

# Intern Navigator

27 Job Postings Selected

## K-12 Teachers

### Mastery Charter Schools

**Position Type:** Full Time

**Job Location:** Philadelphia, Pennsylvania (United States)  
Camden, New Jersey (United States)

**Description:** The Opportunity:

We are seeking inspired and dynamic educators to join our team and provide a top quality education for all of our students. Whether you are starting your teaching career or are looking to launch a new chapter, your passion and experience will be deeply valued and your opportunities for growth and impact will be limitless. Your natural talents will be fostered and we will provide the training and support to help you be an incredibly effective teacher. As a Mastery team member, you will be trusted to make decisions and held accountable for critical results. You will engage in a positive and professional workplace embedded in a warm, joyful, student-centered, and welcoming school culture.

**Qualifications:**

Genuine interest, belief, and care for students personal and academic success

The ability to motivate, support, and challenge students in a student-centered, standards-driven classroom community

Commitment to professional growth, self-reflection, receptiveness to feedback, and a desire to continuously improve

A positive mindset and a drive for personal excellence

A strong sense of professional responsibility as well as personal accountability for student achievement

Solutions-oriented resiliency to respond positively and effectively to challenges

Outstanding instructional skills driven by data and delivered through rigorous and engaging strategies

**Duties and Responsibilities:**

Commit to ongoing professional development in the spirit of continuous improvement

Develop rigorous and appropriate lesson plans, assignments, and assessments in cooperation with Mastery school-based leadership and curricular resources developed by Mastery's Central Office Academic Team

Work closely with school leaders to analyze student assessment data to measure progress and use data to inform instruction

Collaborate in grade level teams to discuss student work, share best practices, plan events for joy and humor, and ensure student mastery of standards

Engage families in their children's education by building relationships and maintaining regular communication

**Education and Experience:**

Bachelors degree required with a record of personal, professional, and/or academic achievement

Teacher certification- completed or in process

Commitment to and experience working with underserved communities

Determination to drive student achievement and set high

expectations for all students  
 Demonstrated expertise in subject area

**About Mastery:**

Mastery Charter Schools, founded in 2001, is a nationally-recognized non-profit charter school network of 20+ schools serving over 13,000 students in Philadelphia, PA and Camden, NJ. Mastery Schools are free, neighborhood public charter schools open to all students living within the schools respective catchment zone. Mastery schools are organized around a common vision: Mastery schools are joyful, authentic communities where students learn how to think critically and act independently so they are truly prepared for post-secondary success. Mastery's work is rooted in an unwavering belief that all students can achieve at the highest levels. To fulfill this vision, Mastery recognizes that it must attend to the whole child. Mastery values personal as well as academic skills, and schools match high expectations for students with high levels of support.

Mastery Charter Schools is an equal opportunity employer and actively encourages applications from people of all backgrounds. Compensation is competitive and commensurate with experience. Mastery offers a full benefits program and opportunities for professional growth.

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**Posting Date:** March 10, 2017

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**Industry:** Architecture/Urban Planning

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**Website:** <http://www.masterycharter.org>

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**Contact:** Director of Teacher Recruitment Erin Turner  
 5700 Wayne Avenue Philadelphia, Pennsylvania 19144 United States

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**Resume Receipt:** Other (see below)

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**How To Apply:** Please apply online at <http://masterycharter.org/careers>

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**ID:** 1517

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## Summer Business Program at UC Berkeley

UC Berkeley, Haas School of Business Undergraduate Program

**Position Type:** Internship/Co-op, Temporary/Seasonal

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**Job Location:** Berkeley, California (United States)

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**Description:** Complement your bachelor's degree with our intensive summer business program at UC Berkeley. Berkeley-Haas is one of the two best-ranked business programs in the country. We offer an intensive summer business institute where you can earn academic credit and a transcript.

The Haas School of Business at the University of California, Berkeley invites you to consider the BASE Summer Program (Business for Arts, Sciences and Engineering). BASE is a six-week business boot camp that enables non-business majors to take business courses while earning full academic credit.  
<http://www.haas.berkeley.edu/Undergrad/BASE/credit.html>

Some former BASE students have gone on to earn MBA degrees, while others have accepted jobs in marketing, product development, consulting, and financial services.

The ideal participant of the BASE Program is an undergraduate student majoring in liberal arts, sciences or engineering. BASE is the only premier business summer program or institute where students can earn full academic credit from a top 2 business school.

### Application Process

We encourage you to apply as soon as possible given the popularity of the Program in the past 19 years. There is no application fee. To download the application or for more information please visit our website at:  
<http://www.haas.berkeley.edu/Undergrad/BASE/>

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**Posting Date:** March 11, 2017

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**Qualifications:** Undergraduate students not majoring in business. Students who would like to complement their undergraduate degree with our intense summer business program.

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**Industry:** Architecture/Urban Planning

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**Website:** <http://www.haas.berkeley.edu/Undergrad/BASE/>

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**Contact:** Dinko Lakic  
 Undergraduate Program Haas School of Business University of California Berkeley S450 Student Services Building # 1900, Berkeley California 94720

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**Resume Receipt:** Other (see below)

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**How To Apply:** Please see our web page at:  
<http://www.haas.berkeley.edu/Undergrad/BASE/apply/app.html>

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**Additional Documents:** Other Documents

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**ID:** 1516

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## Operations Industrial Engineer Trainee (Field)

United States Postal Service Office of General Counsel (Washington, DC)

**Position Type:** Full Time

**Job Location:** , Nationwide (United States)

**Description:** USPS is seeking highly motivated and qualified Operations Industrial Engineers (OIEs) to join our organization. Become a part of a team who will re-engineer how mail is collected, processed, and delivered to the American public in a way that is faster, safer, and more economical than ever before. You will have an opportunity to lead projects, obtain Lean Six Sigma Belt Certification, AutoCAD/VBA and other software while utilizing your skills to facilitate continuous improvement as the Postal Service continues its effort to make historical transformations. This position oversees and applies nationwide industrial engineering, standardization, and continuous improvement polices, standards, and processes to improve service and cost performance through direct involvement in mail processing operations.

This is a two year program through which the trainee advances as he or she acquires increasingly more complex levels of competence in all areas of USPS operations. At this level, OIE Trainees will perform assignments in an on-the-job training capacity under direct supervision while learning USPS policies, process and procedures and developing job-related knowledge, skills and abilities. Upon successful completion of the program, an OIE Trainee will outplace to a full performing Operations Industrial Engineer (Field) EAS-21 position.

Applicants must possess a Bachelor's or graduate degree in an industrial engineering or professional engineering program accredited by the Engineering Accreditation Commission (EAC) of ABET. Preference eligible veterans qualify with a valid license as a Professional Engineer and six (6) years of professional industrial engineering experience.

\*Please apply by 3/17/2017

**Posting Date:** March 10, 2017

**Salary Range:** \$60,000 - \$65,000

**Website:** <https://about.usps.com/who-we-are/legal/welcome.htm>

**Contact:** Terri Richardson  
475 L'Enfant Plaza Southwest Washington, District of  
Columbia 20260 United States

**Resume Receipt:** Other (see below)

**How To Apply:** [www.usps.com/careers](http://www.usps.com/careers)

**Additional Documents:** Unofficial Transcript, Other Documents

**ID:** 1515

**Therapist / Mental Health Clinician**

Citizen Advocates Inc. - Northstar Behavior Health Services

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**Position Type:** Full Time

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**Job Location:** Malone, New York (United States)

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**Description:** Seeking Masters level therapists / mental health clinician to join dynamic care team! Several new positions now available for growing clinics, integrated satellite locations and school-based services. Provide the full range of Behavioral Health outpatient services for adults, youth and families including comprehensive assessments, individual, crisis, group, and family counseling for mental health, substance use disorders and co-occurring client needs.

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**Posting Date:** March 9, 2017

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**Qualifications:** Masters level mental health clinician

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**Website:** <http://www.citizenadvocates.net>

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**Contact:** Director of Human Resources Scott R. Henderson  
31 Sixth Street Malone, New York 12953 United States

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**Resume Receipt:** E-mail, Accumulate Online

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**Default email for resumes.:** [hr@citizenadvocates.net](mailto:hr@citizenadvocates.net)

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**Additional Documents:** Cover Letter

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**ID:** 1514

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**IT Intern**

ThyssenKrupp IT Services North America

**Position Type:** Internship/Co-op**Desired Major(s):** Computer Science**Location:** Alpharetta, Georgia (United States)**Description:** Summary of Position:

The IT Intern will be involved with projects supporting the business transition to Global Shared Services. This position will share responsibility for administrative tasks to keep current processes running smoothly as well as development of overall process documentation.

**Responsibilities:**

- Assist IT team document work tasks and transition to other staff members.
- Assist Business Analyst and Accountant in support of developing with reporting needs
- Assist with SAP (ERP system) transition and deployment tasks.
- Data Normalization
- Other IT projects and ad hoc tasks as assigned.

The above is intended to describe the general content of and requirement for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**Posting Date:** March 8, 2017**Expiration Date:** May 1, 2017**Approximate Hours Per Week:** 40**Salary Level:** \$13.00 hourly**Qualifications:** Qualifications:

## Minimum Requirements:

- Currently working toward B.S. in Information Systems.
- Proficient user of Microsoft Office product suite, data base skills and SQL
- Must demonstrate an ability to quickly learn new software applications.
- Must be a good team player, know how to prioritize tasks and manage time well.

**Contact:** Kimberley Lyday  
 Human Resources Manager  
 2475 Northwinds Parkway Suite 400, Alpharetta  
 Georgia 30009  
<http://www.thyssenkrupp.com>

**Resume Receipt:** E-mail**Default email for resumes.:** kimberley.lyday@thyssenkrupp.com**Additional Documents:** Unofficial Transcript

**ID: 1513**

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## AmeriCorps Full-Time Tutor Fellowship (August 2017 Start Date)

### Great Oaks Foundation

**Position Type:** Full Time

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**Job Location:** New York, New York (United States)  
 Baltimore, Maryland (United States)  
 Austin, Texas (United States)  
 Detroit, Michigan (United States)  
 , Nationwide (Puerto Rico)  
 Chicago, Illinois (United States)  
 Portland, Oregon (United States)  
 Bridgeport, Connecticut (United States)  
 San Diego, California (United States)  
 Nashville, Tennessee (United States)  
 Seattle, Washington (United States)  
 Atlanta, Georgia (United States)  
 San Juan, (Puerto Rico)  
 Houston, Texas (United States)  
 Washington, District of Columbia (United States)  
 Los Angeles, California (United States)  
 Newark, New Jersey (United States)  
 Portland, Maine (United States)  
 Las Vegas, Nevada (United States)  
 San Antonio, Texas (United States)  
 Houston, Texas (United States)  
 Philadelphia, Pennsylvania (United States)  
 Wilmington, Delaware (United States)  
 Dallas, Texas (United States)  
 Boston, Massachusetts (United States)  
 Phoenix, Arizona (United States)  
 Columbus, Ohio (United States)

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**Description:** Dedicate a year to service and provide urban students with the individualized attention they need to achieve college success. According to the Millennial Impact Report, 70% of recent college graduates volunteer their time to a cause that is important to them. Make an impact and join Great Oaks Charter Schools and the Great Oaks Tutor Corps in the movement to closing the achievement gap.

#### Position Summary

As a member of the Great Oaks Tutor Corps, you will mentor and tutor middle or high school students at a Great Oaks Charter School for the duration of one school year (August-June). This is a service role through AmeriCorps with regular full-time hours Monday-Friday and some Saturdays.

In exchange for your year of service you will receive a living stipend, free furnished housing with utilities included, health insurance and on-going professional development throughout the year. You will also be eligible for a Segal Education Award through AmeriCorps after the completion of your AmeriCorps term of service. Most importantly you will have an opportunity to shape the future of students living in urban communities.

The ideal candidate for the Great Oaks Tutor Corps is a bright, talented recent college graduate passionate about dedicating a year

of service. Great Oaks has schools in Newark, NJ, New York, NY, Bridgeport, CT and Wilmington, DE, and is seeking tutors for all sites. The Tutor Corps plays an integral role in helping our schools achieve their mission: to prepare students to succeed in college. Great Oaks is seeking individuals who are motivated, enthusiastic and up for one of the most rewarding challenges of their lives.

### Responsibilities

As a Great Oaks Tutor Corps member you will invest your time and energy in the success of a small group of middle or high school students to help pave the way to their college success. The majority of students enter Great Oaks several years below grade level, so this role requires hard work, creativity and a dedication to helping students beat the odds. Most of your day will be spent tutoring students one-on-one or in small groups. You will also take part in secondary projects that directly impact the academic achievements of students. These projects may include providing in-class or curriculum support, organizing or leading after school clubs or working with our culture team.

Specific responsibilities include:

Bolstering student achievement:

Provide daily tutoring to several small groups of Great Oaks students

Work closely with teachers to develop individualized tutorial content

Assess student progress on a regular basis

Bridge a connection between classroom teachers and the content they deliver in their classrooms with the content you are delivering during tutorial sessions

Lead after-school student clubs

Support Saturday Academy over the course of the school year when necessary (dependent on school community placement)

Work with students to set individualized student driven goals on a frequent basis

Actively participate in meetings pertaining to your role as a tutor and the success of the students you are working with

Building relationships with families:

Develop authentic relationships with families through phone calls and other communications to share progress on student tutorial performance

Attend family and parent events

Create opportunities to connect with families on an ongoing basis

Assist with overall student success during the school day:

Be present during transitions and escorting students when necessary

Engage with students during their lunch period

Assist with other activities and projects that directly impact student success

## Qualifications and Competencies

As a prerequisite, the successful Tutor Corps candidate must believe in the mission of Great Oaks. The candidate should demonstrate a passion for breaking new ground to lead social change. A successful candidate will also bring the following qualifications and competencies:

A strong academic record with a completed Bachelors degree from a competitive college or university by August 2017. College seniors we are looking for you!

Some experience working or volunteering with children; some tutoring experience preferable

A commitment to serving children in under-resourced, urban communities

Exceptional ability to respond well to feedback and implement it immediately

Tenacity, flexibility, passion and excellent communication skills

## General Information

This AmeriCorps service role will start in early August of 2017 and run through June of 2018. The online application requires you to write a brief paragraph. If you are applying through a mobile phone we suggest using the notes feature and copying and pasting your paragraph into the application to ensure the clarity of your writing.

Great Oaks Tutor Corps positions are available in NYC, Newark, NJ, Bridgeport, CT. and Wilmington, DE.

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**Posting Date:** March 7, 2017

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**Industry:** Architecture/Urban Planning, Electronics

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**Website:** <http://www.greatoakscharter.org>

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**Contact:** Melissa Frank  
, United States

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**Resume Receipt:** Other (see below)

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**How To Apply:** <http://greatoakscharter.org/careers/positions?p=job%2FoyON3fw8>

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**ID:** 1512

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## Au Pair Programme in China

Aupairia

**Position Type:** Internship/Co-op, Temporary/Seasonal

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**Job Location:** Beijing, (China)

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**Description:** With Aupairia Au Pair China program, you will:

- Provide informal language tutoring and childcare to lovely Chinese kids;
- Study Chinese (Mandarin) in our lessons and live in the local community speaking Chinese in daily life;
- Immerse yourself in Chinese culture through our culture courses and live with a Chinese host family who will introduce you to local customs;
- Participate in our cultural activities, such as learning Chinese calligraphy, that provide context to what you learn in the classroom;
- Explore the world's oldest civilization and visit traditional sites such as the Forbidden City, the Great Wall, and less touristy places that only Beijingers know about.

What we provide to you:

- Free round trip tickets
- Free accommodation and meals provided by your host family
- Free monthly stipend: a minimum monthly stipend of RMB 1,000
- Completion bonus: RMB 1,500 for a 3 month placement, and RMB 3,000 for a 6 month placement.
- Comprehensive medical and travel insurance
- Welcome package when we meet you at the airport including a transportation card, local SIM card, RMB 500 stipend advance and more
- Orientation programme to help smooth your entrance into China.
- Four Mandarin lessons and two cultural courses every week and monthly au pair activities to help you learn Mandarin, make friends with other au pairs and experience the Chinese culture.

What you need to provide:

- For the safety and peace of mind of our host families all au pairs need to provide a recent criminal background check, complete a medical in their home country and provide two character references.
- Visa application costs in your home country.
- Any personal travel or other personal expenses during the placement.

If you:

- are a single person at 18-30 years old;
- have good English skills;
- want to live with a Chinese family;
- have no criminal record;
- are in good health;
- are a secondary school graduate, equivalent, or higher;

- are comfortable looking after children

Apply now!

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**Posting Date:** March 6, 2017

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**Salary Range:** At least RMB1000

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**Website:** <https://aupairia.com>

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**Contact:** Jasmine Fu  
Tong East Street Chaoyang District, Beijing

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**Resume Receipt:** Other (see below)

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**How To Apply:** <https://aupairia.com/apply-now/>  
Tel: +8610-61842116  
Email: [aupairia.candy@gmail.com](mailto:aupairia.candy@gmail.com)

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**ID:** 1511

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## Greening Forward: President & CEO

### Greening Forward

**Position Type:** Part Time

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**Job Location:** , Nationwide (United States)

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**Description:** Award Amount: \$5,000 annually

Deadline to Apply: April 3, 2017

Location: This position telecommutes from anywhere in the United States. Consideration may be given to candidates outside of the United States, if the candidate can demonstrate that the organization would not be burdened by unreasonable travel costs for the candidate to attend meetings and conferences in the United States.

Time Commitment: 10-15 hours per week for approximately 45 weeks/year

Selection: The President and CEO position is a highly competitive undergraduate or graduate fellowship offered to an individual with an interest in non-profit management, environmental studies, and/or youth development.

Eligibility:

- Candidate must be at least 16 years old by the time he/she accepts the offer.
- Students pursuing an undergraduate or graduate degree or intending to pursue an undergraduate or graduate degree are especially encouraged to apply

Who Should Apply:

- Individuals who thrive in a high-risk environment
- Individuals who are energized by start-up social enterprises
- Individuals who see themselves being a part of the organization for at least two or three years, therein making a long-term commitment to their leadership
- Individuals who are comfortable serving as the head of a national and international organization
- Individuals who have thoroughly read the application job description, as well as understand the role Greening Forward plays as a youth-driven environmental organization

Renewal Criteria: President & CEO Fellow must sufficiently complete the responsibilities of the fellowship. Each summer, a board of judges, composed of Greening Forward advisors and staff, will determine the candidates eligibility for the remainder of the scholarship based on the Presidents performance within the following domains: (a) Strategic Direction, (b) Leadership & Management, (c) Program Development,

(d) Fundraising, (e) Communications, and (f) Operational Responsibilities.

### Strategic Direction

-Ensure the development, maintenance, execution, and evaluation of a long-term vision and strategic plan including goals, measures and targets for: (a) People development, (b) Program development, (c) Operational systems support (finance, project and administrative support), (d) Partnership development, and (c) Financial and fundraising plan

-Provide thought leadership in key areas that Greening Forward is known for through public speaking (in-person, online and live radio as well as video and television media), publishing (blogs, articles in well-known online and print newsletters), and teaching (internal development of staff, guest instruction at universities) with the purpose of elevating the reputation and credibility of Greening Forward as a thought leader, community building role model, and cutting-edge education organization

### Leadership & Management

-Recruit, hire, lead, coach, develop, and retain a high performing leadership team of volunteers (comprised of the VP of Engagement, and VP of Digital Media)

-Identify, develop, maintain, engage, and support a strong leadership team.

-Work with other staff to continuously professionalize and develop all staff to ensure the quality, effectiveness, efficiency and exemplary delivery of all programs

-Oversee excellence, coherence and growth across the organization

-Oversee financial and administrative operations of the organization

-Actively promote and support inclusivity within Greening Forward and with partners

### Program Development

-Rationalize the delivery of programs through new and existing partnerships

-Increase efficiencies and consistency throughout the organization by developing and implementing standardized programs, services and program marketing

### Fundraising

-Oversee and participate in the execution of all development and fundraising activities for the organization, with goals of at least \$40,000 each fiscal year

-Actively engage and energize stakeholders around a fundraising plan, while ensuring clarity, understanding and commitment from all stakeholders.

- Expand and diversify revenue generating and fundraising activities to support new and existing programs and infrastructure
- Responsible for meeting annual campaign revenue targets

#### Communications

- Develop and use professional networks, speaking and publishing opportunities to elevate, profile and feature the work of Greening Forward
- Enthusiasm for and execution of public outreach, public speaking, media engagement and developing staff as champions and ambassadors of the organization through the use of social media and other emergent technologies
- Develop and role model innovative communication practices for high-level and effective communication across the organization

#### Operational Responsibilities

- Directs all aspects of effective financial management and reporting (using Microsoft Office Suite), information technology, research, and gift processing.
- Ensures organizational compliance with state, and federal charitable governing laws

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**Posting Date:** March 4, 2017

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**Salary Range:** \$5,000

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**Qualifications:** See job description.

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**Website:** <http://greeningforward.org/>

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**Contact:** Outreach Manager Jabari Allen  
901 Hunts Point Avenue Bronx, New York 10474 United States

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**Resume Receipt:** E-mail, Accumulate Online

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**Default email for resumes.:** [yspnarke@uga.edu](mailto:yspnarke@uga.edu)

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**How To Apply:** Submit your resume and a one-page essay describing why this opportunity interests you to current Interim CEO, Charles Orgbon, [corgbon@greeningforward.org](mailto:corgbon@greeningforward.org). Please include at least two references in your application.

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**Additional Documents:** Cover Letter, Writing Sample, Other Documents

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**ID:** 1510

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## **Bilingual (Spanish/English) Entry Level Outside Sales Trainee**

Reynolds & Reynolds

**Position Type:** Full Time

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**Job Location:** , Nationwide (United States)

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**Description:** As a Bilingual Entry Level Outside Sales Trainee, you will enroll in our 18 month training program that will involve job shadowing with seasoned sales representatives as they visit clients and sell our software products. The travel will vary based off your training territory. This field based training will assist in your education of our industry and solutions as well as allow you to observe the sales skills taught in the classroom training.

The classroom training is located at our award winning Reynolds University in Dayton, OH. You will complete different courses throughout the program including training on sales techniques, negotiations, dealership operations, and in-depth product training on our dealership Retail Management System. During this training program you will complete 12 months of customer service and installation training to help enhance your knowledge of our products and the benefits of our solutions. The Entry Level Outside Sales Trainee should be prepared to travel approximately 75% of the time during these 12 months. At the end of your training, when you are prepared with the appropriate skills and knowledge, you will complete a ten-day Sales Techniques Workshop, ending with a Closing Sales Presentation that will allow you to showcase the skills you have gained throughout the program and will prepare you for your own territory.

Once you complete the training program, you will be relocated to your assigned territory and become a Sales Professional. In this role you will be responsible for:

- Prospecting and lead generation
- Selling Reynolds software products and services to new and existing customers
- Achieving designated monthly and annual quotas
- Presenting product demonstrations to clients
- Generating proposals for customers and negotiating final agreements

Visit our YouTube channel for an inside look into this position, copy and paste this URL into your browser:  
[https://youtu.be/Y8dLkGxqm\\_g](https://youtu.be/Y8dLkGxqm_g)

**Benefits:**

We strive to offer an environment that provides our associates with the right balance between work and family. We offer a comprehensive benefits package including:

- Medical, dental, vision, and life insurance

401(k) with up to 6% matching  
 Company car for business and personal use  
 Working remotely with an iPad, iPhone, laptop, and other  
 provided home office equipment  
 Professional development and training  
 Promotion from within  
 Paid vacation and sick days  
 Eight paid holidays  
 Referral bonuses  
 Associate discounts for cell phones, cars, computers,  
 entertainment, and much more

Reynolds and Reynolds encourages applicants of all ages  
 and experience to apply, as we do not discriminate on  
 the basis of age.

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**Posting Date:** March 3, 2017

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**Salary Range:** \$40,000+

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**Qualifications:** Bachelors degree  
 Must be a self-starter with good time management skills  
 Ability to build strong customer relationships  
 Must possess excellent oral and written skills, in both  
 English and Spanish  
 Willing to relocate after successful completion of the 18  
 month training program

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**Website:** <http://www.reyrey.com/careers>

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**Contact:** Stephanie Swigart  
 One Reynolds Way Kettering, Ohio 45430 United States

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**Resume Receipt:** E-mail, Accumulate Online

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**Default email for resumes.:** [apply@reyrey.com](mailto:apply@reyrey.com)

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**ID:** 1509

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## IT Service Management Global Network Intern

ThyssenKrupp IT Services North America

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**Position Type:** Internship/Co-op

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**Desired Major(s):** Computer Science

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**Location:** Alpharetta, Georgia (United States)

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**Description:** Learn from IT-industry experts while helping to grow our IT Services division. This will be a paid internship that will begin May 2015 and is open to all matriculating junior- and senior-level students who maintain a cumulative GPA of 3.0 or better.

### Summary of Position:

Under close supervision, the Network Intern will perform entry-level professional duties providing the opportunity for professional training in various capacities.

### Responsibilities:

- Performs entry level assigned duties to acquire knowledge of methods, procedures and standards required for successful performance.
- May perform duties such as gathering and organizing data to provide information for departmental special projects or reports.
- Assist in preparing written reports.
- Accompany or shadow professional level employees on assignments. Assignments serve to offer practical experience and broad exposure to the organizational structure.

The above is intended to describe the general content of and requirement for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

### Employee Attributes/Competencies

- Strong interpersonal skills including the ability to effectively work and actively communicate with people and cross-functional teams.
- Excellent oral and written communication skills as well as strong organizational skills.
- Strong analytical skills, with an eagerness to work hard and achieve exemplary results

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**Posting Date:** March 1, 2017

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**Expiration Date:** May 1, 2017

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**Approximate Hours Per Week:** 40

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**Salary Level:** \$13.00 hourly

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**Qualifications:** •Currently working toward B.S. in Information Technology or Management Information Systems.

- Proficient user of Microsoft Office product suite.
- Must demonstrate an ability to quickly learn new tasks.
- Must be a good team player, know how to prioritize tasks and manage time well
- Cumulative GPA of 3.0 or better

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**Contact:** Kimberley Lyday  
Human Resources Manager  
2475 Northwinds Parkway Suite 400, Alpharetta  
Georgia 30009  
<http://www.thyssenkrupp.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [kimberley.lyday@thyssenkrupp.com](mailto:kimberley.lyday@thyssenkrupp.com)

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**Additional Documents:** Unofficial Transcript

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**ID:** 1508

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## Regional Billing NA Intern

ThyssenKrupp IT Services North America

**Position Type:** Internship/Co-op

**Desired Major(s):** Computer Science, Mathematics

**Location:** Alpharetta, Georgia (United States)

**Description:** Summary of Position:

The Regional Billing NA Intern will be involved with projects supporting the business transition to Global Shared Services. This position will share responsibility for administrative tasks to keep current processes running smoothly as well as tasks regarding the development of overall processes.

**Responsibilities:**

- Assist Billing Manager to document work tasks and transition to other staff members.
- Assist Volume Billing Manager in support of the development and implementation of new processes for cellphone services. For example high usage notifications and plan optimizations.
- Other ad hoc tasks as assigned.

**Posting Date:** March 1, 2017

**Expiration Date:** March 31, 2017

**Approximate Hours Per Week:** 40

**Salary Level:** 13.00/hr

**Qualifications:** Qualifications:

Minimum Requirements:

- Currently working toward B.S. in Accounting or Accounting Information Systems.
- Proficient user of Microsoft Office product suite.
- Must demonstrate an ability to quickly learn new software applications.
- Must be a good team player, know how to prioritize tasks and manage time well.

Preferred Requirements

- Cumulative GPA of 3.3 or better
- Knowledge of Linux tools like Pearl or shell scripts

**Contact:** Kimberley Lyday  
Human Resources Manager  
2475 Northwinds Parkway Suite 400, Alpharetta  
Georgia 30009  
<http://www.thyssenkrupp.com>

**Resume Receipt:** E-mail

**Default email for resumes.:** [kimberley.lyday@thyssenkrupp.com](mailto:kimberley.lyday@thyssenkrupp.com)

**ID:** 1507

## Information Security Intern

ThyssenKrupp IT Services North America

**Position Type:** Internship/Co-op

**Desired Major(s):** Computer Science, Mathematics

**Location:** Alpharetta, Georgia (United States)

**Description:**

Reporting to the Head of Information Security, the Information Security Intern will, under general supervision, perform a wide variety of duties in support of technical or administrative assignments using established procedures. May assist in the preparation, presentation, and follow-up of proposals with supervision. May also participate in activities in support of multiple projects. Independently performs work as assigned by Management. Employee has limited autonomy for an assigned area or responsibility within a function.

Responsibilities

- Security infrastructure management and architecture - the operation of a security management infrastructure which supports different types of security products
- Intrusion Prevention System
- Kerberos
- Firewall and Perimeter defense
- Encryption methodologies
- Endpoint Security
- Vulnerability and Penetration Testing
- Network Data Loss Prevention
- Public Key Infrastructure Design
- Web Content Filter Administration
- Security Information and Event Manager Design and Development
- Support the planning, design and implementation of these security solutions
- 3rd Line Support - gain experience of in-depth technical support of network and security technologies

**Posting Date:** March 1, 2017

**Expiration Date:** May 1, 2017

**Approximate Hours Per Week:** 40

**Salary Level:** 13.00/hr

- Qualifications:**
- Cumulative GPA of 3.0 or better in a hard science i.e. Computer Science, Electrical Engineering, Math, Operations Research, Computer Information Security or related discipline
  - Rising senior – students going into their senior year of college preferred. Will also consider rising juniors
  - Basic understanding of security and network infrastructures - switches, routers and firewalls

- Ability to recognize and escalate security issues
- Good understanding of defensive, corrective and detective controls and requirements
- Familiarity with different types of security vulnerabilities and tools for countermeasure
- The candidate should be well-versed in Information Security principles at a beginner's level
- The candidate must demonstrate ability to work interdepartmentally
- Understanding and application of Information Security principles
- Computer literate especially in the areas of MS Excel, PowerPoint and Outlook

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**Contact:** Kimberley Lyday  
Human Resources Manager  
2475 Northwinds Parkway Suite 400, Alpharetta  
Georgia 30009  
<http://www.thyssenkrupp.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [kimberley.lyday@thyssenkrupp.com](mailto:kimberley.lyday@thyssenkrupp.com)

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**ID:** 1506

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## Intern PMO - Information Security

ThyssenKrupp IT Services North America

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**Position Type:** Internship/Co-op

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**Desired Major(s):** All Majors

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**Location:** Alpharetta, Georgia (United States)

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**Description:** Responsibilities

- Get insights in all phases of IT Project Management
- Develop an understanding of key milestones, resources, and deliverables to create and track project timelines
- Gain experience in multiple, concurrent security/technology projects involving cross functional global groups
- Support global software implementation project
- Create and maintain project documents including timelines, status reports, recaps, etc., to accurately track deliverables and maintain project status
- Leads sub streams of the project portfolio independently as needed
- Track risks and enable measurements to secure a successful software implementation
- Perform data analysis and assist in data reporting as needed
- Makes or assists in making oral or written presentations to management
- Manage, prioritize and meet multiple deadlines simultaneously

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**Posting Date:** March 1, 2017

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**Expiration Date:** May 1, 2017

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**Approximate Hours Per Week:** 40

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**Salary Level:** 13.00/hr

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**Qualifications:**

- Junior, senior or graduate students who are currently enrolled at an accredited college/university and legally eligible to work in the U.S.
- First experience in Project Management and/or IT Security
- Proficiency with Microsoft Office Suite, esp. MS PowerPoint and/or MS Project
- Experience with large companies - Fortune 500/1000 companies
- Must be able to juggle multiple, competing priorities
- Great commitment and a team player
- Motivated self-starter; Excellent verbal and written communication skills; Attention to detail; Excellent analytical skills; Creative and resourceful; Strong business attitude

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**Contact:** Kimberley Lyday  
Human Resources Manager  
2475 Northwinds Parkway Suite 400, Alpharetta  
Georgia 30009



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**Resume Receipt:** E-mail

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**Default email for resumes.:** kimberley.lyday@thyssenkrupp.com

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**ID:** 1505

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## Intern IT Service Manager, FWS

ThyssenKrupp IT Services North America

**Position Type:** Internship/Co-op

**Desired Major(s):** All Majors

**Location:** Alpharetta, Georgia (United States)

**Description:** The Service Management Intern will gain working knowledge with regards to IT Service Management within the Information Technology Service Management and Information Technology Infrastructure Library disciplines, (ITSM and ITIL). The resource will be introduced to processes and procedures for successfully managing operational Suppliers/Vendors and will be integral in the day-to-day management of the providers of services consumed by thyssenkrupp. The resource will provide support and receive direction from the Head of IT SM FWS and other team members.

**Key Accountabilities:**

The duties and responsibilities of the Service Management Intern/Co-Op include but are not limited to the following:

- Support Service Management activities as related to Supplier/Vendor Management with additional focus on Escalation Management.
- Responsible for assisting operational activities within the areas of customer service, reporting, data gathering & analysis, and investigating customer complaints.
- Attend meetings with internal teams, customers, and suppliers/vendors to gain understanding on the interactions between Service Management, provider, and customer.
- Interact with peer groups, vendors, and internal customers as necessary for the dissemination of information pertaining to service offerings and support.
- Assist with the ongoing internal communication tasks to promote cohesion amongst the Global GSS IT teams and customers.

**Posting Date:** March 1, 2017

**Expiration Date:** May 1, 2017

**Approximate Hours Per Week:** 40

**Salary Level:** 13.00/hr

**Qualifications:** Qualifications:

Minimum Requirements:

- General knowledge of IT Services.
- Familiarity with Office suite (Word, Excel and PowerPoint).
- Understanding IT Technologies.
- Focus on Customer Service.

- Ability to successfully manage multiple tasks.
  - Good communication skills.
  - Willingness to work outside of job description
- Preferred Requirements
- Cumulative GPA of 3.3 or better

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**Contact:** Kimberley Lyday  
Human Resources Manager  
2475 Northwinds Parkway Suite 400, Alpharetta  
Georgia 30009  
<http://www.thyssenkrupp.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [michael.strupp@thyssenkrupp.com](mailto:michael.strupp@thyssenkrupp.com)

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**ID:** 1504

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## Events Intern

Metro Atlanta Chamber

**Position Type:** Internship/Co-op

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**Desired Major(s):** All Majors

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**Location:** Atlanta, Georgia (United States)

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**Description:** This is a paid internship, plus overtime, requiring a 40+ hour work week. We are currently hiring for a six-month timeframe.

The internship is a comprehensive and hands-on role. It provides excellent experience in events, customer service, and true professional grooming. Our work environment is fast-paced and energetic, so we're looking for someone with positivity, great sense of urgency and a quick learner and thinker. This internship provides exposure to the Atlanta business community to make connections and the insight into a myriad of companies and businesses in metro Atlanta. We pride ourselves on providing the opportunity for a truly motivated individual to leave this role fully ready to launch their career.

The intern will be responsible for assisting the Investor Relations team at events, running errands (access to a vehicle and valid driver's licenses is necessary), assisting with various projects and daily office operations. A requirement is frequently working early, late and on the occasional weekend for events (overtime will be paid). The intern will also have individual daily, weekly and monthly responsibilities.

**Posting Date:** February 28, 2017

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**Expiration Date:** March 28, 2017

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**Approximate Hours Per Week:** 40+

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**Salary Level:** \$10-\$12 per hour

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**Qualifications:** Proficiency in Microsoft Excel, Microsoft Word and internet searches

- Professional oral and written communication skills
- Customer service and goal-oriented with ability to work in a flexible, fast-paced environment
- Attention to detail and excellent organizational skills
- Ability to work individually (with little supervision), as well as part of a team
- Ability to follow directions and do what it takes to get the job done

**Website:** <http://www.metroatlantachamber.com/>

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**Contact:** Georgia Yanis  
 VP HR  
 235 Andrew Young Intl Blvd Atlanta, Georgia 30303  
 United States  
<http://www.metroatlantachamber.com/>

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**Resume Receipt:** Other (see below)

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**How To Apply:** <https://workforcenow.adp.com/jobs/apply/posting.html?client=metroatl#>

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**Additional Documents:** Cover Letter

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**ID:** 1503

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## Jr. Software Engineers & Data Scientists

FirstMark Elite

**Position Type:** Full Time

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**Job Location:** Boston, Massachusetts (United States)  
San Francisco, California (United States)  
London, (United Kingdom)  
Paris, (France)  
Los Angeles, California (United States)  
New York, New York (United States)  
Baltimore, Maryland (United States)

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**Description:** FirstMark is looking for talented software developers and data scientists to join our innovative startups. With just one application, you are applying to entry-level positions at over 60+ outstanding FirstMark companies, including Riot Games, InVision, Frame.io, Sketchfab, and more.

Company-to-company requirements vary, but we are generally looking for:

- Junior developers and data scientists with 1-2 years experience who are looking for their next exciting role.
- Undergraduate and graduate computer science, data science, math, engineering, and all technical students who are interested in a software engineering or data science entry-level positions.
- Developers who are inspired to build and create, solve tough problems, and have demonstrated this throughout their career.
- Other requirements: Bachelors degree, legally authorized to work in the United States after graduation, available to work full-time.

About FirstMark

FirstMark is an early stage venture capital firm based in New York City. Our mission is to partner with exceptional entrepreneurs who are changing the world by solving meaningful problems. We have built a deeply engaged community among the extraordinary teams in our network to spread ideas and opportunities. We are privileged to work alongside the founders of remarkable businesses like Pinterest, Airbnb, Shopify, Lumosity, Knewton, Tapad, InVision, DraftKings, Riot Games, and dozens more. Visit us in New York City or online at [firstmarkcap.com](http://firstmarkcap.com) and [@firstmarkcap](https://twitter.com/firstmarkcap).

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**Posting Date:** February 28, 2017

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**Website:** <http://firstmarkelite.com/>

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**Contact:** Andrew Oved  
100 5th Avenue New York, New York 10011 United States

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**Resume Receipt:** Other (see below)

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**How To Apply:** <https://firstmark.typeform.com/to/u8zZZA>

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**ID:** 1502

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## Teach China: Preschool/Kindergarten Teachers, Homeroom and ESL, SMIC Private Kindergarten, Shanghai China

SMIC Private School

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**Position Type:** Full Time

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**Job Location:** , Nationwide (China)

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**Description:** Preschool to kindergarten homeroom teacher positions, and ESL instructor positions. Located in Zhangjiang district of Shanghai, the SMIC Private School has been in operation since 2001. Dr. Richard Chang founded the school on Christian principles and those principals we continue to uphold. Positions are full-time and include a competitive benefits package.

For 1st - 12th grade positions visit  
<http://www.smicschool.com/employment>

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**Posting Date:** February 27, 2017

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**Duration:** 1 yr

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**Hours Per Week:** 40

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**Salary Range:** Please inquire

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**Qualifications:** Teachers must to be native English speakers and have all or most of the below qualifications. We value passion, collaboration, respect for culture, and a teachable mindset.

- Bachelors degree or higher
- Teaching license (ESL certification for ESL positions is sometimes accepted)
- One or more years teaching experience

For more information contact  
[John\\_Anderson@smicschool.com](mailto:John_Anderson@smicschool.com). To apply, include a letter of intention, a resume, and at least two current references.

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**Industry:** Architecture/Urban Planning

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**Website:** <http://www.smicschool.com>

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**Contact:** Director John Alan Anderson  
Lane 19 Qing Tong Rd #2 Pudong New Area, 201203  
China

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**Resume Receipt:** E-mail, Accumulate Online

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**Default email for resumes.:** [John\\_anderson@smicschool.com](mailto:John_anderson@smicschool.com)

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**Additional Documents:** Cover Letter

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**ID:** 1501

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## Entry Level Outside Sales Trainee

Reynolds & Reynolds

**Position Type:** Full Time

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**Job Location:** , Nationwide (United States)

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**Description:** Reynolds and Reynolds is seeking motivated and hard-working Entry Level Outside Sales Trainee to join our growing team. The goal of this position is to prepare you for your own territory as a Sales Professional. Our sales team has been an essential part of Reynolds success over the last 150 years. If you are ready to join the exciting and rewarding career path of outside sales, with opportunities for travel, training, unlimited earning potential and growth, this is the ideal opportunity for you!

### Job Responsibilities

As an Entry Level Outside Sales Trainee, you will enroll in our 18 month training program that will involve job shadowing with seasoned sales representatives as they visit clients and sell our software products. The travel will vary based off your training territory. This field based training will assist in your education of our industry and solutions as well as allow you to observe the sales skills taught in the classroom training.

The classroom training is located at our award winning Reynolds University in Dayton, OH. You will complete different courses throughout the program including training on sales techniques, negotiations, dealership operations, and in-depth product training on our dealership Retail Management System. During this training program you will complete 12 months of customer service and installation training to help enhance your knowledge of our products and the benefits of our solutions. The Entry Level Outside Sales Trainee should be prepared to travel approximately 75% of the time during these 12 months. At the end of your training, when you are prepared with the appropriate skills and knowledge, you will complete a ten-day Sales Techniques Workshop, ending with a Closing Sales Presentation that will allow you to showcase the skills you have gained throughout the program and will prepare you for your own territory.

Once you complete the training program, you will be relocated to your assigned territory and become a Sales Professional. In this role you will be responsible for:

- Prospecting and lead generation
- Selling Reynolds software products and services to new and existing customers



Achieving designated monthly and annual quotas  
Presenting product demonstrations to clients  
Generating proposals for customers and negotiating final agreements

Visit our YouTube channel for an inside look into this position, copy and paste this URL into your browser:  
[https://youtu.be/Y8dLkGxqm\\_g](https://youtu.be/Y8dLkGxqm_g)

**Benefits:**

We strive to offer an environment that provides our associates with the right balance between work and family. We offer a comprehensive benefits package including:

- Medical, dental, vision, and life insurance
- 401(k) with up to 6% matching
- Company car for business and personal use
- Working remotely with an iPad, iPhone, laptop, and other provided home office equipment
- Professional development and training
- Promotion from within
- Paid vacation and sick days
- Eight paid holidays
- Referral bonuses
- Associate discounts for cell phones, cars, computers, entertainment, and much more

Reynolds and Reynolds encourages applicants of all ages and experience to apply, as we do not discriminate on the basis of age.

<b>Posting Date:</b> February 27, 2017
<b>Salary Range:</b> \$40,000+
<b>Qualifications:</b> Bachelors degree Must be a self-starter with good time management skills Ability to build strong customer relationships Excellent oral and written communication skills Willing to relocate after successful completion of the 18 month training program
<b>Website:</b> <a href="http://www.reyrey.com/careers">http://www.reyrey.com/careers</a>
<b>Contact:</b> Stephanie Swigart One Reynolds Way Kettering, Ohio 45430 United States
<b>Resume Receipt:</b> E-mail, Accumulate Online
<b>Default email for resumes.:</b> <a href="mailto:apply@reyrey.com">apply@reyrey.com</a>
<b>ID:</b> 1500

## GLOBAL EXPLORER PROGRAM : Internship & Travel Summer 2017

### City Internships

**Position Type:** Internship/Co-op, Part Time, Temporary/Seasonal, Full Time

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**Job Location:** Los Angeles, California (United States)  
 New York, New York (United States)  
 Paris, (France)  
 Sydney, (Australia)  
 Washington, District of Columbia (United States)  
 San Francisco, California (United States)  
 , Nationwide (Hong Kong)  
 Austin, Texas (United States)  
 London, (United Kingdom)  
 Chicago, Illinois (United States)  
 Boston, Massachusetts (United States)  
 Miami, Florida (United States)

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**Description:** The Global Explorer Program is an eight-week program that centers around an internship with twice-weekly evening career-focused seminars, workshops, networking events, panel Q&As and group activities.

It is most popular with current students (undergraduates) and graduates looking to explore and discover their career path.

In addition to an eight-week immersive internship, the program features an integral series of group-based seminars, workshops and activities.

Our alumni often cite spending a summer in a global city with a cohort of like-minded, high-potential early in career professionals - and the lasting relationships forged - among the most significant benefits of the program.

Graduates of the program leave with the professional skills, experience and connections necessary to find and launch a rewarding career.

Global Explorer Program:  
 8-week immersive internship\* + Career Navigator Series + Future Leaders Series + Group Events & Excursions.

\* More than 65 per cent of our alumni get hired by their host company. Your internship may last more than 8 weeks if you and your host company wish.

For 2017, we will be offering spring, summer, fall and winter programs in 12 locations:

London, Paris, New York, Boston, Washington D.C., Miami, Chicago, Austin, Los Angeles, San Francisco, Sydney & Hong Kong.

With internship placements in 9 industries:

Banking & Financial Services; Marketing, Advertising & PR;  
 Consulting & Professional Services; Technology & Engineering;  
 Entertainment, Media & Journalism; Law & Politics; Art, Fashion & Design; Charities, NFPs & NGOs, Start-Ups & Entrepreneurship.

Program Dates: June 5th - July 28th 2017

More information:

#### Internship

Cultivate real-world skills and experience to enhance your employability with an eight-week, full-time internship. We'll work with you to identify the best opportunity with a host company that matches your professional goals and cultural fit.

#### Career Navigator Series

In an ever-evolving economy and employment market, it's critical to make every move count. The Career Navigator Series equips students with the knowledge and confidence to make smart, informed career decisions. The course starts with a Graduate Panel Q&A, includes an Acing the Interview workshop and finishes with an intern-supervisor Meet & Greet.

#### Future Leaders Series

Being a leader is a state of mind. The Future Leaders Series will train you to think and behave like a leader. Likened to a mini-MBA, this course comprises over 15 hours of contact time, we'll see you for a workshop every Thursday and set you weekly exercises. Classes include Market & Company Analysis, Sales & Marketing Fundamentals and Money Matters.

#### Group Activities & Travel

Learn more about yourself and open your eyes through travel. We'll host a series of networking evenings, a weekend retreat, a day trip and social Happy Hours on Thursdays that bring you and your cohort together. And when we're not together, we'll always encourage you to get out, travel, explore and discover new things as you see new parts of the world.

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**Posting Date:** February 27, 2017

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**Salary Range:** At discretion of host company.

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**Website:** <http://city-internships.com/>

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**Contact:** Alex Townley  
631 Wilshire Boulevard Santa Monica, California 90401 United States

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**Resume Receipt:** Other (see below)

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**How To Apply:** <https://goo.gl/vLc3xH>

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**ID:** 1499

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## eCommerce Retail Development Program (Merchandising)

Walmart US eCommerce

**Position Type:** Full Time

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**Job Location:** Hoboken, New Jersey (United States)  
 Boston, Massachusetts (United States)  
 San Bruno, California (United States)  
 Omaha, Nebraska (United States)

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**Description:** Position Summary

About Walmart US eCommerce | Jet.com

Work at a startup and the Fortune 1 Company at the same time! Walmart and Jet.com have joined forces to transform e-commerce by combining a revolutionary pricing engine, world class technology, and fulfillment platforms. We've set out to create a new kind of e-commerce.

Walmart's US eCommerce is comprised of Walmart.com, Jet.com, SamsClub.com, Hayneedle, Shoebuy.com, VUDU, and Walmart Grocery.

We are seeking individuals to join our diverse team and be part of a dynamic, rewarding, and fun work experience in our eCommerce Retail Development Program.

About the eCommerce Retail Development Program Category Specialist

Based either in the San Francisco Bay, New York City, Omaha, or Boston area, YOU are at the center of eCommerce Retail organization with an opportunity to serve as an intrapreneur across all e-commerce businesses. You will be equipped with the training, tools, and infrastructure to assist you in owning the end to end performance of your digital product categories (merchandising, electronics, etc.).

**YOU Own It:** As category specialist, you are responsible for optimizing product performance across all of our sites; Jet.com, Walmart.com, Hayneedle.com, and Shoebuy.com.

**YOU Drive It:** Leverage world-class interpersonal and persuasion skills to negotiate with vendors, coordinating cross functional teams to make sure we sell what the customers want.

**YOU Lead It:** Work within a world-class team of collaborative colleagues and have access to industry-leading merchandising tools and technology to help you grow your digital product category at scale.

You Will Be Developed and Trained To:

Manage and monitor on-boarding and item set up process to make sure products are available and ready to sell.

Improve navigation experience (browse/search) by managing and enhancing product attributes, along with taxonomy.

Manage Item/category pages including product imagery, rating reviews, basic and enhanced content. Find new ways in which our customers can discover your products at our sites.

Optimize item and category pricing. Manage product margins and

benchmark competitors.

Conduct regular analysis of category performance, identifying key trends and improvement opportunities.

Work with cross functional teams (across marketing, product and supply chain) to execute initiatives to optimize category performance.

Travel as needed.

### Why Join?

Three Dimension Development:

- o Ownership: Run an e-commerce business from day one; leveraging leadership, communication and analytical skills.

- o Training: Learn e-commerce merchandising from end to end

- o Mentorship: Experienced e-commerce retailers who will advise and help you succeed.

Be a part of Your class: Join a class of like minded entrepreneurs that share the same passion for the industry. This group will become your community of peers and together you will reshape the e-commerce retail organization.

Develop Your ideas: Develop your ideas and pitch them to leadership. Run the extra-mile and work closely with the Incubation and Strategic Partnerships team to develop the next generation of e-commerce ideas.

Your Impact: Become a part of a mission oriented company that is striving to improve peoples lives. The program aligns to this mission and is built on a win-win-win approach, driving business for the customers benefit.

### About You

Bachelors degree with a strong academic background

A track record of success, achievement orientation, initiative, desire to get ahead, etc

Proven leadership experience through academics, student clubs, volunteer activities, etc

Creative and exploratory personality

Passionate about e-commerce and retail

Possess a Founders mentality and bias to action. Whatever the challenge, you find a way to solve it.

Strong attention to detail; with ability to scrutinize your business and polish the customer experience

Customer-focused, with the ability to always keep the customer always comes first

Strategic, critical thinking, problem-solving multitasker with strong business acumen.

Communication and interpersonal skills with an emphasis on influencing and working within teams

Strong analytical and critical thinking skills.

Open to working in an ambiguous environment. You are a fundamental building block to a growing program.

Negotiation and persuasion skills.

Fast learner; absorbing information and experiences and applying them.

#LI-AK1

### Company Summary

Walmart US eCommerce is comprised of Walmart.com, VUDU,

SamsClub.com, and our technical powerhouse @WalmartLabs. Here, innovators incubate next gen e-commerce solutions in real-time. We integrate online, physical, and mobile shopping experiences for billions of customers around the globe. How do we do it? We continuously build and invest in new technology including open source tools and big data innovations. Data scientists, front and back-end engineers, product managers, and web and UX/UI teams collaborate alongside e-commerce experts to envision, prototype, and bring revolutionary ideas to life in a dynamic, flexible and fun work culture.

Req ID:  
787857BR

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**Posting Date:** February 21, 2017

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**Website:** <http://careers.walmart.com/>

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**Contact:** University Relations Jennifer Sykora  
850 Cherry Avenue San Bruno, California 94066 United States

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**Resume Receipt:** Other (see below)

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**How To Apply:** <https://achieveyour.com/>

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**ID:** 1498

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## Intern IT Service Manager, FWS

thyssenkrupp GSS IT North America

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**Position Type:** Internship/Co-op

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**Desired Major(s):** All Majors

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**Location:** Alpharetta, Georgia (United States)

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**Description:** Summary of Position:

The Service Management Intern will gain working knowledge with regards to IT Service Management within the Information Technology Service Management and Information Technology Infrastructure Library disciplines, (ITSM and ITIL). The resource will be introduced to processes and procedures for successfully managing operational Suppliers/Vendors and will be integral in the day-to-day management of the providers of services consumed by thyssenkrupp. The resource will provide support and receive direction from the Head of IT SM FWS and other team members.

**Key Accountabilities:**

The duties and responsibilities of the Service Management Intern/Co-Op include but are not limited to the following:

- Support Service Management activities as related to Supplier/Vendor Management with additional focus on Escalation Management.
- Responsible for assisting operational activities within the areas of customer service, reporting, data gathering & analysis, and investigating customer complaints.
- Attend meetings with internal teams, customers, and suppliers/vendors to gain understanding on the interactions between Service Management, provider, and customer.
- Interact with peer groups, vendors, and internal customers as necessary for the dissemination of information pertaining to service offerings and support.
- Assist with the ongoing internal communication tasks to promote cohesion amongst the Global GSS IT teams and customers.

The above is intended to describe the general content of and requirement for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

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**Posting Date:** February 24, 2017

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**Expiration Date:** May 1, 2017

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**Approximate Hours Per Week:** 40

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**Salary Level:** 13.00

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**Qualifications:** Qualifications:

Minimum Requirements:

- General knowledge of IT Services.
- Familiarity with Office suite (Word, Excel and PowerPoint).
- Understanding IT Technologies.
- Focus on Customer Service.
- Ability to successfully manage multiple tasks.
- Good communication skills.
- Willingness to work outside of job description.
- Flexible to changing environments.

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**Contact:** thyssenkrupp IT Kimberley Lyday  
Human Resources Manager  
2475 Northwinds Pkwy Suite 400 Alpharetta, Georgia  
30009 United States

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**Resume Receipt:** Accumulate Online

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**ID:** 1497

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## Entry Level Customer Training Professional (Traveling Representative)

Reynolds & Reynolds

**Position Type:** Full Time

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**Job Location:** , Nationwide (United States)

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**Description:** The Training Department plays a crucial role in connecting our customers to our software. The main purpose of this position is to help our customers make a smooth conversion to the Reynolds and Reynolds system and provide training and customer support throughout the process.

In this position, you will travel approximately 80% of the time and you will typically be given at least 1 month advance notice about upcoming trips. You will travel both individually and with a team installing and converting our software for customers. This requires excellent presentation and communication skills as you will meet with dealership management to understand the needs for each dealership. Based on these requirements, you will customize the system and train key dealership personnel on how to use the solution.

When you are not physically at a customer site, you will support current customers, prepare for future trips, and conduct follow-ups with recently installed customers from your home office. Since you will be working from a home office, we will provide you with a company car, iPhone, laptop, and printer-scanner-copier equipment.

### Training:

Training lasts approximately 2-3 months and includes department observations, classroom instruction, and on-the-job training with a mentor. Classroom instruction includes product training as well as automotive dealership operations. You will focus on one area of the software during your product training and assist experienced representatives with customer set-up and implementation. In addition, you will have the opportunity to see Reynolds solutions in action by visiting car dealerships that already utilize our solutions on a daily basis.

### Requirements:

- Bachelors degree preferred
- Outgoing, friendly personality
- Strong written and verbal communication skills
- Ability to travel 80% of the time

### Company Information:

Founded in 1866, Reynolds and Reynolds provides document and software solutions to the automotive industry ([www.reyrey.com](http://www.reyrey.com)). We offer solutions for each area of the dealership including parts, service, accounting, and sales. Reynolds employs more than

4,300 associates worldwide.

Visit our YouTube channel for an inside look into this position, copy and paste this URL into your browser:  
<https://youtu.be/mubCpFREQk0>

**Benefits:**

We strive to offer an environment that provides our associates with the right balance between work and family. We offer a comprehensive benefits package including:

Medical, dental, vision, and life insurance

401(k) with up to 6% matching

Working remotely with an iPhone, Dell laptop computer, printer/scanner/copier, company car (bi-weekly fee)

Company car for business and personal use

Professional development and training

Promotion from within

Paid vacation and sick days

Eight paid holidays

Referral bonuses

Associate discounts for cell phones, cars, computers, entertainment, and much more

Reynolds and Reynolds encourages applicants of all ages and experience to apply, as we do not discriminate on the basis of age.

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**Posting Date:** February 24, 2017

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**Salary Range:** \$40,000/Year+

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**Website:** <http://www.reyrey.com/careers>

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**Contact:** Stephanie Swigart  
One Reynolds Way Kettering, Ohio 45430 United States

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**Resume Receipt:** E-mail, Accumulate Online

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**Default email for resumes.:** [apply@reyrey.com](mailto:apply@reyrey.com)

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**ID:** 1496

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## Entry Level Customer Consultant (Face to Face)

Reynolds & Reynolds

**Position Type:** Full Time

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**Job Location:** , Nationwide (United States)

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**Description:** Are you customer focused, resourceful and looking to start your career with a leading provider of automotive retailing solutions, then consider joining our team! Reynolds and Reynolds, one of the top providers of premium integrated computer solutions for automobile dealerships, is seeking Customer Consultants to join our growing team of professionals. The position is primarily focused on providing on-site consulting support to approximately 50-70 automotive dealerships within an assigned region.

Paid Training! This position will begin with an intensive four to five month paid training program designed to teach you our solutions and give you the skills needed to be successful in this entry level role. If you meet our background requirements and are looking to launch your career with a great company that rewards hard work and success, this is the ideal opportunity for you!

### RESPONSIBILITIES:

As a Customer Consultant, you will be responsible for providing high level customer support at the automotive dealership location. Functioning as a consultant, you will be responsible for providing excellent support for our products and ensuring that our customers are using the software that they purchased to their full potential.

Customer Consultants work from a home office and will be provided a company car, iPhone, iPad, laptop and printer-scanner-copier equipment.

This role will begin with an intensive 4-5 month paid training program located at our office in Houston, TX. Trainees will be provided a furnished corporate apartment during the training period, as well as periodic trips home. Training for this role will consist of:

Classroom instruction and online courses consisting of in-depth product training on our Dealership Retail Management System and overall dealership operations

Mentor partnering to train in the field where you can apply your classroom knowledge in a real-world setting

Visit our YouTube channel for an inside look into this position, copy and paste this URL into your browser:  
<https://www.youtube.com/watch?v=t21ZnQL9Ki4&feature=youtu.be>

#### BENEFITS:

We strive to offer an environment that provides our associates with the right balance between work and family. We offer a comprehensive benefits package including:

- Medical, dental, vision, and life insurance
- 401(k) with up to 6% matching
- Company car for business and personal use
- Working remotely with a company cell phone, laptop, and other provided home office equipment
- Professional development and training
- Promotion from within
- Paid vacation and sick days
- Eight paid holidays
- Referral bonuses
- Associate discounts for cell phones, cars, computers, entertainment, and much more

Reynolds and Reynolds encourages applicants of all ages and experience to apply, as we do not discriminate on the basis of age.

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**Posting Date:** February 24, 2017

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**Salary Range:** \$40,000+

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**Qualifications:** Bachelors Degree

Must be a self-starter with good time management skills

Strong written and verbal communication skills

Excellent customer service and organizational skills

Ability to build strong customer relationships

Ability to travel between 15-30% of the time overnight depending on assigned territory

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**Website:** <http://www.reyrey.com/careers>

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**Contact:** Stephanie Swigart  
One Reynolds Way Kettering, Ohio 45430 United States

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**Resume Receipt:** E-mail, Accumulate Online

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**Default email for resumes.:** [apply@reyrey.com](mailto:apply@reyrey.com)

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**ID:** 1495

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## 2017-18 SY Early Childhood Teacher-Prek through 3rd grade

Eagle Academy PCS

**Position Type:** Full Time

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**Job Location:** Washington, District of Columbia (United States)

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**Description:** Job Description:

The Teacher is responsible for the cognitive and affective development of each student. The Teacher insures that a child-centered, active lesson is prepared for every area each day. The teacher is responsible for the measurable forward progress of students in cognitive and affective development.

Additional areas of responsibility are creating an active learning environment, facilitating the curriculum, personalizing the curriculum to meet the needs of the students, integrating technology into the classroom, mentoring the associate teacher (when possible), and partnering with staff members, students, parents, and administration.

**Qualifications:**

- Bachelors degree required in Early Childhood Education and/or Special Education.
- Attain a Masters Degree in Early Reading, Science, Math or Special Education within five years of appointment to Eagle.
- Meet the appropriate grade level and subject area requirements to obtain Highly Qualified status for the District of Columbia under the No Child Left Behind law
- Minimum of two years of successful classroom teaching experience, preferably within an urban school setting (preferred)

**Five PRIORITY Abilities Areas:**

1. Deep knowledge and experience with effective instructional and behavioral methods and strategies for educating urban youth.
2. Ability to thrive in a fast-paced, dynamic, and rapidly-changing environment
3. Intellectual agility, a commitment to maintaining rigorous standards, and a demonstrated ability to think strategically and execute on multiple priorities simultaneously.
4. Innovative, creative and collaborative problem solver.
5. Experience in working in under resourced communities including the ability to adjust to cultural differences.

**Job Functions and Responsibilities:**

- Prepares lesson plans based on the approval Eagle curriculum and instructional program. Also prepares tests and classroom activities that will promote an orderly learning experience for the pupils progress; encourage pupil self-evaluation.
- Shows sensitivity to the readiness levels of the children in order to organize the presentation of material for the

most effective learning in the various areas of reading, literature, social studies, oral and written language, spelling, handwriting, science, mathematics, music, art, physical education, health and safety.

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**Posting Date:** February 23, 2017

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**Salary Range:** starting at 55k

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**Qualifications:** - 2 years teaching experience  
- Certification/License through DC, MD, or VA  
- OSSE Highly Qualified Requirements

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**Contact:** Jenae Jones  
475 School Street Southwest Washington, District of  
Columbia 20024 United States

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**Resume Receipt:** E-mail, Accumulate Online

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**Default email for resumes.:** jobs@eagleacademypcs.org

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**Additional Documents:** Other Documents

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**ID:** 1494

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## Teach English Abroad

### Live TEFL Prague

**Position Type:** Part Time, Full Time

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**Job Location:** Prague, (Czech Republic)

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**Description:** Teach English in Prague. Whether you have formal qualifications or not, Live TEFL Prague opens the door to your adventure abroad

Our teaching program begins with a 4 week, intensive, face-to-face TEFL training program which gives you the practical and theoretical expertise to start teaching English with confidence. Join an authentic language school with over 300 teachers, and teach English in Prague, one of Europe's most beautiful cities. We have opportunities available for both new and experienced teachers. Teaching English abroad is a great adventure for both native and non-native English speakers, allowing you to experience different lifestyles and cultures.

Once you have successfully completed your training, you will be awarded an internationally recognised certificate, and can step immediately into a guaranteed teaching job in Prague for 6 to 12 months. Your qualification also offers you the freedom to teach English throughout the world. It can be difficult to get a working visa in some countries but English language teachers are welcome nearly everywhere. In Prague you will be paid the market rate for teaching English and our dedicated support team can help you settle into the city, find accommodation, and do all the other things you have to do when you move to a new country.

Working with us gives you the chance to teach a variety of courses, from business to conversation, and a range of ages from young learners to adults. You will receive ongoing support from the academic staff and mentors, and be able to take advantage of professional development activities to enhance your teaching skills.

Networking is an important part of your teaching experience and our social programme, which includes welcome parties, seasonal teacher parties and other ad hoc events, will let you meet other teachers and enjoy all that Prague has to offer. At any time of the day you are sure to find several teachers in our staffroom, preparing classes, relaxing or having a bite to eat. Drop by and have a chat, hear interesting inside-the-job stories, or ask for their ideas and advice. Our experienced teachers will help you develop your own teaching style and philosophy.

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**Posting Date:** March 9, 2017

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**Salary Range:** Average pay is 1,000.00 USD monthly

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**Qualifications:** Native speaker or English Language proficiency  
Willing to learn and help others to learn  
Interested in people

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**Industry:** Architecture/Urban Planning

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**Website:** <http://www.liveteflprague.com>

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**Contact:** Jessica Williams  
USA Outreach



15 Nmst Mru Prague, 120 00 Czech Republic

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**Resume Receipt:** Other (see below)

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**How To Apply:** <http://www.liveteflprague.com/apply-now/>

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**ID:** 1493

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## Fine Art Gallery Associate

Park West Gallery

**Position Type:** Full Time

**Job Location:** Miami, Florida (United States)  
San Francisco, California (United States)  
Chicago, Illinois (United States)  
Los Angeles, California (United States)  
New York, New York (United States)

**Description:** Travel the World and train to be a Fine Art Auctioneer with Park West.

For over 45 years Park West Gallery has been an international leader in the Art Industry. We are one of the largest privately-owned art galleries in the world, currently operating 100+ Art Galleries onboard Luxury Cruise Ships around the world, with 8 leading cruise lines including: Azamara, Carnival, Celebrity, Holland America, Norwegian Cruise Line, Princess, P&O, and Royal Caribbean. Park West represents internationally renowned artists who have been exhibited in and collected by world class museums and galleries and featured as official artists countless for events such as the Grammys, the Olympics, the Super Bowl, and the World Cup.

Park West is seeking a Fine Art Gallery Associate to work and train to become a Fine Art Auctioneer onboard Luxury Cruise Ships sailing to exciting international ports in Australia, the Mediterranean, Asia, and the Caribbean, amongst many other exotic locations. This opportunity offers the chance to travel the world while establishing oneself as a professional in the art industry. While candidates with diverse work experiences will be seriously considered, the ideal candidate would have previous experience working with art, sales and/or public speaking. Extensive training is provided for all qualified applicants.

### Job Responsibilities

The primary responsibility of a Fine Art Gallery Associate is to engage clients cruising onboard Luxury Cruise ships and instill a strong passion for fine art and collecting while on vacation. Working as a part of a shipboard team the Art Gallery Associate will contribute to developing and maintaining an art program that consistently achieves sales targets.

Unlike many corporate jobs, the Fine Art Gallery Associate has the opportunity to develop a myriad of different skills sets while training to become an Art Auctioneer.

Other responsibilities will include:

- Event planning

- Arranging cohesive and professional art displays

- Organizing and executing marketing strategies

- Developing and maintaining a promotional mindset

- Engaging in consultative conversations with collectors and generating interest

- Educating clients about artwork, determining level of interest, and developing leads

- Making payment and shipping arrangements

- Maintaining professional demeanor and appearance at all times

## JOB REQUIREMENTS

As a Fine Art Gallery Associate, you must be highly motivated, personable, and eager to learn and grow professionally. Qualified candidates enjoy traveling, experiencing other cultures, and taking on increased levels of responsibility. You must be able to interact effectively and develop rapport with a diverse variety of people.

Other requirements of the role include:

An entrepreneurial spirit and mindset

Strong interpersonal and communication skills

Flexibility to work six months consecutively on a luxury cruise ship

Adaptability in a constantly changing work environment

Ability to establish trust and credibility with guests

Capacity to work effectively in a fast-paced and exciting environment

Marketing, sales, public relations, or related experience, a plus

Art history background, a plus

Strong public speaking skills, a plus

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See how our Associates describe the Park West experience:

<http://artauctionsabroad.com/>

Establish yourself as a professional in the fine art industry while embarking on an incredible adventure, apply today!

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**Posting Date:** February 21, 2017

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**Salary Range:** Salary, commission, paid travel and accommodation.

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**Website:** <http://www.parkwestgallery.com/>

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**Contact:** Joan Aofrate  
Recruitment Manager  
16000 Northwest 59th Avenue Miami Lakes, Florida 33014 United States

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**Resume Receipt:** Other (see below)

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**How To Apply:** [https://parkwestgallery.recruiterbox.com/jobs/fk066mc?cjb\\_hash=O\\_cVmA86&apply\\_now=true](https://parkwestgallery.recruiterbox.com/jobs/fk066mc?cjb_hash=O_cVmA86&apply_now=true)

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**ID:** 1492

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# Graduate Sales Development Representative, Marketo

Pareto

**Position Type:** Full Time

**Job Location:** Atlanta, Georgia (United States)

**Description:** Role: Graduate Sales Development Representative, Marketo  
 Location: Atlanta, GA  
 Salary: \$35,000 basic, \$65K Y1 OTE, with much more as you progress  
 Ref: GAGH6908

Marketo provides the leading engagement marketing software and solutions designed to help marketers develop long-term relationships with their customers from acquisition to advocacy. Marketo is built for marketers, by marketers and is setting the innovation agenda for marketing technology. Marketo is built for marketers, by marketers and is setting the innovation agenda for marketing technology.

The Sales Development Representative:

Sales Development Representatives (SDRs) are responsible for identifying and creating new qualified sales opportunities in Target Accounts for their regional Account Executives. The SDR manages the inbound lead activity in their territory, qualifying active buying interest and developing opportunity in prospect accounts. The SDR will also coordinate with their AE counterparts to determine the accounts that require research and prospecting activities to secure a sufficient flow of additional qualified opportunities. An implicit responsibility of the SDR is to conduct business dealings in a way that creates a superior prospect experience that will set the stage for effective sales follow-up, as well as future product sales.

Responsibilities:

Prospect, educate, qualify, and develop Target Accounts and inbound leads to create sales-ready leads and opportunities

Interact with prospects via telephone and email  
 Research accounts, identify key players, generate interest and develop accounts to stimulate opportunity  
 Disseminate opportunities to appropriate AE, educating rep as necessary about the opportunity  
 Successfully manage and overcome prospect objections  
 Become a trusted resource and develop superior relationships with prospects  
 Update lead scoring and prospect interaction in salesforce.com to ensure efficient lead management  
 Consistently achieve qualified opportunity quotas to ensure territory revenue objectives.  
 Provide closed-loop feedback to ensure continuous process optimization

Required Skills/Experience:

A self-starter with a track record of successful, credible lead follow-

up and sales development at multiple executive levels within an organization  
 4-year College degree required  
 Familiarity with marketing automation space is a plus  
 Opportunity qualification and objection handling  
 Call structure and control  
 Time and territory management  
 Ability to work in a high-energy sales team environment; team player  
 Positive and energetic phone skills, excellent listening skills, strong writing skills  
 The highest level of integrity  
 Proficient with standard corporate productivity tools (email, voicemail, MS Office)  
 Sales training and salesforce.com experience is a plus

You'll receive:  
 A basic salary of \$35,000  
 OTE of up to \$65K in your first year!  
 Expect your earnings to rise in line with your career progression!  
 Full, bespoke training and continuous learning and development courses, including leadership and management training and career development coaching!  
 A vibrant office environment and exciting culture  
 Subsidised gym membership

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**Posting Date:** February 21, 2017

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**Salary Range:** \$35,000 (Y1 OTE \$65,000)

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**Qualifications:** A self-starter with a track record of successful, credible lead follow-up and sales development at multiple executive levels within an organization  
 4-year College degree required  
 Familiarity with marketing automation space is a plus  
 Opportunity qualification and objection handling  
 Call structure and control  
 Time and territory management  
 Ability to work in a high-energy sales team environment; team player  
 Positive and energetic phone skills, excellent listening skills, strong writing skills  
 The highest level of integrity  
 Proficient with standard corporate productivity tools (email, voicemail, MS Office)  
 Sales training and salesforce.com experience is a plus

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**Industry:** Accounting, Aerospace, Architecture/Urban Planning, Automotive, Banking, Biotech & Pharmaceuticals, Business Services, Communications/Media, Computers: Hardware/Software, Consulting, Education, Electronics, Engineering, Entrepreneurial/Start-Ups, Fashion, Manufacturing, Travel & Tourism

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**Website:** <http://www.paretolaw.com/>

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**Contact:** Suzie Berry  
 Head of Candidate Experience  
 1 Penn Plaza Suite 2435 New York, New York 10119 United States

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**Resume Receipt:** Accumulate Online

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**ID:** 1491

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