Still looking for that perfect internship or job for the spring or summer semester? This is the newsletter for you. Find jobs, internships, scholarships and conferences every Thursday in the COM Messenger.

COM Career Services Office
640 Commonwealth Avenue
Boston, MA 02215
COM Room 201
(617) 353-3490
FAX: (617) 353-7111
www.bu.edu/com-csc
comjobs@bu.edu

COM Career Services Office Hours
Monday: 9:00a.m.-6:00p.m.
Tuesday: 9:00a.m.-5:00p.m.
Wednesday: 8:00a.m.-6:00p.m.
Thursday: 9:00a.m.-6:00p.m.
Friday: 11:00a.m. – 6:00p.m.

Resume Hours
Monday: 1:00p.m. – 6:00p.m.
Tuesday: 8:00a.m.-10:30a.m., 12:30p.m. – 4:00p.m.
Wednesday: 8:00a.m. – 1:00p.m.
Thursday: 8:00a.m.-10:30a.m., 11:30a.m. – 2:00p.m.

Feb. 14, 2008

I. Announcements   II. Internships   III. Jobs

I. Announcements

VAULT Holds Your Gold in Careers
Unlock VAULT – the online career library that allows you to download industry and career guidebooks. Access 3,000 + Vault Company Profiles including reports on top employers, company overviews, hiring information, and up-to-date surveys from interviewees and employees. Access VAULT on the COM Career Services Web site: www.bu.edu/com-csc.

3rd Annual Interactive Industry Career Fair
Wed. March 5, 12:00p.m. to 5:00p.m. (Registration closes at 4:30p.m.)
Back Bay Events Center, Grand Ballroom, 180 Berkeley St. Boston
Companies are seeking entry-level talent and can offer resume advice. Advertising agencies, Web firms and online publishers and technology firms involved include: Aquent, Boston.com, Commission Junction, Compete, Digitas, iProspect, Oasis Technology Partners, One to One Interactive, TechTarget, TripAdvisor and Valassis.
Register at www.bima.org. E-mail amy@mitx.org or call 617-871-2155 x203
Washington Internship Program Information Session
Feb. 14, 4:00p.m. CAS 323B for Advertising and Public Relations
Feb. 14, 5:30p.m. COM 109 for Journalism
Work as PR, advertising or journalism interns in Washington DC, while making professional contacts and taking a class at George Washington University.
Applications can be found online at www.bu.edu/abroad and are due by March 1 for the summer term and March 15 for the fall.

Did your internship rock? Let people know! Two COM sophomores created InternshipRatings.com, a site to rate, research and compare internships across the United States. If you have had an internship, join the site and post your experience. Insight into your internship can have a positive effect on someone else’s internship. Help build this resource for all interns and spread the word.

II. Internships

General Communication Internships

Workshop and Arts Administration Interns
The Center for Photography
Woodstock, NY
Description:
This is the 10th year of CPW’s workspace residency program for artists of color working in the photographic arts. They are accepting applicants for the workshop and lecture series internships and summer arts administrative internships.

Arts Administrative Internships
- Work on exhibitions, coordinating events, curate a temporary exhibition from CPW’s permanent photographer and contributing a book review to CPW’s publication PQ. This internship is for individuals who are passionate about the arts, art history, nonprofit art spaces and commercial galleries.

Workshop Internships
- Be a part of the Woodstock Photography Workshop and Lecture Series, which runs June through mid-Oct. Receive hands-on experience from national and international photographers.

Pay: n/a

How to Apply:
Interview dates are March 17, 21, 24, 28, 31, and April 4 starting at 2:00p.m. Please contact CPW by e-mail at info@cpw.org or by phone at 845-679-9957.

Public Relations Internships

Spring PR Intern
Lewis PR
Boston
Description:
This is a tech PR agency in the United States and United Kingdom. Work 15 to 20 hours a week.

Pay: unpaid/college credit/includes meals and travel allowance

Qualifications:
Working towards undergraduate degree in related field with an above average GPA
Ability to prioritize work assignments
Knowledge of technology and passionate about media
Self-motivated with proactive attitude
Strong work ethic  
Outstanding written and verbal communication skills  
Team-oriented with strong sense of humor  
Lots of energy and ambitious  
Great attitude  
Fluent in English  
Interested in media and technology  
Knowledge of IT preferred  
Available for a minimum of three months  
Must be able to receive college credit

Responsibilities:  
Research Projects  
Report generation and maintenance  
General office duties

How to Apply:  
Send resume and cover letter to Christine Huynh at christineh@lewispr.com.

PR Intern  
The Warren Group  
Description:  
The Warren Group is a real estate data and publishing company looking for an intern to work at least three half-days a week.

Pay: unpaid/occasional freelance opportunities that are paid.

Responsibilities:  
Writing press releases  
Pitching  
Editing  
Maintaining the PR section of Web site  
Tracking news coverage  
Assisting with event planning

How to Apply:  
E-mail resume and cover letter to Katie Curnutte at kcurnutte@thewarrengroup.com.

III. Jobs  
General Communication Jobs

Senior Recruitment Specialist  
Massachusetts College of Pharmacy  
Description:  
The Senior Recruitment Specialist is responsible for expediting the hiring process for faculty and staff positions college-wide by developing and implementing creative recruitment strategies and ensuring positions are filled in a timely manner.

Pay: n/a  
Qualifications:  
Bachelor’s degree and extensive experience in high level recruitment activities  
Familiarity with healthcare professions  
Excellent written and verbal communication  
Ability to work effectively with employees at all levels  
Good working knowledge of federal and state laws and regulations pertaining to employment  
Proficiency in Microsoft Office
Experience with automated applicant tracking system such as PeopleAdmin

Responsibilities:
- Manage entire recruitment function
- Assist managers with job description development and identification
- Research available applicant/resume database resources
- Attend job fairs and professional conferences to screen applicants
- Maintain data relating to number of openings, budget for applicants, interviews and hires.

How to Apply:
Go to http://jobs.mcphs.edu and enter position 0400242. Attach a cover letter, resume and contact information for three professional references.

Advertising Jobs

Digital Development Program Assistant Planner
Neo@Ogilvy

Description:
This is a full service digital and direct media company that is part of OgilvyOne Worldwide. They provide clients such as American Express, Kodak and Allstate expertise in digital and direct media planning and buying, marketing research and analytics and emerging platforms. This position has a six month rotation where you will receive training in AdServing, media planning, insights and analytics, and search engine marketing.

Pay: n/a

Qualifications:
- Graduating senior
- 3.3 GPA
- Passion for media planning and buying in the digital and direct realm
- Relevant course work, internships or extracurricular activities

How to Apply:
Adam Goldberg, human resources manager, will be on campus for an informational session on Feb. 28 and recruiting on Feb. 29. More details to come. Please bring cover letter and resume. Questions can be sent to adam.goldberg@ogilvy.com or call 212-259-5247.