updating volunteer list
- Helping campaign and field team plan campaign kickoff
- Helping field team plan a notary appreciation lunch
- Volunteer recruitment
- Attend events like festivals and parades with Congressman
- Call voters in targeted universe to get out to vote
- Walk turf of targeted universe to get out the vote

**Kensington Company and Affiliates**, a Roslyn Brokerage firm is looking for a **Marketing Intern**

**Qualifications:** HTML and Graphic Software Programs; excellent writing skills; proficient in MS Office, PowerPoint, Photoshop; business acumen; flexibility-understanding of deadlines; website design a plus.

**Responsibilities:** Prepare marketing booklets from many previous designed sheets and articles; preparation of sales & marketing packages for business opportunities and franchises; review, improve,
and proofread current email drip campaigns; write text for new email drip campaigns; creating sell sheets and newsletters.

6/11/12

Bluetooth Creative Group, Inc., a small full service advertising agency in Rockville Centre has an opening for a summer marketing intern to work 20-25 hours per week on site.

Qualifications: smart, self-starter with a marketing and/or communications background; prefer someone who lives in Nassau County

Responsibilities: work on a variety of agency activities including: generate content for social media; help to prepare new business presentations; perform market and competitive research; work closely with creative and account teams.

Send resume and cover letter to jon@bluetoothcreative.com

5/21/12

Ashlind Properties – Hauppauge based company looking for summer Business Development interns. Opportunity may turn into PT/FT job.

Qualifications: Must be interested in Real Estate/or business in general, be articulate, and a motivational, independent and creative thinker. Available minimum of 3 days/week 9a-5p flexible.

Email previous experience and/or class courses previously taken to Ashley Cohen Ashley@Ashlindproperties.com

5/14/12

Hi-Tech Fire & Safety, Inc. – Farmingdale based distributor in Fire Safety Industry looking for interns to help with all aspects of running a small business. Flexible hours, sometimes evenings plus some travel with sales staff to firehouses throughout Long Island sometimes.

Qualifications: Must be able to multi-task, strong understanding of social media and possible website opportunities would be helpful. There may be possible work in advertising as well. Must have own transportation for traveling to firehouses. Please send resumes to Karen Mandel k.mandel@hitechfireny.com.

5/14/12

Source One Packing, LLC – Looking for Summer Interns to assist their Marketing Director with all Social Media and Public Relations. Flex 9am-5pm 3 days/week. Weekly stipend of $150-$200 + College Credit.

Qualifications: Must be a Journalism, Marketing, Advertising, PR or English Major to apply; Strong knowledge of social media; Must be articulate, motivated, independent, and a creative thinker.

Responsibilities: Promote brand awareness to potential customers and distributors. Including, but not limited to create / publish newsletters, blogs, and gather information from prospective customers with use of all social media such as Twitter, Facebook, and LinkedIn. Contact Morgan McGarry contactus@sourceonepackingllc.com. Company website www.sourceonepackingllc.com.

5/7/12

Precipart – Farmingdale based Design/manufacturer of precision machine parts is looking for an IT Intern for the Summer 20hrs/week for a minimum of 10 weeks.

Qualifications: 3 years completed towards Bachelor’s Degree in Computer Science or equivalent with a minimum of 3.3 GPA; Proficient in MS Access VBA and other object oriented languages, strong technical skills with Windows XP, MS Office; Strong analytical, problem solving, and communication skills.

Responsibilities: Develop a group-wide application dashboard; Using Access or equivalent tools develop a unified log in system for all access apps developed in-house and develop a front-end launcher. Perform various help desk duties and assist IT personnel as needed. Contact Daienna Edmunds, HR
Assistant if you are interested at DEdmonds@precipartgroup.com or 631-694-5931. Visit the Career Center in Greenley Hall for a more detailed job description. 5/7/12

BMP Media Holdings, LLC – Manhattan based company looking for Interns interested in learning about the publishing industry. The internship is unpaid, however we provide a travel stipend which covers round-trip transportation on the MTA subway.

Qualifications: Must be motivated and available at least 2 days/week and the company is receptive and flexible with working out schedules. Internships are available in the following areas Accounting, Human Resources, IT, Mailroom, Production, Reception, Art/Graphic Design, Editorial, Fashion, Photography, Website Design, Marketing, and Advertising. If interested and qualified, please email your resume and area if interest to internship@branpub.com. 5/7/12

Speedy Lien Inc. – Looking for a Marketing summer Intern for a legal service provider located in NYC. No prior experience necessary.

Qualifications: Must have good communication skill and able to speak clearly and efficiently over the phone; Going into junior or senior year preferably; willing to travel tour NYC office.

Responsibilities: Help with all aspects of Marketing including, but not limited to starting and maintaining new relationships with clientele throughout NYC and New Jersey. This would be via phone conversations and direct mail/email marketing campaigns.

Please send resume to Patrick at PatrickCavanagh@Speedylieninc.com. 5/7/12

Suffolk County Water Authority (SCWA) - Seeking conscientious college students (2nd year preferred) for hands-on summer internship to work in our office of Sustainability, Engineering, and Construction maintenance departments. This is a paid internship based on the year of study you have completed. Hourly rate scale starts at $12.00. Employment is June -August 2012.

Requirements: Must be responsible, motivated, organized and goal-oriented; Needs to be a Suffolk county resident; No prior job experience necessary; needs to be able to drive and work outdoors, if necessary; Proficient in MS Office, Engineering interns must be familiar with AutoCAD. Areas of study preferred: Biology, Civil Engineering, Construction Management, Environmental Studies, Geology, Hydrogeology, and Mechanical Engineering.

Please forward resume and cover letter to mmatlak@scwa.com by May 7th for consideration. 4/30/12

South Shore Office Products – Seeking part time possibly full-time Administrative Assistant to the Controller intern with the possibility of full time employment afterwards. This is a paid internship starting at $12/hr, but can be flexible based on person’s skills and background. Hours can be flexible based on school schedule. Send resume to Douglas Garvey dgarvey@ssopinc.com. Company website is www.ssopinc.com. 4/30/12

American Institute of Physics (AIP) – Looking for intern to work under the Assistant Director, Business Data Analysis, Publishing.

Qualifications: Must be proficient in MS Office (Word, Excel and Access), Knowledge of SQL Server as well as database structure; Basic web page (HTML, AJAX/JavaScript, etc.), and tagging; Detail oriented and internet-savvy. Be able to adapt quickly; Data analysis experience preferred. Visit the Career Center in Greenley Hall for more details. Send resumes to Mary Hansen aiphrny@aip.org. 4/30/12
C.H. Edwards, Inc. – Farmingdale based company looking for a non-paid social media intern to assist their agency with Facebook, Twitter, Blogging and YouTube. They are looking to increase internet traffic to their website. This opportunity offers valuable work experience. **NO EXPERIENCE NECESSARY.** All applicants may contact Fran or Joanne via mail, email, and fax or by phone
Phone: 516-249-5200; Fax: 516-249-5255; Email: info@chedwards.net 4/16/12

**The New York State Assembly** has an opening for a **Campaign Intern** in their Rockville Centre location. The internship is for the summer and/or the remainder of the election cycle.

**Qualifications:** ideal candidates are studying Political Science/Public Policy, etc and are interested in getting involved in the electoral process. Weekly and daily hours flexible; must have reliable transportation.

**Responsibilities:** aid in staffing events, volunteer recruitment, fund-raising and writing. This is a great opportunity to get involved with a very competitive campaign at the ground level and gain hands on experience in professional politics. People of color, gay/lesbian/bisexual/transgender/queer are encouraged to apply.

Please send resume and cover letter to licampaigninternship2012@gmail.com. Please include “LONG ISLAND CAMPAIGN INTERN” in the subject line of your email. 4/9/12

**County of Suffolk (County Executive Office of Labor Relations)** has various internships available throughout the year. If you are interested in interning with the County, please contact Ms. Loretta Hart at 631-853-4900

**Atlantic Partners Financial Group / John Hancock Financial Group** seeks summer interns in their Melville office.

**Qualifications:** College Sophomore or Junior, majoring in IT, Finance, Business or Marketing; computer skills MS Word, Excel, PowerPoint; Strong written and verbal communications skills, positive attitude, task oriented, creative and organized

**Responsibilities:** Scheduling appointments, communicating with clients, client file management, data base mining, and general administrative duties.

Qualified students may submit resumes to Sharon Schmutter at sschmutter@jhnetwork.com 4/9/12

**NBTY**, a Suffolk County based company, that manufactures sells and distributes vitamins and food supplements, has many summer internships available in their Ronkonkoma and Bohemia locations. All positions are paid $12.50/hr and work hours are 9 am-5 pm. Please visit the Career Center in Greenley Hall for more details on the following internships:

- Category Development
- Retail Merchandising
- Indirect Procurement
- Procurement Third Party Manufacturing
- Business Intelligence
- Project Management (IT)
- Business Analysis (IT)
- Information Security
- Project Management (IT Infrastructure)
- Enterprise Application Integration (IT) 4/2/12
LaForce & Stevens, a full-service Marketing and Communications Agency, has openings for Public Relations interns. The internship program begins on Monday, June 4, 2012 and ends on Friday, August 10, 2012. Hours are Monday-Friday, 9 a.m. – 6 p.m.

Qualifications: self-motivated, hard working and enthusiastic candidates who enjoy working in a creative and collaborative environment. Internships are unpaid but may be taken for course credit if allowed by the College. Please check with your department chairperson regarding this. Please submit resume and cover letter via email to internship@laforce-stevens.com no later than April 1, 2012. For more information, logon to www.laforce-stevens.com 3/5/12

Planned Television Arts in Manhattan has several positions open for Summer 2012 Marketing Interns. The company is a media placement public relations firm that specializes in book publicity as the nation’s largest and oldest book promoters in the country. The working environment is not corporate but fun and youthful and provides a great learning opportunity.

Applications are being accepted through March 1, but they will make acceptance decisions prior to that date should qualified candidates present themselves sooner. The Internship is for four full days per week, 9:30 a.m. – 5:30 p.m. M-Thursday. The Internship lasts from May 21, 2012 – August 16, 2012. PTA provides a dynamic opportunity for students to participate in a challenging marketing atmosphere, offering the following to its interns: one-on-one training in marketing, sales and publicity; direct exposure to contacting potential clients; help with confirming a career decision; provide a letter of reference; mentor in core competencies and allow for hands-on experience.

Qualifications: great communicators who love to talk go-getters who aren’t shy; creative; eager to learn and catch on fast; good writers who value the written word; persuasive and passionate; research savvy.

Responsibilities: develop new business leads; build a database of potential clients; brainstorm/share your ideas on how to market PTA; screen potential clients with pre-interview calls; conduct market research.

These are non-salaries positions but offer a great opportunity to earn about marketing. To apply, email your resume to Brian Feinblum, Chief Marketing Officer, at feinblumb@plannedtvarts.com 2/13/12

NASA is looking to hire Interns with disabilities for Summer 2012.

Qualifications: students pursuing science, technology, engineering and math (STEM) careers. Responsibilities: internships run for 10 weeks from early June through early/mid August The deadline for submitting applications is February 1, 2012. On this site you can register for an account and look for internships any time at the One Stop Shopping Initiative (OSSI): Student On-Line Application for Recruiting interns, fellows and scholars (SOLAR) at the http://intern.nasa.gov. For more information or help with applying please contact Kenneth A. Silberman. Esq. at Kenneth.a.silberman@nasa.gov 1/23/12