

## CAREER DEVELOPMENT NEWS

February 20, 2006

### Career Calendar:

Career Reception for Juniors and Seniors- Saturday, March 11, 2006

GRE- Sign up at any computer testing center for the day best for you.

Please remember that the internships and jobs below need to hear from you now.

### Local Part Time

(Last updated 1/30) Lisa Hartley is looking for one of the college girls to help with some housecleaning once or twice a month, \$8 an hour. Flexible hours. Contact her at 635-2246.

(Last updated 12/12) CatechismClass.com is looking for students who are interested in writing 8 page summaries of Catholic books. Applicants should be enrolled in a Catholic College and have solid knowledge of the Faith. Strong reading comprehension and writing skills are required. All work can be performed via e-mail. Interested applicants should send a brief resume and cover letter to [admin@CatechismClass.com](mailto:admin@CatechismClass.com).

(Last updated 12/09) Loudon County Government needs help in its Leesburg office on Tuesdays, Thursdays, and Fridays. This office is about an hour drive from the Christendom campus. It pays \$17 an hour, averaging about 21 hours per week (hours are from 9-5). Eugene Delgado [DFerguson@loudoun.gov](mailto:DFerguson@loudoun.gov) or (703) 777-0204.

(Last updated 1/14) Cornerstone Construction has opening for part time construction work for students. 1 or 2 full days per week. \$8-\$10 per our depending on experience. Contact Chris McMahon @ 974-9918.

### Local Full Time

(Last updated 2/13) Christendom's admissions office is looking for an Admissions Secretary to assist Tom McFadden by maintaining Admissions office database, preparing Admissions communications, and answering inquiry phone calls and emails on a daily basis. This person will also be responsible for running this year's Summer Institute on July 29. Please send cover letter along with your resume and salary requirements to [tmcfadden@christendom.edu](mailto:tmcfadden@christendom.edu). Also, there are a number of teaching, administration, and other positions open at various other Catholic colleges. To view these positions visit the websites of Ave Maria College, Belmont Abbey College, Catholic University of America, University of Dallas, Franciscan University, Magdalene College, Southern Catholic, and Thomas Aquinas College.

(Last updated 1/24) Seton Home Study is seeking a Shipping Assistant, an Educational Media Assistant, and an Administrative testing clerk. If anyone is interested in any of these positions, please contact Mike Marciano (husband of Dr. Marciano) with Cover Letter and Resume at [MMarciano@setonhome.org](mailto:MMarciano@setonhome.org).

(Last updated 1/12) St. Michael the Archangel High School will be opening its doors to the 9<sup>th</sup> and 10<sup>th</sup> grades next fall for the very first time. They are currently accepting resumes for the following teaching positions: History (Ancient, Medieval, Modern, American Government), English (9-12), French, Latin, Spanish, Religion (9-12), Math (algebra 1, algebra 2, geometry), and Science (biology, chemistry, or physics). They offer a highly competitive salary, medical and retirement benefits, and a fantastic work environment. To apply send your resume ASAP to Mr. Hichborn at [mhichorn@akal.com](mailto:mhichorn@akal.com).

(Last updated 1/09) St. Veronica Catholic School in Chantilly, VA is in its second year of operation and is looking for teachers for the 2006-2007 school year. They currently have two Christendom graduates working with them. If anyone is considering a Catholic teaching career please contact the school's principal, Glenda M. Myers, at [gmyers@stveronicaschool.org](mailto:gmyers@stveronicaschool.org), or call her at 703-773-2023.

(Last updated 1/19) Appomattox County is looking for a high school assistant principal for the 2006-2007 school year beginning on July 1. The salary is \$44,840-57,270 and a great benefits package. Anyone who

wishes to apply must have a Master's degree, a minimum of three years successful teaching/administrative experience, the ability to utilize technology, a well-formulated philosophy of education and knowledge of high school-aged persons, a strong knowledge of curriculum and instruction, and strong leadership skills. Application deadline is February 15 or until filled. For more information on the application process or other questions, please write to Dr. Janice Marston (Director of Personnel) @ [jmmarston@appomattox.k12.va.us](mailto:jmmarston@appomattox.k12.va.us).

(Last updated 1/26) The Law Office of Thomas Hall Sayre is looking for a long term legal secretary. Many Christendom graduates have worked with Mr. Hall in the past. The secretary must have good communication skills, excellent organizational skills and a cheerful personality. If anyone is interested please call the office at (540) 636-7777 to schedule an interview.

(Last updated 12/16) Davanzati USA is looking for an office professional in Manassas, VA. Duties of the job include basic office skills such as filing, scheduling, drafting letters, billing, etc. Basic computer skills will be necessary. The pay is negotiable and the work will be regular office hours. Casual dress and a Catholic environment. Call ASAP at 703-361-4848 and ask for Bill or Lino.

(Last updated 11/18) NVMS, Inc. is a small internet-based Inspection firm based in Manassas, VA and is looking to bring on a Client Service Rep, a Vendor Manager, a Quality Assurance Agent, and an Account executive. For a list of job descriptions please visit the Career Dev Office. This firm currently employs five Christendom grads. For more info contact Matthew Pugsley, Executive Vice President of NVMS, at [mqp@nvms.com](mailto:mqp@nvms.com).

(Last updated 11/17) Piedmont Family Practice in Warrenton, VA is looking for a Finance/IT Manager to serve as the practice's point person on all IT matters, and provides vital analytical insight into office's financial health in conjunction with other key members, of the practice's management team. Candidates must be highly proficient in the use of computer systems, with particular emphasis on the Microsoft Windows and Office software packages. For more info contact Lois Ogburn by phone (540) 347-4400 or by e-mail [lois.ogburn@ppcdocs.com](mailto:lois.ogburn@ppcdocs.com).

(Last updated 11/17) Hancock, Daniel, Johnson, & Nagle, P.C have positions available for a part-time file clerk and a full-time legal secretary. The law firm has three offices throughout VA with 70 employees statewide. The Fairfax office is dedicated solely to defending medical malpractice cases. They offer a very nice compensation package, with many benefits, and a 35 hour work week. For more info contact Karen Henry, at (703) 591-3440.

### Internships and Scholarships

(Last updated 2/15) If you are interested in acting, you may want to consider ACT ONE executive internship program. The program offers a full-time internship at a Hollywood network, studio, production company, agency, or law firm. Over 100 hours of classroom (class sizes of 25 students) instruction taught by industry veterans. The program offers a strong spiritual foundation for working in the entertainment industry. ACT ONE's internship partners have included: NBC TV, Paramount Studios, Revelations Entertainment, Alcon Entertainment, Crystal Sky LLC, the Shapiro/Lichtman Agency, Motive Marketing, the WGA, and more. The list of faculty names for this program are quite impressive. Applications for the program are available at: [www.actoneprogram.com/ep](http://www.actoneprogram.com/ep). The deadline for applications is March 10, 2006.

(Last updated 2/14) Wisconsin Badger Camp, Inc. is currently accepting applications for summer employment. This is an overnight camp that serves children and adults with developmental disabilities. The campers age from 3-93 and suffer from Autism, Down Syndrome, Cerebral Palsy, mental illness, and Muscular Dystrophy. Badger Camp is a great place for those interested in the fields of education, special education, sociology, psychology, therapeutic recreation, PT, OT, and other related fields. The dates of employment are from June 2 to August 19 and workers will be compensated with a salary and room and board (internships and credit also available). The camp needs counselors, lifeguards, an art director, a nature director, a camping/fishing director, nurses, a dietician, and maintenance and kitchen staff. Come by the CD office for an application.

(Last updated 1/23) The National Journalism Center at Young America's Foundation is seeking interns for the spring semester. If you want to learn more about objective journalism while getting paid (\$1,000 per month stipend) and meeting influential supporters of the Conservative Movement this may be a job for you. You will also have the opportunity to attend various political events in the D.C. area. For more information call Krystle Weeks at 800-USA-1776. Applications and cover letter can be faxed to Krystle Weeks @ 703-318-9122.

(Last updated 9/14) The Center for Faith Based and Community Initiatives at the Department of Labor is working hard to level the playing field so that faith and community based non-profits can compete for and be awarded fundraising. If you are interested, you must submit a current school transcript. Some internships are compensated. Contact Jacqueline Halbig at Center for Faith Based Community Initiatives, U.S. Department of Labor, 200 Constitution Ave., NW S2235, Washington, D.C. 20210. Call at (202) 693-6146.

(Last updated 2/13) Population Research Institute is currently accepting applications for part-time semester internships the summer and fall semester. Pay is \$7 an hour. Opportunities will be available to go to functions and meetings in Washington, D.C. If you are interested please contact Joel Bockrath by email [joel@pop.org](mailto:joel@pop.org) or by phone (540) 622-5240. PRI is also looking for a part-time data entry assistant who would work about 8 hours a week and could work from Christendom Campus.

(Last updated 11/18) NVMS, Inc. is a small internet-based Inspection firm based in Manassas, VA and is willing to take on interns part-time and can be flexible on the students schedule and can count towards credit. This firm currently employs five Christendom grads. For more info contact Matthew Pugsley, Executive Vice President, at [mqp@nvms.com](mailto:mqp@nvms.com).

(Last updated 11/15) Free tuition and stipends at Northern Illinois University in the Department of Teaching and Learning. Out-of-state graduate students receive a total of \$20,000 per year (\$4,800 in stipends plus all tuition, fees, and health insurance). To learn more about the Rehabilitation Teaching, Orientation and Mobility, and Visual Disability programs visit the Career Development Office.

(Last updated 11/28) Mission work is available in the Archdiocese of Denver for their Totus Tuus summer catechetical program. Totus Tuus is for Catholic college students and seminarians of solid faith and formation. A candidate for this position will be trained in Catholic theology and prayer, methods of evangelization and catechesis, and leadership skills. In teams of four (two men and two women) these trained students will then go out to the various parishes of the Archdiocese of Denver and surrounding dioceses for a week at a time and conduct a "parish mission" for young people. For more information and for an application please visit the Career Development Office. Also visit [dentotustuus@hotmail.com](mailto:dentotustuus@hotmail.com).

(Last updated 12/12) Internships are available through the Arlington Diocese. The internship program is designed to provide students and recent graduates meaningful hands-on experience and training in a specific department of the diocese. The interns will be able to explore a career field, expand networking opportunities, earn money, and receive college credit based on requirements. Internships are 20 hours per week for 8 weeks in the following areas: accounting and finance, the Arlington Catholic Herald Newspaper, Catholic Schools, Family Life, Human Resources, Information Technology, Migration and Refugee Services, Multi Cultural Ministry/Spanish Apostolate, Risk Management, Stewardship and Development, Youth Ministry, and Catholic Charities. For more information contact Jennie Parker, Human Resource Generalist, at 703-841-2522 or [JParker@arlingtondiocese.org](mailto:JParker@arlingtondiocese.org). To apply send a cover letter, resume, and two academic references to Jennie Parker's e-mail. For a list of Spring internships (starting February 27) visit <http://www.arlingtondiocese.org/employment/intspring.html>.

Distant Part Time and Full Time

(Last updated 1/26) EWTN needs a Master Control Operator, a Graphic Designer, an Avid Editor, and an Accounting Clerk. Job summaries for these positions are at <http://ewtn.com/general/employment/positions.htm> or contact Christendom graduate Lauren McCool @ (205) 271-2900 ext 3554.

(Last updated 1/26) Full-time Sales Manager for Enterprise. Enterprise is looking for college grads with some sales experience. The manager training pay starts out around \$40,000 a year. There are opportunities for bonuses and special programs in the enterprise company. If you are interested contact Stephen McCarty at (805) 651-9903.

(Last updated 11/18) St. Ambrose Catholic School Extended Day Care in Annandale, VA is looking for part-time employees to help care for their after school students (hours are from 2:45-6 PM). Pay starts at \$8 an hour without experience. Please contact Alicia Joy Dugas at [extendedday@stambroseschool.org](mailto:extendedday@stambroseschool.org) for more information.

(Last updated 1/26) Dynamic Catholic Radio Network is seeking an Account Executive, Annual Giving Manager, Development Coordinator, Database Assistant, Executive Director, Producer, Accounting Specialist, and an On Air Personality. Positions are located in a number of locations, including: Austin (TX), Green Bay (WI), Ft. Myers (FL), Chicago (IL), Naples (FL), Milwaukee (WI), and Twin Cities (MN). For more info visit [www.relevantradio.com](http://www.relevantradio.com) under "Job Opportunities" or send an email to [hr@relevantradio.com](mailto:hr@relevantradio.com).