COM Career Services Messenger

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.

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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. 21, 2008

I. Announcements   II. Internships   III. Jobs

1. 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.

NATAS NE Reel Review
March 8, 1:00p.m. – 4:00p.m.
Have your reel reviewed on a one-on-one basis with a TV industry Professional.
For more information contact Danielle Mannion, TV production teacher, at 508-376-7027 or visit http://www.millis.k12.ma.us/programs/tv/LCA/index.html

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
II. Internships

General Communication Internships

Intern
Massachusetts Department of Environmental Protection Northeast Regional Office
Wilmington, MA
Description:
The department is a state agency responsible for ensuring clean air and water, the safe management of toxics, recycling and preservation. This job is part-time, 2-5 days a week.
Pay: unpaid/credit
Responsibilities:
- Environmental research
- Update outreach and mailing database
- Writing and editing memos
- Manage files
- Service center task
- Assist in various operational tasks such as mailing, finances, data input and word processing
How to Apply:
Contact Racheal O’Brien, program coordinator, at racheal.obrien@state.ma.us

Boston Emergency Medical Services Communications Intern
Boston Emergency Medical Services
Description:
The intern will support the Communications Manager in developing, implementing and managing projects/initiatives. Work directly with members of the Boston Public Health Commission Communications office and the Mayor’s Communication office. Potential projects include a large scale media campaign, Web site management, monthly internal newsletters and press releases.
Pay: n/a
Qualifications:
- Excellent communications skills
- Work well independently and as a member of a team
- Think progressively and creatively
How to Apply:
E-mail Laura Williams, deputy chief of staff, at Williams_la@bostonems.org with resume, cover letter and 1-2 page writing sample.

Intern
Representative McMurtry
Pay: n/a
Qualifications:
- Can work 10-20 hours per week
- Excellent communications skills
- Proficiency with Microsoft Office
- Interest in policy development, legislative drafting, research and analysis and the ability to pursue multiple projects at the same time.
Responsibilities:
Drafting talk points, speeches and various correspondences
Tracking, researching and drafting legislative and policy initiatives
Authoring press releases and coordinating press events
Providing office support

How to Apply:
Send resume, cover letter and writing sample to Bobby Rinn, legislative aid, at Robert.Rinn@hou.state.ma.us.

Journalism Internships

Intern
Where Magazine
Boston University
Pay: unpaid/credit
Qualifications:
Senior or graduate student
Energetic
Hardworking
Interested in learning about magazine publishing
Focused
Detail-oriented
Multi-tasker
English, publishing or writing major preferred
Knowledge of Mac OS X, Quark and InDesign a plus
Responsibilities:
Proofreading
Fact Checking
Writing
How to Apply:
Contact Leigh Harrington, editor, at leigh.harrington@wheremagazine.com.

III. Jobs

Marketing and Communications Manager
CMCB
Description:
Work in a diverse community in an entrepreneurial, mission-driven work culture to create a new look for CMCB’s marketing efforts, especially for the 100th anniversary in 2010. Start date is May 1.
Pay: n/a
Qualifications:
Excellent writing skills
Well-organized
3-4 years of professional marketing experience, preferably in the nonprofit sector
Bachelor’s degree
Master’s degree a plus
Familiarity with design software such as InDesign, Photoshop or Quark.
Be prepared to present and discuss portfolio work at interview
Responsibilities:
  Conceptualization, coordination and implementation of integrated marketing and branding
  Writing and distribution of content for CMCB publications, Web site, e-blasts, brochures, advertising and press materials
  Development of relationships and management of CMCB promotions and listings with media outlets
  Maintenance of CMCB presence on social networking sites

How to Apply:
  Send resume and cover letter to Claudia Haydon, director of development, at hydon@cmcb.org.

Street Team/Promotions Assistant
CBS Radio
Brighton, MA
Description:
  WODS/Oldies is looking for an energetic part-time promotions assistant.
Pay: n/a
Qualifications:
  Ability to work a minimum of 15 hours a week
  Have a flexible schedule
  Organized
  Dependable self-starters
  Can set up station equipment (life 35lbs)
  Professional appearance
  Friendly
  Clean driving records
  Radio promotion experience a plus
Responsibilities:
  Transporting, setting up and taking down equipment
  Execute on-site station appearances and station promotional events
  On-site station promotions and event marketing
  Responsible for overall look and feel of the event with the station’s brand in mind
  Meeting and greeting listeners
  Conducting giveaways
  Clerical office work
How to Apply:
  Send resume to Rachel Shamshak, promotions manager, at Rachel.shamshak@cbsradio.com

Journalism Jobs

Associate Editor
Vassar Quarterly
Qualifications:
  Creative
  Self-motivated
  Strong communication skills
  2 to 5 years professional experience in writing and editing publications
  Bachelor’s degree, preferably in English or journalism
Responsibilities:
  Writing, editing and proofreading news and feature articles about the Vassar campus and alumni
  Assisting the editor in the production of alumni publication
  Develop and maintain relationships and contacts with the Vassar audience
Attend appropriate programs and events
Supervise two student editorial assistants

How to Apply:
Go to
http://employment.vassar.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1203444370850
and apply. Attach resume, cover letter, 1 or more professional writing samples and contact information for three employer references.