

EXTERN JOB LISTINGS 2011-2012

Dated November 2, 2011

ARTS

(Job #ART01) Administrative Assistant, The Glimmerglass Festival, PO Box 191, Cooperstown, NY 13326-0191 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

The Glimmerglass Festival is one of America's leading summer opera festivals located in Cooperstown, NY. During the summer the company presents 4 main stage productions and hosts a training program for artists, production personnel and arts administrators planning a career in the performing arts. A full time staff of 22 works during the off-season to prepare for each summer. **Qualifications:** Interested externs should have a good working knowledge of computers including the Windows Office. Experience with databases and computer graphic skills are also a plus. **Housing Availability** – Yes.

(Job #ART02) Music Assistant, Self Employed Music Teacher, 501 Mashie Drive, Vienna, VA 22180
(A) Jan. 2-6 (B) Jan. 2-13

Come observe and participate in a week of music lessons for piano (mix of Suzuki and traditional) and voice (mix of classical and pop styles). Students range from 8-75 years old! My motivation is to apply principles of sound musical instruction to the interests and abilities of each student. I am an eclectic teacher. Studio of 30 students in the Washington, DC area. **Qualifications:** Music major or music education majors only. **Housing Availability** – Yes.

(Job #ART03) Arts Education Intern, Young Audiences, 200 Forrestal Road, Princeton, NJ 08540
(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16

If you are a college student interested in arts education or arts administration, consider externing with Young Audiences New Jersey! YANJ is our state's largest arts education organization, we last year we provided over 418,000 students (about 1/3 of NJ school children) with 4,044 performances and workshops throughout New Jersey. The Young Audiences' mission is to inspire, nurture and sustain the creativity of every child to encourage productive and caring human beings. Learning through the arts prepares children for success in school and life. Spend time with a talented passionate group of individuals who are committed to bringing the arts to Reach Every Child in NJ. **Qualifications:** Strong interest in the arts and/or working in a non-profit organization. Highly motivated, self-starter, fluent in Microsoft Office (Word, Excel and Publisher), organized, good phone skills and an interest in working with artists. **Housing Availability** – No.

BUSINESS

(Job #BUS01) Office Assistant, ML Miller, CPA & Associates, 1124 US Highway 202 South, Suite A-5, Raritan, NJ 08869-1461 **(A) Jan. 2-6**

Assist with projects at a busy accounting firm. Set up client files for tax season. Retire client files. Send out tax engagement letters and tax organizers. Set up appointments. **Qualifications:** Qualification are opens. Small business. **Housing Availability** – No.

(Job #BUS02) Social Network Coordinator, The Red Balloon, 350 Springfield, Summit, NJ 07901

(C) Mar. 12-16

The Red Balloon is an upscale children's clothing store that I have owned for 24 years. I need an Extern that is knowledgeable in Facebook and other social media to set up a Facebook page for the store. It is a trend in the retail industry to use Facebook to let "friends" know of sales and special promotions that the store offers. The Extern can also learn about running a small business. **Qualifications:** Any major will work as long as the Extern is knowledgeable with Facebook and has good writing skills. Anyone interested in owning their own business would get an insider's view. A buying trip can be incorporated into the Externship as well.

Housing Availability – No.

(Job #BUS03) Technology Business Associate, New Jersey Meadowlands Business Accelerator, 160 Chubb Avenue, Suite 204, Lyndhurst, NJ 07071 **(B) Jan. 2-13**

We are a science and technology based business incubator which provides mentoring and business support to fairly early stage businesses from software developers to alternative energy companies, game developers, and green product and service companies. The interns will have a choice of projects from assisting the Accelerator develop a social networking strategy to working with one of our companies in areas like e-developing and executing marketing strategies, business plan optimization, etc. **Qualifications:** A real interest in learning new things especially related to green technologies and business creation, computer skills including social media to help us attract new clients, good communications skills and a work ethic and focus on deliverables.

Housing Availability – No.

(Job #BUS04) Business Operations Extern, Hayward Industries, Inc., 620 Division Street, Elizabeth, NJ 07201 **(A) Jan. 2-6 (B) Jan. 2-13**

This is an exciting Externship, designed for students looking to learn more about business in an international organization. This externship is located in Wuxi, China (about 45 mins. from Shanghai) and will allow students the opportunity to learn the world of manufacturing in one of the fastest growing countries in the world. Students will rotate among members of a strong female management team in the operations department and learn various aspects of business at a plant with approximately 240 employees. Students will learn about lean manufacturing, planning and training aspects of operations. **Qualifications:** Management in the Wuxi facility are fluent in English, therefore there is no language requirement for this position. Prefer students with interests in business, international business, or manufacturing/operations.

Housing Availability – Yes.

(Job #BUS05) Marketing Assistant, Lantrix, Inc., 116 Village Road, Suite 200, Princeton, NJ 08540

(B) Jan. 2-13 (C) Mar. 12-16

Work with our marketing team to come up with innovative ways to reach NCAA fans for our licensed NCAA bedding products. **Qualifications:** Interest in marketing or related business majors required. **Housing**

Availability – No.

COMMUNICATION

(Job #COM01) Editorial Assistant, Paulist Press, 997 MacArthur Boulevard, Mahwah, NJ 07430

(C) Mar. 12-16

At Paulist Press, we strive to give Douglass externs a sampling of the tasks that go into preparing a manuscript for publication and distribution. You will spend some time in editorial, in production, and in marketing, getting a taste of each area. **Qualifications:** Familiarity with Microsoft Office applications, especially Word, is essential. Excellent communication and organizational skills. We're looking for someone who can be given basic instructions and apply them to subsequent assignments. **Housing Availability** – No

(Job #COM02) Business Partner Communications Extern, SunGard Availability Services, 680 E. Swedesford Road, Wayne, PA 19087 **(A) Jan. 2-6 (C) Mar. 12-16**

The Business Partner Communications extern at SunGard Availability Services will play a vital role in helping grow and enhance the company's business partner program. By helping to create detailed company profiles on current business partners through online research as well as surveying partners directly, the result of this externship will be the creation of a business partner catalog. In addition to helping create the partner catalog, the Extern will leverage social media, including but not limited to Twitter, Facebook and LinkedIn, to help promote SunGard's partner program, engage current partners, and/or recruit new partners. **Qualifications:** English, Communication or Marketing majors preferred. Excellent telephone and writing skills. Proficient with MS Office. Experienced in Internet searching and social media tools (i.e. Facebook and Twitter). Adaptable and hardworking team player. **Housing Availability** – No.

(Job #COM03) Communications Department Extern, CIMMYT - International Maize & Wheat Improvement Center, 45 Km, Carretera Mexico-Veracruz, El Batan, Texcoco, Edl. De Mexico, MEXICO CP 56130 **(A) Jan. 2-6 (B) Jan. 2-13**

Now more than ever, gaining international experience is critical to becoming a competitive candidate in a variety of organizations, companies, and businesses. CIMMYT – The International Center for Maize and Wheat Improvement is an international agricultural development organization with 19 offices all over the world. Working as an extern at CIMMYT, you would be exposed to a number of opportunities related to anthropology, Latin American studies, agriculture, communications, development, and photography. You would be based in the communications department and have the opportunity to interview scientists, farmers, take photos, and edit text for the website, and if time permits, visit agricultural development projects. There are range of opportunities to be involved with web-based and print communications outputs and to practice speaking and translating Spanish. **Qualifications:** Students interested in development, anthropology, communications, photography, Spanish, Latin American studies, agriculture, journalism, and international relations would be well suited to this externship. There are a number of areas where students could be involved should they so choose, so being open-minded is a definite plus. Spanish language skills are not required, but cross-cultural communication would be an advantage. **Housing Availability** – Yes.

(Job #COM04) Multimedia Extern, Ranney School, 235 Hope Road, Tinton Falls, NJ 07724 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

This is a great opportunity to flex your writing skills and learn how to manage the publication process. Our department produces educational brochures, magazines and videos for the web and television. **Qualifications:** Strong writer a must, video production experience a plus. **Housing Availability** – No.

(Job #COM05) Staff Writer, Triumph Communications, 238 Lakefront Lane, Bluff City, TN 37618 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

Love to write? Love to learn a little bit about a lot of different topics? Then I'd love to introduce you to the world of commercial writing... article marketing, to be exact. With the constant growth of the Internet, there's one skill that's in high demand - commercial writing. You'll learn how to do quick research, write in a way that engages human readers and search engines at the same time, and possibly discover a business/career you never knew existed. I'll provide online training so you can learn how to do this kind of writing, then give you an assortment of writing assignments to complete for my clients. You'll work on articles, press releases, and videos. Past externs said they really enjoyed this experience. This is a virtual externship. **Qualifications:** Writing, marketing. **Housing Availability** – No.

(Job #COM06) Advertising Extern, Fairchild Fashion Media, 750 Third Avenue, New York, NY 10017

(A) Jan. 2-6 (B) Jan. 2-13

Get an insider's look at the fashion publishing industry by working at Fairchild Fashion Media, the company behind Womens Wear Daily, the daily newspaper to the fashion trade. **Qualifications:** Word, Excel, writing skills **Housing Availability** – No.

EDUCATION

(Job #EDU01) Speech Aide, Santa Clara County Office of Education, 1855 Lencar Way, San Jose, CA 95124

(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16

If you are specifically interested in working with the deaf and hard of hearing population, this externship would give you experience with a Total Communication program, serving preschoolers through 5th grade.

Qualifications: Language, education, or speech majors are welcome. **Housing Availability** – No.

(Job #EDU02) Extern, Paradigm Medical Communications, LLC, 523 Route 303, Orangeburg, NY 10962

(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16

Assist with medical education grant submissions, recruitment for live continuing medical education activities, and other administrative duties such as database management. **Qualifications:** Proficient in Microsoft Office and internet research.

Housing Availability – No.

(Job #EDU03) Teacher's Aide, School District of Philadelphia, 3601 Filbert Street, Philadelphia, PA 19104

(A) Jan. 2-6 (C) Mar. 12-16

University City HS is located in West Philadelphia, on the boundaries of UPENN, Drexel University and The Science Center. This is your opportunity to work closely with a teacher in an inner city high school. You will be able to assist with: tutoring, help with labs, grading, small groups discussions, etc. **Qualifications:** Biology and/or Education courses preferred.

Housing Availability – No.

(Job #EDU04) Domestic Research Extern, Sesame Workshop, 1900 Broadway, New York, NY 10023

(B) Jan. 2-13

Founded in 1969, the Sesame Workshop, the creator of Sesame Street, is a producer of programs, products, and services in multiple media that entertain and educate children and their families. Education and Research conducts formative research with children and their caregivers to support concept development, planning and production for Sesame Street materials, such as the TV show, books, digital media, and domestic outreach efforts. Education and Research extern duties include: library research, stimuli development, interviewing children, collecting, coding and verification of data, and screening show segments. **Qualifications:** This group seeks candidates studying psychology, education (early childhood education is a plus), and/or communications. Prior experience working with young children is required. Prior experience with psychological research is preferred. **Housing Availability** – No.

(Job #EDU05) Assistant Teacher, Scotch Plains-Fanwood Board of Education, 667 Westfield Road, Scotch Plains, NJ 07076 **(C) Mar. 12-16**

If you enjoy working with younger students, you want to make a difference, and are thinking of a career in education, then this is the externship for you! You will be an assistant teacher and work with students in 9th and 11th grade. The 9th grade students take United States History and the 11th grade students take Global Perspectives. You will teach lessons and take on some of the responsibilities of a teacher. It's a great opportunity-don't pass it up! **Qualifications:** This externship is appropriate for a student who is interested in secondary education (social studies preferred) and/or has a passion for history. **Housing Availability** – No.

(Job #EDU06) Extern, Museum of Early Trades & Crafts, 9 Main Street, Madison, NJ 07940

(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16

Our Douglass extern students in the past have enjoyed being involved in a variety of museum-related activities: in Education, preparing educational programs, teaching children, materials preparation, setup & takedown; in Curatorial, exhibit research, artifact handling & registration, exhibit installation. **Qualifications:** Flexible. Can easily "change gears" depending on the tasks at hand, good with public, computer-confident, fun-loving and creative.

Housing Availability – No.

(Job #EDU07) Teacher's Aide, Rock Brook School, 109 Orchard Road, Skillman, NJ 08558

(C) Mar. 12-16

Rock Brook is a private special education school for students ages 5 through 15, located in Skillman New Jersey. I am speech/language therapist. I co-teach a class of students ages 11-15, with a teacher certified in Special Education. Our students present a wide range of learning differences. An extern would observe me teaching class lessons, reading and math groups, as well as individual or small group speech/language therapy. Last year's extern finished the week by presenting a language lesson to the students. It is an interesting and rewarding week for a student interested in either special education or one of the related therapies.

Qualifications: Someone interested in education of special needs students. **Housing Availability** – No.

(Job #EDU08) Extern, Summit Speech School, 705 Central Ave., New Providence, NJ 07974

(A) Jan. 2-6 (C) Mar. 12-16

Summit Speech School teaches preschoolers who are deaf or hard of hearing to listen and talk without the use of sign language. Externs will have the opportunity to observe classes, audiology sessions, occupational therapy, speech therapy and physical therapy. **Qualifications:** Interest in the field of auditory/oral deaf education. Externs should have a warm personality and be willing to interact with small children. **Housing Availability** – No.

(Job #EDU09) Education Extern, Tuxedo Park School, Mountain Farm Road, Tuxedo, NY 10987

(A) Jan. 2-6 (B) Jan. 2-13

Come and see what Independent Education looks like. In my 23rd year in Independent Schools, I have now worked in four schools on both coasts as a French teacher, a dorm parent, and administrator and now a Head of School. This is a fabulous way to get into education and have a great set of colleagues and a wonderful, integrated life where your time and energy are appreciated. This is a pre-K through 9th grade school - 237 students, 60 faculty and staff - come shadow the head of school, sit in on classes and meetings. **Qualifications:** Interest in Education. **Housing Availability** – Yes.

(Job #EDU10) Special Education Aide, Easter Seals of Southeastern PA, 3975 Conshohocken Avenue, Philadelphia, PA 19131 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

This is a unique opportunity to be exposed to a comprehensive treatment program for young children with multiple disabilities. Students present with numerous challenges which call for nursing support, feeding assistance, assistive technology, and team support from physical, occupational, and speech therapists. Our Special Education teachers lead the team as we seek creative solutions to allow these students to actively engage with others and their environment. **Qualifications:** We are happy to accept any student who loves children and can accept the challenge of being part of creative solutions that change the lives of children and their families. **Housing Availability** – No.

(Job #EDU11) Teacher Aide, Genesis Music Program, PO Box 376, Cedar Grove, NJ 07009

(B) Jan. 2-13

Always wanted to conduct the band? Here's your chance...if you're qualified! Hands-on instrumental music teaching to beginning and advanced students grades 4-8. Private schools...a different one each day!

Qualifications: The extern should be interested in music education as a career. Should be able to play at least one woodwind or brass instrument well...others are a plus! You will assist in teaching 4th-8th graders instrumental music. A car is essential; the position visits a different school each day of the week. 2 week commitment is best. **Housing Availability** – No.

(Job #EDU12) Teacher's Aide, Haddonfield Middle School, 5 Lincoln Avenue, Haddonfield, NJ 08033

(A) Jan. 2-6 (B) Jan. 2-13

The extern will observe how a World Language classroom is run and will give a few short demo lessons in Spanish. **Qualifications:** Fluency or near fluency in Spanish.

Housing Availability – No.

(Job #EDU13) International Student Services Extern, Mercer County Community College, 1200 Old Trenton Road, West Windsor, NJ 08550 **(A) Jan. 2-6**

The primary job will be to assist the International Student Advisor with organizing the New International Student Orientation Program for Spring 2012. This involves putting together information packets, designing flyers, and making copies. The extern will also serve as a greeter to all new students, assist in sending out letters to students, filing, and organizing storage space. *This externship would be from Tuesday, January 3- Friday, January 6th. **Qualifications:** The skills I am looking for are writing skills, customer service skills, and skills to make copies and make up some simple information flyers. **Housing Availability** – No.

(Job #EDU14) Teacher's Aide, The Goddard School, 1846 U.S. Route 1, North Brunswick, NJ 08902

(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16

Externs can support preschool classroom teachers by playing with/helping children in class (from infants to 5 years), creating decorations, helping with office paperwork. Since my position is Director, an extern can choose to be in a classroom or in the office. **Qualifications:** Babysitting or experience in a child-care setting is a plus. Related majors would be Education, Psychology, Sociology, etc. **Housing Availability** – No.

(Job #EDU15) Professor's Aide, Bergen Community College, 400 Paramus Road, Paramus, NJ 07652

(C) Mar. 12-16

The downturn in the economy and the rising costs of higher education have, in recent times, brought new awareness to the potential of community colleges - the 2-year institutions focused on the seemingly disparate tasks of serving diverse populations, retraining older workers for a changing workforce, and preparing students of all academic levels for transfer to 4-year colleges. A participant in this externship will assist in all facets of the professional life of a Community College professor in the field of Art History --from teaching, to grading, to research -- to gain exposure in this rapidly expanding sector of the educational landscape. **Qualifications:** An ideal participant would be interested in education, at either the high school or college level. A student with a background in Art History, History or a related discipline could take on a greater role in the classroom, if desired. **Housing Availability** – No.

(Job #EDU16) Teacher's Assistant, New York City Department of Education, 601 West 183rd Street, New York, NY 10033 **(C) Mar. 12-16**

Come get involved in the educational process from the instructors end. The New York City Department of Education is a challenging and rewarding environment to support at-risk youth along their academic path. Engage one-on-one with teens to promote success and achievement. **Qualifications:** Interest in education, student support, social service, mentoring, behavioral specialist, community involvement, adolescent development and learning disabled.

Housing Availability – Yes.

(Job #EDU17) Teacher's Aide, Douglass Psychology Child Study Center, 26 Nichol Avenue, New Brunswick, NJ 08901 (A) **Jan. 2-6** (B) **Jan. 2-13** (C) **Mar. 12-16**

Come work at the Douglass Psychology Child Study Center! You will have the opportunity to work along side certified teachers and obtain hands-on experience working with children ages 2-5. You will discover how children look at the world, see how they interact with each other, and watch them as they learn and experience things for the first time! The DPCSC is a fast-paced environment where children come first. We use the Creative Curriculum which provides a variety of centers (play areas) to engage the children. Our program is centered around the needs of growing children - providing both structured and free play (indoors and out), a wide variety of toys and games that focus on fun and skill development, and scheduled eating and rest times, during which the children get to practice their self-help skills. We look forward to hosting an energetic and motivated student to assist teachers in implementing activities as well as help with day-to-day operations of the classroom. **Qualifications:** We are looking for enthusiastic, motivated individuals who may be interested in pursuing a career in education, psychology, sociology, or pediatrics. This position requires a person who is responsible, able to follow instructions and is open to a potentially challenging but always rewarding experience. **Housing Availability** – No.

(Job #EDU18) Educational Consultant, Creative Childhood Developmental Services, LLC, 5 Manker Drive, Florham Park, NJ 07932 (A) **Jan. 2-6** (B) **Jan. 2-13** (C) **Mar. 12-16**

I am a college professor and have a private practice working with children with autism and their families. Everyday my schedule is different; I observe in schools, work directly with children and families, train staff, etc. You would have a different experience everyday, which would show you the many facets involved in special education. **Qualifications:** Some background in special education would be helpful, and/or knowledge of autism. These are suggestions, but not requirements. **Housing Availability** – No.

(Job #EDU19) Assistant Supervisor, Bergenfield Board of Education, 130 S. Washington Avenue, Bergenfield, NJ 07621 (A) **Jan. 2-6** (B) **Jan. 2-13** (C) **Mar. 12-16**

This position will allow the extern to visit numerous classrooms to observe teaching styles and student engagement. An extern will also be involved in handling daily tasks such as ordering supplies, books and resources and organizing professional development opportunities. **Qualifications:** A student interested in education administration will be the best candidate for this position. **Housing Availability** – No.

(Job #EDU20) Test Development Assistant, American Institutes for Research, 1000 Thomas Jefferson St. NW, Washington, DC 20007 (B) **Jan. 2-13**

Do you remember those standardized tests you took in grammar school and high school? Did you ever wonder how they were developed? Well, here is your chance to find out. The American Institutes for Research is an innovative leader in the field of educational assessment. We create and deliver assessments for the elementary and high school students in the states of Delaware, Hawaii, Oregon, Minnesota, Ohio, South Carolina, New Mexico, and Florida. Our assessments include the content areas of reading, writing, mathematics, science, social studies, art, health, and physical education. We also develop assessments for students with severe cognitive disabilities and for students who are English language limited. In this job you will work with content area specialists, psychometricians, and operations experts. You will learn about all the inter-related activities that must occur in order to produce a test form for students. **Qualifications:** Majors in English, Mathematics, Science, Social Studies, Art, Health, Elementary Education, and Physical Education. Also, students interested in special education or ESL might enjoy this externship as well. **Housing Availability** – No.

(Job #EDU21) Assistant to the Dean, Guilford College, 5800 West Friendly Avenue, Greensboro, NC 27410

(B) Jan. 2-13 (C) Mar. 12-16

Since 1953, the Center for Continuing Education (CCE) at Guilford College has provided transformative educational opportunities for adult members of the community seeking to improve their lives through the pursuit of a bachelor's degree or certificate of study. Featuring the Triad's largest adult-centered bachelor's degree program, Guilford College provides its adult students with the resources and support they need to succeed in school while continuing to work outside the home, raise families or do both. The Extern will work with the Dean on developing new programs and assisting with various existing programs. **Qualifications:** Must have MS Office skills, especially with MS Word, Excel and Power Point. Should be interested in working with adult and/or continuing education, teaching, counseling, or college administration. Housing and meals can be provided. **Housing Availability** – Yes.

(Job #EDU22) Teaching Assistant, Village Elementary School, 100 Main Boulevard, Skillman, NJ 08558

(B) Jan. 2-13 (C) Mar. 12-16

Are you interested in learning what elementary school is like from the teacher's point of view or thinking about a career in elementary education? You can join our In-class Support Special Education classroom as a teaching assistant. You will be expected to participate in all school activities with the teacher, help students, answer questions, assist with lessons, read aloud to individual students, help grade papers, attend meetings, observe interactions with parents, and all the other daily activities. If you are interested it may even be possible to plan and/or teach a lesson to the whole class or a small group. You will learn the kind of workload you could expect as a teacher, learn classroom management techniques, and add classroom experience to your resume.

Qualifications: Open to students interested in possibly becoming an Elementary Educator (grades 1-5).

Housing Availability – No.

(Job #EDU23) Student Teacher, Montgomery Lower Middle School, 373 Burnt Hill Road, Skillman, NJ

08558 **(A) Jan. 2-6 (C) Mar. 12-16**

The extern will have the chance to observe four 6th grade social studies and language arts classes including one in class support (ICS). The extern will have the chance to sit in on all meetings and planning periods. She will also have the opportunity to teach in a small group if she chooses. **Qualifications:** Students applying or accepted to the GSE preferred, but all are welcome. **Housing Availability** – No.

(Job #EDU24) Math Education Aide, Morris Knolls High School, 50 Knoll Drive, Rockaway, NJ 07866

(A) Jan. 2-6

See what it is like to be on the other side of a high school teacher's desk! Explore the career of a high school educator and learn about classroom management, lesson planning, and extracurricular activities.

Qualifications: Student externs should be interested in the possibility of a career as a high school teacher. The extern should be personable, motivated, and interested in learning and teaching. It would be a bonus if they were interested and/or majoring in the field of mathematics, but they would have the opportunity to see a variety of other disciplines if interested. **Housing Availability** – No.

(Job #EDU25) Special Programs Assistant, The Work-Family Connection, P.O. Box 115, Whitehouse Station, NJ 08889 **(A) Jan. 2-6 (C) Mar. 12-16**

This position involves the extern in many aspects of a non-profit educational organization, including working on the Social Media campaign, Childhood Obesity Prevention programs, and developing projects that respond to the continually emerging needs of youth, families, schools and NJ communities. **Qualifications:** Open qualifications. **Housing Availability** – No.

(Job #EDU26) Leadership Extern, Rutgers, The State University of New Jersey, Cook Campus Center, 59 Biel Road, New Brunswick, NJ 08901 **(B) Jan. 2-13 (C) Mar. 12-16**

Have you enjoyed your college experience? Loved being an orientation leader, being involved with different organizations on campus, or had a close relationship with an advisor? Do you wonder how they got to be an advisor? Come and explore the area of student affairs! The student assigned to this externship will work within the department of Student Life at Rutgers in the area of Leadership development. The student will get a hands on experience learning the in's and outs of what a career in student affairs entails. The assignments will range from assisting in planning a leadership workshop for fellow students and assisting with the marketing of programs. **Qualifications:** An interest in student affairs, leadership development, program or event planning. The student should have basic computer skills (using Office) and be willing to work with other students (graduate and undergraduate). **Housing Availability** – No.

(Job #EDU27) Teacher Assistant, Lenape Kiddie Kollege, 5 Cooper Tomlinson Road, Medford, NJ 08055 **(C) Mar. 12-16**

Observe what goes on in a preschool classroom. Participate and help out in the classroom by reading to the children, sitting in circle time, being part of playground supervision. Observing the director's administrative duties. Learn about child development **Qualifications:** Needs to be a "people person" and have a love of young children. Possible majors: Education, Psychology, Business. **Housing Availability** – No.

(Job #EDU28) Assistant Media Specialist, Rahway Middle School, 1138 Kline Place, Rahway, NJ 07065 **(B) Jan. 2-13**

Extern will assist the Media Specialist in the following: 1 - helping students research in books and online 2 - organizing a library 3 - investigating appropriate and reliable websites for students. **Qualifications:** 1 - Interest in working with children 2 - Understands how to evaluate a website's reliability 3 - Likes to read, and is willing to share recommendations with students 4 - Wants to assist special needs students in completing a research paper. **Housing Availability** – No.

(Job #EDU29) Museum Assistant, New Jersey State Museum, 250 W. State Street, Trenton, NJ 08625-0530 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

Externs will be involved in various education programming responsibilities. We need externs to assist us with duties in each collection bureau, at the moment we are working on several projects within the Natural History, General Education and Archaeology/Ethnology bureaus. **Qualifications:** Externs must have an interest in one or more of the following: Museum Studies, American Studies, Cultural History, Natural History, Archaeology/Ethnology, Education, Fine Art or Art History. **Housing Availability** – No.

(Job #EDU30) Museum Registration Assistant, New Jersey State Museum, 205 West State Street, PO Box 530, Trenton, NJ 08625-0530 **(A) Jan. 2-6 (C) Mar. 12-16**

The New Jersey State Museum's Cultural History Collection consists of 13,000 historical artifacts documenting New Jersey's social, economic, industrial, and military history, as well as aspects of its decorative arts, from the 1600s through the present day. The Douglass students who serve as Museum Registration Assistants will assist the museum Curator and museum Registrar with the process of caring for this important historical collection. Projects include creating inventories and detailed descriptions of artifacts, labeling and numbering artifacts, and preparing artifacts for long-term storage. Students might also assist with library research on topics related to New Jersey history and assist with miscellaneous tasks in preparation of upcoming exhibitions. Students will also be permitted to view behind-the-scenes collections areas where artifacts are stored. **Qualifications:** Students should be working towards a degree in history or social studies education and have a particular interest in the cultural history of New Jersey. Students who enjoy visiting museums and have an interest in possible careers in the museum field are particularly suited to the job. **Housing Availability** – No.

(Job #EDU31) Extern, Old Bridge High School, 4209 Route 516, Matawan, NJ 07747 **(A) Jan. 2-6**

This externship opportunity is for students interested in becoming a school counselor. Students will observe a typical week in a high school guidance department. The student will observe meetings with students regarding college and career planning, academics and personal concerns. This opportunity is from January 3-6, 2012.

Qualifications: This opportunity is ideal for students majoring in education or psychology but all fields are welcome. **Housing Availability** – No.

(Job #EDU32) Teacher Assistant, Piscataway High School, 100 Behmer Road, Piscataway, NJ 08854

(A) Jan. 2-6

Student will see what is it like to be a science teacher at Piscataway High School. **Qualifications:** This externship should be for a student that is interested in becoming a science teacher. Please have a science background and interested in dealing with young teenagers. **Housing Availability** – No.

(Job #EDU33) Extern, Educational Testing Service, Lord Hall, O1-L, Rosedale Road, Princeton, NJ 08534

(C) Mar. 12-16

Participate in a number of corporate activities related to compliance functions within the Legal Division, including: meet with disability experts working on process improvements, meet with teams of reviewers to assure that various tests follow professional measurement standards, participate in client contracts sessions discussing proposal development. **Qualifications:** Knowledge of psychology and sociology preferred, especially research methodology and measurement; interest in application of legal concepts to public policy; interest in current issues related to US education. **Housing Availability** – No.

(Job #EDU34) Career Management Assistant, Rutgers Business School, 94 Rockefeller Road, Janice H. Levin Building, Suite 112, Room 136, Piscataway, NJ 08854 **(B) Jan. 2-13 (C) Mar. 12-16**

My office oversees the execution and development of programs designed to help business students get jobs. Main career services works with all students, but my office focuses solely on business students. The student who comes on board will be helpful in assisting us prepare for our January 27 Exclusive RBS Spring 2012 Career Fair. **Qualifications:** Students who are flexible and with a strong work ethic are most important and the microsoft office suite (Word, Excel, PowerPoint) is also required. **Housing Availability** – No.

(Job #EDU35) Educator, Millburn Public Schools, 25 Old Short Hills Road, Millburn, NJ 07041 **(A) Jan. 2-6**

If you're interested in teaching history this is the place for you! This 7th grade World Cultures course is not your every day social studies class. We study cultures, continents and religions of the world not commonly taught until High School or, in many cases, College. You will have an opportunity to help teach/plan lessons, interact with students and attend department/faculty/team meetings. **Qualifications:** Any history major who is thinking about becoming an educator, applying to the Graduate School of Education or has a passion for teaching should apply. **Housing Availability** – No.

(Job #EDU36) Teaching Assistant, New Millennium Secondary School, 20700 Avalon Boulevard, Suite 285, Carson, CA 90746 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

If you're interested in education, high school, Spanish, social work, or social justice issues surrounding equal opportunities for inner city youth, this is the externship for you! Your extern sponsor was recruited to teach in south Los Angeles through the Teach for America program, Prepare yourself for an eye-opening experience as this third-year teacher offers you a first-hand experience of her "daily grind": lesson planning, grading, interacting with inner city teens and the faculty and staff dedicated to their bright college-bound success.

Qualifications: Any major who is thinking about becoming an educator, applying to the Graduate School of Education, School of Social Work, or anyone who has a passion for teaching or helping traditionally underserved communities should apply. **Housing Availability** – Yes.

(Job #EDU37) School Psychology Extern, South Brunswick Township Schools, Cambridge Elementary School, 35 Cambridge Road, Kendall Park, NJ 08824 **(A) Jan. 2-6**

The extern will observe the role of school psychologist on a child study team on the elementary school level. She will participate in observations of students and meetings with teachers and/or parents. In addition, she will learn about psychological assessments and New Jersey Special Education law. **Qualifications:** Major in psychology or education with interest in child development and learning disabilities.

Housing Availability – No.

FINANCE

(Job #FIN01) Extern Tax Assessor, Tewksbury Township / Town of Clinton, 169 Old Turnpike Road, Califon, NJ 07830 **(B) Jan. 2-13**

Ever wonder how property taxes are determined? Maybe not however when you purchase a new home it is a primary concern. Ever wonder what it is like to work for local government as their Tax Assessor? A Tax Assessor's profession is exciting and ever changing. First and foremost we determine the fair assessment for each property in the municipality we work for. We inspect many styles and types of homes and businesses from the inside out. We testify in front of the County Board of Taxation and in Tax Court defending our assessments. We negotiate settlements etc. I enjoy what I do and will celebrate, in April, 10 years in the business. I would love to share my profession with you. **Qualifications:** Excel experience a must.

Housing Availability – No.

(Job #FIN02) Analyst, J.P. Morgan Securities LLC, 383 Madison Avenue, 8th Floor, New York, NY 10179 **(B) Jan. 2-13**

J.P. Morgan is the investment business of JPMorgan Chase, a leading global financial service firm. If you are interested in having the opportunity to spend two weeks in an environment where leadership, initiative and diversity are among our core values, then we welcome you to apply for the externship. **Public Finance, Investment Banking:** Public Finance bankers create solutions for the financing needs of state and local governments, non-profit institutions and certain corporations that issue debt in the tax-exempt and taxable capital markets. Public Finance offers its governmental and not-for-profit clients debt structuring and underwriting services. As an extern, you will support a client coverage team and work on a variety of projects. **Primary Responsibilities:** Building and using excel financial models, assisting in preparing presentation materials, assisting in requests for proposals and assisting in transaction execution. **Qualifications:** Preferred **Skills:** Math/analytical skills, working with others, presentation skills, academic strength, teamwork, high energy level, written and oral communication skills. **Related Majors:** Business, Finance, Economics, Public Policy. **Other Qualifications:** - College Junior with GPA of at least 3.5 (preferred not required) - Experience working with Excel, PowerPoint and Microsoft Office - Leadership experience, interest in public policy, government and finance - Ability to work in Manhattan (mid-town) - Student must demonstrate that she can legally work in the United States. **Housing Availability** – No.

GOVERNMENT

(Job #GOV01) Assistant to the Director, Warren Township Recreation, 46 Mountain Boulevard, Warren, NJ 07059 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

Our Recreation Extern will have the opportunity to be involved in all aspects of Warren Township Recreation operation's including; but not limited to, promotions, office work, programming, budgeting, marketing and more. The externship will be on a rotation basis so that the extern will get a feel for all aspects of the Recreation office. Duties and Responsibilities: 1. Assist the Recreation Director and Playground Director / in developing and running various recreational activities for Warren Township area residents ranging in age from 2 – 99. 2. Work with Recreation Director in developing promotional material for Warren Township recreation events. IE: program guides, newsletters, event flyers, advertisements, etc. 3. Assist in registration, field usage, accounting and computer entry. 4. Learn to deal with the public. **Qualifications:** Computer experience: Word, Excel. Have an interest in advertising, event planning, budgeting, accounting, marketing and/or fundraising. Ability to demonstrate tact and patience when dealing with residents and their concerns. Ability to demonstrate flexibility in work habits to meet ever-changing schedule requirements. Ability to demonstrate physical fitness to include frequent light to occasional heavy lifting (up to 50 lbs.), standing and walking for long periods of time, reaching, bending, pushing and pulling. **Housing Availability** – No.

(Job #GOV02) Extern for Chambers, United States Bankruptcy Court, Mitchell H. Cohen U.S. Courthouse, 400 Cooper Street, 2nd Floor, Camden, NJ 08102 **(B) Jan. 2-13**

Assist law clerk and chambers staff with preparing the Judge for daily workload. Review cases and case law. Observe Judge in court. **Qualifications:** Interest in law and strong organizational skills. **Housing Availability** – No.

(Job #GOV03) Information Services Assistant, Center for American Women and Politics, 191 Ryders Lane, New Brunswick, NJ 08901 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

To work in CAWP's research and information services areas. Interns help collect data on the numbers and location of women in public office and assist in research projects on women in Congress and state legislatures and on public policy issues. **Qualifications:** We are interested in students that have an interest in government and politics. **Housing Availability** – No.

(Job #GOV04) Legislative Assistant, Office of Senator Anthony R. Bucco, 75 Bloomfield Avenue, Denville, NJ 07834 **(B) Jan. 2-13**

Are you interested in working for an elected official? Curious to learn more about the state legislature and the role it plays in New Jersey government? If so, then this is the externship for you! This is a great opportunity for a motivated student to learn what it's like to work for a state legislator. As a legislative assistant to Senator Anthony R. Bucco (R-25), you will learn about the functions of a busy district office. You will be on our front lines answering the phone and greeting constituents. There will be opportunities each day to shadow in the areas of constituent services, legislation, press, speech writing & scheduling. You will learn firsthand what we do and see if this kind of career is of interest to you after graduating Douglass. **Qualifications:** Basic knowledge of Microsoft Office Suite preferred. Any major may apply. Individual should have an interest in government and/or political science. **Housing Availability** – No.

(Job #GOV05) Extern to Commissioner Fox, New Jersey Board of Public Utilities, 44 So. Clinton Avenue, 7th Floor West, Trenton, NJ 08625 **(A) Jan. 2-6 (C) Mar. 12-16**

Externs are responsible for contributing to a BPU Commissioner and BPU Division Director's staffs to answer and respond to public, ratepayer and utility inquiries, conducting research, attending events with BPU officials within New Jersey, and providing writing support for briefing the Commissioner on and responding to Public Utility issues. **Qualifications:** This externship opportunity is offered to a college student interested in politics, communications, government and/or public utility law. Good communication/language skills; college-level editing skills; Microsoft Office, including Word, Powerpoint and Excel; Web experience; ability to work independently, quickly and under pressure; work experience in an office environment; strong ability to multitask, handle details and maintain organization. **Housing Availability** – No.

(Job #GOV06) New Jersey Women's Entrepreneurship (NJ WE) Series, NJ Division on Women, 101 South Broad Street, 6th Floor, Trenton, NJ 08625 **(B) Jan. 2-13**

The NJ Division on Women (DOW) is launching the 2012 New Jersey Women's Entrepreneurship (NJ WE) Series. The 2012 NJ WE Series is an empowering economic development forum for New Jersey's aspiring and established women business leaders. The Extern would assist the DOW Staff in finalizing the logistics for the NJ WE Series. The Extern's duties may include, but would not be limited to: conducting conference calls with AE, EE & Plenary Panel Presenters, confirming participant registration and organizing the survey data, confirming resource exhibitors' registration information, confirming advisory committee members' registration and participation schedule. **Qualifications:** We look forward to working with students who have an interest in Business or Public Relations and who seek to broaden their communication and networking skills. Students should possess excellent organizational skills, be able to effectively multi-task projects and work well independently. **Housing Availability** – No.

(Job #GOV07) Junior Curator, NJ State Park Service, 1451 US Highway 22 East, Annandale, NJ 07882 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

Explore the world of museums and nature centers in the NJ State Parks. Extern(s) will visit a variety of NJ Historic Sites or Nature Centers (depends upon Extern's interest) to learn what it takes to preserve our cultural and natural resources. Areas that can be explored include Event Planning, Collections Management, Planning, Interpretation and Programming. The State Park Service is a State Agency with ties to numerous non-profit groups so this externship might also appeal to students interested in government or non-profit management. **Qualifications:** History, Biology, Education, Communication, Art History, anyone with an interest in non-profit management or government. **Housing Availability** – No.

HEALTH CARE

(Job #HEA01) Dental Assistant, Belen Family Dentistry, 1501 E. River Road, PO Box 138, Belen, NM 87002 **(B) Jan. 2-13**

Observe the day-to-day operation of an alumna-owned dental practice. Obviously, without licensure, an extern would not be doing any hands-on work except as an assistant. **Qualifications:** Science major preferred or strong interest in becoming a dentist.

Housing Availability – Yes.

(Job #HEA02) Psychology Assistant, Hunterdon Developmental Center, 40 Pittstown Road, Clinton, NJ 08809 **(C) Mar. 12-16**

Will assist psychology staff in providing behavior oriented therapy as well as teaching general skills to adults with developmental disabilities. **Qualifications:** Working toward a degree in Psychology is preferred but not required. **Housing Availability** – No.

(Job #HEA03) Health Education Specialist, HealthEd, 100 Walnut Avenue, Suite 407, Clark, NJ 07066

(B) Jan. 2-13

HealthEd is a growing company that develops patient-centered communications in the pharmaceutical environment. Our health educators share valuable patient insights, perform research activities, brainstorm innovative educational approaches, and contribute to industry and corporate social media activities (such as blogs, twitter, and online networking communities). The externship opportunity is to complete a research project (including a literature review, social media review and more) in a health or communications area of interest, and to present their findings to key team members. The extern student will be given an opportunity to meet and work with staff members in departments as diverse as health education, copywriting, art, digital development, strategic services and more. Our recent summer interns have described their experience at HealthEd as “well-rounded,” “eye-opening,” “fun,” and “an opportunity to learn something new each day.”

Qualifications: Skills that are the best match for this position: -Interest in public health, health communication, or health care advocacy - Ability to perform basic research activities, such as searching for and summarizing peer-reviewed literature -Ability (or willingness to learn how) to search social media sources (such as YouTube, blogs, etc.) to gain patient perspectives -Writing skills to compile an annotated bibliography (format can be provided) - Oral communication/presentation skills to share findings with a small team - Intellectual curiosity, energy and a desire to ask questions and learn.

Housing Availability – No.

(Job #HEA04) Physician Assistant's Shadow, Neurology Group of Bergen County, 1200 E. Ridgewood Avenue, Ridgewood, NJ 07450 **(C) Mar. 12-16**

Shadow a Physician Assistant as she makes rounds on patients admitted to the hospital with neurological conditions. Learn about the role and responsibilities of a Physician Assistant. **Qualifications:** Prefer someone who is considering becoming a physician assistant. Any major but must be interested in a career in health care.

Housing Availability – No.

(Job #HEA05) Extern, Young Adult Institute, 460 W 34th Street, 11th Floor, New York, NY 10001

(B) Jan. 2-13

Our extern will work on a project either for one of my community organizing activities or for one of the programs that I manage. Because my responsibilities are in both social service and health care, I can expose the extern to different successful people in her area of interest: sociology, psychology, medical, social work, education, etc. **Qualifications:** This is open to all majors. The preferred attribute is interest in learning about human services especially developmental disabilities and health care. **Housing Availability** – No.

(Job #HEA06) Extern, Essential Chiropractic Services, Inc., 23158 Woodward, Ferndale, MI 48220

(C) Mar. 12-16

For premed majors especially or epidemiology and public health policy this office is a real eye opener. 23 years in the making: a primary health care family practice. True chiropractic as developed by BJ Palmer DC PhC, is a practice of structural hygiene rather than managing symptoms with manipulations of the spine and supplements. Chiropractic today is just one step better than managing symptoms with drugs and surgery. Come and see how health happens organically. Dr. Bowler is the primary physician for over two thousand families with 3rd generation patients. The practice sees 80 to 100 people per week in 35 hours, 40% pediatric, and most visits focus on patient education on self care to promote health. **Qualifications:** Anyone studying the core sciences preparing for fields such as chiropractic physical medicine sports training public health policy making etc.

Housing Availability – No.

(Job #HEA07) Shadow, Westside Radiology - NY Health Partners, 1790 Broadway, New York, NY 10019

(A) Jan. 2-6

Watch, listen and learn as you shadow a physician in a busy NYC office.

Qualifications: Interested in medicine, specifically radiology, but general interest is fine.

Housing Availability – No.

HUMAN RESOURCES

(Job #HR01) Human Resources Extern, Chubb Group of Insurance Companies, 202 Halls Mills Road, Whitehouse Station, NJ 08865 **(A) Jan. 2-6**

In this one week externship, you'll have the opportunity to explore what a career in Human Resources would entail. Specific responsibilities during this week will include reviewing and arranging training for the annual common review process (performance ratings/compensation); reviewing market pay data for critical positions; and collecting data for a year-end report. Additional exposure can include recruiting for open positions at that time. **Qualifications:** Strong communication skills. Comfortable using in-house technology for compensation and recruiting. Any major. An interest in exploring a career in Human Resources.

Housing Availability – No.

LAW

(Job #LAW01) Law Office Assistant, Law Office of Claudia Slovinsky, 401 Broadway, Suite 1600, New York, NY 10013 **(C) Mar. 12-16**

Our extern will observe a busy law firm established by an alumna in immigration law: review files, do some research, gather documents and observe attorney case load. **Qualifications:** Interest in immigrants and immigration law. **Housing Availability** – No.

(Job #LAW02) Extern, NC Court of Appeals, P.O. Box 888, 1 W. Morgan Street, Raleigh, NC 27602 **(C) Mar. 12-16**

This is an exciting opportunity to explore the North Carolina Court of Appeals. An extern would be a part of the work of my chambers. Our court makes decisions by writing opinions which may be precipitated by oral arguments. An extern may have the opportunity to observe oral arguments presented before a panel of judges and participate in other assignments as deemed appropriate. An extern would also be able to observe trials and other court proceedings in other courts, meet lawyers and other courthouse personnel and gain an appreciation for the law profession. **Qualifications:** Strong interest in a career in law. **Housing Availability** – Yes.

(Job #LAW03) Administrative Extern, University of Pennsylvania Law School, 3400 Chestnut Street, Philadelphia, PA 19143 **(B) Jan. 2-13 (C) Mar. 12-16**

Perform a variety of administrative tasks at Penn Law. Research and prepare a report on competitive law school data. Possibly attend Penn Law courses. **Qualifications:** Interest in law school and/or higher education administration valuable. **Housing Availability** – No.

(Job #LAW04) Assistant, Witman Stadtmauer, PA, 26 Columbia Turnpike, Florham Park, NJ 07932-2246 **(B) Jan. 2-13**

Due to recent tax law changes, certain estate planning documents need to be reviewed and possibly modified. The extern will be reviewing files and working with attorneys on this project. **Qualifications:** Basic computer skills and an interest in law. **Housing Availability** – No.

(Job #LAW05) Extern, Disability Rights New Jersey, 210 South Broad Street, Third Floor, Trenton, NJ 08608 **(C) Mar. 12-16**

Advocacy for people with disabilities. Opportunity to participate in discrete projects which may involve research and writing regarding disability rights issues, client contact and tours of facilities, including developmental centers and psychiatric hospitals. **Qualifications:** Interest in social services, law, political science, public policy. **Housing Availability** – No.

(Job #LAW06) Assistant, Fink, Rosner, Ershow-Levenberg, LLC, 1093 Raritan Road, Clark, NJ 07066

(B) Jan. 2-13 (C) Mar. 12-16

Attendance at client meetings, court, conferences, real estate closings, and hearings. Assist in review of files, legal research, assembling documents, and drafting correspondence. **Qualifications:** Detail-oriented; excellent writing and spelling skills.

Housing Availability – No.

(Job #LAW07) Legal Extern, Lowenstein Sandler PC, 65 Livingston Avenue, Roseland, NJ 07068

(A) Jan. 2-6

Douglass student will directly shadow a 5th year Corporate Associate (Douglass Alum) each day during the program. She will participate in all of the matters that are active on the Corporate Associate's docket, which could range from research and writing to client calls and counterparty negotiations. The experience will literally provide for a week in the life of a corporate attorney at a large law firm. **Qualifications:** Moderate computer skills and professional attitude **Housing Availability** – No.

(Job #LAW08) Legal Extern, Middlesex County Prosecutor's Office, 25 Kirkpatrick Street, 3rd Floor, New Brunswick, NJ 08901 **(A) Jan. 2-6 (C) Mar. 12-16**

Assist investigative staff and/or Assistant Prosecutors with case preparation, including contact with victims, witnesses, police officers, etc. May involve some more routine duties such as preparing files for court, etc.

Qualifications: Students interested in law. Spanish speaking would be extremely helpful.

Housing Availability – No.

LIBRARY

(Job #LIB01) Children's Library Assistant, Newark Public Library, 5 Washington Avenue, Newark, NJ 07101 **(C) Mar. 12-16**

Love picture books, preschoolers and public libraries? Try on a children's librarian career for size at The Newark Public Library. You will assist two children's librarians with a grant-funded financial education program geared towards children aged three through five. Responsibilities include attending class visits, compiling statistics, mailing out library cards and other office responsibilities. **Qualifications:** This externship is best suited for a student who is comfortable working with young children, interested in pursuing a career in juvenile library service or early education. **Housing Availability** – No.

(Job #LIB02) Library Science Extern, Baker & Taylor, Inc., 1120 Route 22 East, Bridgewater, NJ 08807-2944 **(C) Mar. 12-16**

Perform independent research in databases for library projects. Assist with cataloging and describing books. Help create records to provide access to books/information for databases. **Qualifications:** PC/research skills; strong writing skills; attention to detail; interest in library & information science field preferred.

Housing Availability – No.

(Job #LIB03) Library Intern, The John & Mable Ringling Museum of Art Library, 5401 Bay Shore Road, Sarasota, FL 34243 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

This is a fantastic experience to work in a major art museum. The externship will be hosted by the Museum art library. Extern will learn all aspects of library administration and interact with other Museum departments including Registrar, Education, Curatorial and Exhibition Preparation. A special project, most likely working with rare books and digitization, will be required. **Qualifications:** Interest in pursuing library services as a career; knowledge of art history; museum studies. **Housing Availability** – No.

(Job #LIB04) Library Extern, The Frick Collection, 10 East 71st Street, New York, NY 10021

(C) Mar. 12-16

The Frick Art Reference Library was founded in 1920 to serve “adults with a serious interest in art,” among them scholars, art professionals, collectors, and students. The extern would assist members of the Public Services Staff who work with the diverse set of people who visit the Library. For more information, please visit the following link: <http://www.frick.org/library/index.htm>. **Qualifications:** We would prefer a student majoring in Art History who may be interested in an information career. **Housing Availability** – No.

MARKETING

(Job #MKT01) Extern, Excelerated Performance, LLC, PO Box 1023, Belmar, NJ 07719

(B) Jan. 2-13 (C) Mar. 12-16

This externship position will work closely with the Director to meet with clients, review client's marketing programs including their websites, social media, and overall marketing programs. This person would be responsible for any research, both online and offline, and reporting to Director any new mediums or initiatives in the Internet and Social Media spectrum. **Qualifications:** Excellent written communication skills. Excellent research and fact checking skills. Online research. Social Media (Facebook, Twitter, YouTube, etc.) MAC or PC. Word, Excel, PPT, Photoshop. **Housing Availability** – No.

(Job #MKT02) Assistant Manager of Web and Display, YUDIN'S INC., 378 Main Street, Wyckoff, NJ 07481 **(B) Jan. 2-13 (C) Mar. 12-16**

Coordinating marketing plan between 2 stores, planning promotions for in-store and web site, updating web site www.yudinsappliances.com, updating floor display, in coordination with floor display manager and with sales managers. We are a leading dealer in high-end major appliances wholesale and retail with stores in Wyckoff and Passaic, NJ. **Qualifications:** Open to all areas of study. **Housing Availability** – No.

(Job #MKT03) Extern, Kidsbridge Tolerance Museum, 4556 So. Broad St., 2nd Fl., 2nd Floor, Trenton, NJ 08620 **(B) Jan. 2-13 (C) Mar. 12-16**

Gain experience in all of the following: marketing; public relations; internet; research; tour guide; charts; correspondence; special events; grant writing; evaluation/ assessment; taking minutes; composing thank you letters; creating charts; attending meetings and much more. **Qualifications:** Open to all majors, computer skills are a must. **Housing Availability** – No.

(Job #MKT04) PPI Marketing Intern, Progressive Promotions, Inc., 145 Cedar Lane, Englewood, NJ 07631

(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16

Progressive Promotions is a dynamic company that provides promotional products and services to Fortune 500 companies. PPI has a passion for providing creative products that promote our clients companies with products that will enhance sales or drive behaviors that the program requires. Founded in 1987 Progressive Promotions has grown aggressively and is a leader in its industry. PPI externs work on projects, mailings, content as well as data analytics to look at customer buying habits and choices. **Qualifications:** Work on content for Website, creative mailing materials, marketing materials ie. e-blasts, Should be proficient in Word, Excel - helpful software knowledge would be Adobe, Powerpoint or other design softwares.

Housing Availability – No.

(Job #MKT05) Marketing Assistant, Wilentz, Goldman & Spitzer, P.A., 90 Woodbridge Center Drive, Suite 900, Box 10, Woodbridge, NJ 07095-0958 **(B) Jan. 2-13**

Assist with various marketing functions which may include the following: review and update firm websites and social media, draft press releases, update press contacts, review and update existing marketing materials, maintain department files, coordinate duplicating/printing projects, and other duties as assigned.

Qualifications: Ability to coordinate many projects at once, attentive to deadlines and details, team player.

Housing Availability – No.

(Job #MKT06) Account Management Extern, Magnetik, 350 Seventh Avenue, New York, NY 10001

(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16

Get an inside look into a career in digital advertising! This is a small advertising agency with a roster of exciting brands. You will get to see how advertising agencies operate, get to know the different skills required, and see strategy and execution in action. **Qualifications:** Must have an interest in advertising, marketing or communications fields. **Housing Availability** – No.

(Job #MKT07) Marketing Asst., Edvance Research, Inc., 9901 IH 10 West, Suite 1000, San Antonio, TX

78230 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

As a Marketing Assistant, support the Marketing team with communications to constituents for the Regional Educational Laboratory - Southwest/ US ED; creating newsletter; updating web-site; creating social media communications; working with CRM database. **Qualifications:** Good writing/ communication skills, knowledge of web skills and social media, exposure to marketing a plus. **Housing Availability** – No.

(Job #MKT08) Research Asst., Edvance Research, Inc., 9901 IH 10 West, Suite 1000, San Antonio, TX

78230 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

Research Assistant - work with Education Researchers on the Regional Educational Laboratory - Southwest/ US ED to edit research reports, work in education Consortia, assist with research data analysis. **Qualifications:** Exposure to education studies, good foundation in math for data analysis, possible interested in research as a career. **Housing Availability** – No.

(Job #MKT09) Marketing & PR Assistant, Poggenpohl U.S., Inc., 350 Passaic Avenue, Fairfield, NJ 07004

(B) Jan. 2-13 (C) Mar. 12-16

Poggenpohl U.S. Inc., the oldest luxury kitchen cabinet brand in the world is seeking a Marketing/PR assistant to be part of our team. Responsibilities include: organizing and creating media coverage reports; creating and managing media contact lists; writing and editing press releases and articles for website; responding and contacting inquiries from individuals, journalists and other organizations; social media activities and assistance with special event planning. **Qualifications:** This goal-oriented candidate must be skilled in Microsoft Office Word, Microsoft Office Excel, and Power Point. This individual should have the ability to multi-task effectively and have their own car. Excellent writing and communications skills required. Graphic design background a plus. **Housing Availability** – No.

(Job #MKT10) Sales & Marketing Extern, MARITIM Hotels, North American Sales Office, 115 Village

Boulevard, Suite 200, Princeton, NJ 08540 **(C) Mar. 12-16**

We're the No. American sales office of a woman-owned, German-based hotel company with 37 1st class properties in Germany & 14 outside the country, in Egypt, Turkey, Malta, Latvia, Mauritius, the Canary Islands & China. We promote & sell our hotels to all market segments in No. America, including meeting planners, corporate accounts, tour operators, travel agents & the public, with a strong focus on meetings & conferences. The extern would assist with preparation for roadshows & a client trip taking place in April/May, including design of email marketing, event invitation, itinerary, PowerPoint presentations, creation of flyers/brochures, database entry & sales kit assembly. She would do a competition check of our competitors' offers & would have the possibility of joining on client sales calls. She and would learn the process of meeting planning from the int'l hotel side: from receipt of client request for proposal to follow-up with hotel, contract negotiations, etc. **Qualifications:** The ideal candidate would have a marketing major or a strong interest in international business, tourism, meeting planning or the hospitality industry. She should have excellent organization skills, be proficient in Word, Excel & PowerPoint, be a creative thinker and possess excellent written and verbal communication skills as well as a professional demeanor. We are also hoping to learn from her and to gain fresh ideas, new ways of doing things and better ways of reaching generation X & Y clients through her suggestions! **Housing Availability** – No.

(Job #MKT11) Mid-Market Marketing Extern, The Conference Board, 845 Third Ave., New York, NY 10022 **(B) Jan. 2-13**

The Conference Board is a global, independent business membership and research association working in the public interest. Our mission is to provide the world's leading organizations with the practical knowledge they need to improve their performance and better serve society. The Conference Board is a non-partisan, not-for-profit organization. The Conference Board serves Mid-Market firms (those with revenues of less than \$1 billion) with research, webcasts, special programs, and communications that are closely synchronized with our work for larger firms. The Extern will work with the Director of the Mid-market team to help update the Mid-market portion of the TCB website and to help identify new blogs or widgets that might be housed on the site. Extern will have the opportunity to gain familiarity with The Conference Board's general mission and research, as well as the Mid-market segment of economy -- "the economy's engine of growth," as it has been called.

Qualifications: Strong writing and oral communication skills are needed. Proficiency in Microsoft Office (especially WORD and EXCEL) required. Programming skills NOT necessary -- but ability to navigate websites and speak/write in language that can be used by IT professionals is a pre-requisite. Fluency in Social media helpful. **Housing Availability** – No.

(Job #MKT12) Marketing Assistant, Taste of Crete, 400 Route 206, Hillsborough, NJ 08844

(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16

Opportunities working on a variety of projects- since we are two businesses-Taste of Crete, a gourmet and specialty food store that imports and also creates products here in the US based on family recipes. Need to work on social media projects and various marketing initiatives to get the word out about us. Also run The Foodpreneur, a food consultancy and educational company focused on teaching early stage Foodpreneurs how to bring their food product to market. Will work on marketing campaigns to help get the word out about us. Great opportunity for students to try out various marketing strategies, ability to be very hands on in our organization. **Qualifications:** Creative, good writing skills, good computer skills.

Housing Availability – No.

(Job #MKT13) Assistant, Help Remedies, 57 W. 28th Street, 4th Floor, New York, NY 10001

(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16

Help Remedies is a young, fun, up and coming company. We market over the counter drugs, which is a really boring category, in a fun and interesting way. We are always looking for an extra pair of hands around our office. This is the perfect way to learn about all aspects of a consumer product good company (CPG), and to see if working in NYC is right for you! Check us out at www.helpineedhelp.com (click on 'Bored' for a taste of our corporate culture), or Help Remedies on Facebook. **Qualifications:** Preferred majors: marketing, writing, business, economics... The most important skills are common sense, good interpersonal skills, and flexibility.

Housing Availability – No.

NON PROFIT

(Job #NP01) Women's Rights Extern, National Organization for Women, NYC Chapter, 150 West 28th Street, Suite 304, New York, NY 10001 **(B) Jan. 2-13 (C) Mar. 12-16**

Externs are involved in: planning and implementing NOW-NYC actions and events, conducting policy research and community outreach, supporting our communications efforts through our Web site, social media networks and newsletter, contributing to ongoing projects, and assisting operations and development efforts. The Service Fund of NOW-NYC runs a Helpline and several legal clinics, and externs provide appropriate referral resource information to women needing help. **Qualifications:** We are open to all majors and qualifications. However, our program tends to draw students from backgrounds in Women's & Gender Studies, Psychology, Sociology, Political Science, Public Health, Social Work, etc. **Housing Availability** – No.

(Job #NP02) Editorial Extern, Philadelphia Museum of Art, Perelman Building, 2525 Pennsylvania Avenue, Philadelphia, PA 19130 **(B) Jan. 2-13**

The Editorial Extern will take part in meetings with members of the Editorial and Graphic Design team, curators, and other Museum staff to plan and review exhibition graphics and printed materials. She will copyedit wall texts and labels related to special exhibitions and collection-based exhibitions, as well as text for the Museum's donor magazine, the Members Calendar, brochures, invitations, and signs. She will learn about the Museum's in-house style conventions and use references such as the Chicago Manual of Style. She will have the opportunity to visit the Museum's 200+ galleries. **Qualifications:** The Editorial Extern should be interested in English, art history, or communications. She should be comfortable working in Microsoft Word, possess good writing skills, and be attentive to detail.

Housing Availability – No.

(Job #NP03) Organizing Extern, Retail, Wholesale & Department Store Union, 30 E. 29th Street, New York, NY 10016 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

The Retail, Wholesale and Department Store Union (RWDSU) is a labor union that engages in organizing campaigns to improve wages and working conditions in the retail industry. We run a number of campaigns include campaigns at particular workplaces, policy campaigns, political campaigns, etc. The extern will shadow an organizer on her day-to-day duties. This includes doing in-store outreach to retail workers, tabling in popular retail corridors, doing data entry and/or phone banking, and helping prepare for any upcoming events.

Qualifications: Be comfortable talking to people, have good social skills, be articulate, etc.

Housing Availability – No.

(Job #NP04) Extern, 180 Turning Lives Around, 1 Bethany Road, Bldg. 3, Suite 42, Hazlet, NJ 07730 **(B) Jan. 2-13 (C) Mar. 12-16**

Are you interested in how nonprofits work? How do they survive and thrive in the world of fundraising, community outreach, and program development? In this externship you will work closely with the Director of Development and myself, the Director of Operations. Together we oversee the agency's 'public face' with our many community supporters. We organize community events to raise awareness of domestic violence and sexual assault. We also manage our agency's financial health and our many facilities, and oversee our public and private funding. Join my colleagues and myself for a variety of activities including event planning, meeting with donors, strategic initiatives, and media coordination. Great opportunity for public relations, communications, social work and community organizing. **Qualifications:** Students interested in the nonprofit world are invited to apply. No specific background is required. A commitment to nonviolence, including but not limited to women surviving abuse, is helpful. This externship is focused on agency operations and outreach, not on client services, which are confidential because of the great safety risk created in fleeing abuse. **Housing Availability** – No.

(Job #NP05) Administrative Assistant, NJ Center for Civic Education, Lucy Stone Hall B208-216, Piscataway, NJ 08854 **(B) Jan. 2-13**

The NJ Center for Civic Ed. is an independent non-profit affiliated with the Rutgers University School of Arts and Sciences. The Center's mission is to enhance the teaching of civics, law, justice, citizenship, history, government and humanities in NJ K-12 schools through professional development programs for New Jersey teachers and civic and programs for students. During January, we will be preparing for a NJ State high school Competition of We the People. This culminating event will be held February 2, 2012 at Busch Campus Center. It is in the format of simulated congressional hearing in which the students respond to a panel of judges. Students are able to demonstrate their knowledge and understanding of constitutional principles. We anticipate 6-7 high schools will join us for the competition this school year. We will be sending packets to the judges, printing certificates for students and coordinating an event program. As a Douglass Extern, you will aid in our efforts. **Qualifications:** Candidate should have: Excellent computer skills, including familiarity with Microsoft Word, Excel and internet search engines. Ability to communicate clearly in person, on the phone, and in writing. Good organizational skills in maintaining computer files, and organizing materials.

Housing Availability – No.

(Job #NP06) Digital Media Assistant, The Conference Board, 845 Third Ave., New York, NY 10022

(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16

Assist our Webcasts and Digital Media team with new projects and program development. **Qualifications:** Digital Video editing skills a plus, skilled in MS Office a must. The happiest externs will have experience or the desire to learn camera work, podcasting, studio set up, live event management and the archival process.

Housing Availability – No.

(Job #NP07) Extern, Friends Center Corporation, 1501 Cherry Street, Philadelphia, PA 19102

(B) Jan. 2-13 (C) Mar. 12-16

Friends Center Corp is the managing company for the Friends Center, a campus that has been the center for Quaker worship and action for over 150 years. Located in downtown Philadelphia, the Center includes an office complex (19 nonprofit organizations), conference center, child care, and worship space for Quakers and community groups. Friends Center Corp manages the property. Our activities include accounting, conference rentals and tenant relations. In 2009, Friends Center completed a major renovation of its facilities - including a Quaker witness for environmental sustainability. The building was given a LEED Platinum designation. Consequently, part of our mission is education on sustainability. This works includes tours for grade school students through building professionals. **Qualifications:** The interns should have excellent computer skills including EXCEL, and good communication skills. Accounting skills and an interest in environmental sustainability would be welcome. **Housing Availability** – No.

(Job #NP08) Inventory Assistant, Twin Lights State Historic Site, Lighthouse Road, Highlands, NJ 07732

(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16

In January of 2012, the Twin Lights Historical Society will conduct an inventory of their 19th century maritime collection. Students will learn how to inventory a museum collection and the basics of Past Perfect, the software program now used by small and mid-size museums. **Qualifications:** Majoring in Anthropology, History or Museum Studies.

Housing Availability – No.

(Job #NP09) Early Care & Education Specialist, Child & Family Resources, 111 Howard Boulevard, Suite 201, Mt. Arlington, NJ 07856 **(B) Jan. 2-13 (C) Mar. 12-16**

We are a non profit Resource & Referral Organization. Our core services include: Child Care Resource & Referral, Violence & Abuse Prevention and Professional Development for Early Childhood Educators. Extern would help with marketing campaign to recruit Family Child Care Providers and also assist us in streamlining our current Child Development Associate (CDA) trainings. Help to organize and computerize our training handouts. **Qualifications:** An interest in Education and/or Marketing & Communications would be beneficial. As a non-profit we also are heavily involved in advocacy issues. **Housing Availability** – No.

(Job #NP10) Development Assistant, Rutgers University Foundation, 303 George Street, Suite 301, New Brunswick, NJ 08901 **(B) Jan. 2-13**

As the Development Assistant for the Department of Annual Giving, you will have the chance to learn about the basics of annual fundraising while seeing the inner workings of a mid-size not-for-profit organization. Opportunities will include doing research on peer institutions to develop benchmarking comparisons; writing, editing and designing direct mail appeals; and working with our reports to assess impact of fundraising strategies. Additionally, you will be able to work with Reunion Campaigns to engage with volunteer development. **Qualifications:** Interest and ability in business writing, and/or graphic design. Familiarity with Microsoft Access a plus. **Housing Availability** – No.

(Job #NP11) Shadow Executive Director, The Associate Alumnae of Douglass College, 181 Ryders Lane, New Brunswick, NJ 08901 (C) **Mar. 12-16**

Gain experience in every aspect of nonprofit management including, alumnae relations, finance, communication and development. Learn how each department works to advance the mission of the AADC and provides support to the College. **Qualifications:** Interest in nonprofit management and a love for Douglass. **Housing Availability** – No.

PUBLIC HEALTH

(Job #PH01) Assistant Coordinator, Woodbridge Municipal Alliance, 2 George Frederick Plaza, Woodbridge, NJ 07095 (C) **Mar. 12-16**

The Woodbridge Municipal Alliance coordinates and conducts drug prevention education in town. The Assistant Coordinator will assist in the coordination of Alliance events, working with youth, adults and senior citizens. **Qualifications:** Good communication, organizational & public speaking skills. **Housing Availability** – No.

(Job #PH02) Children's Oral Health Program Extern, Central Jersey Family Health Consortium, 2 King Arthur Court, Suite B, North Brunswick, NJ 08540 (A) **Jan. 2-6**

Provide in-office assistance to Children's Oral Program staff in organizing, copying and updating educational materials. You can learn more about the program and our activities at: <http://www.nj.gov/health/fhs/oral/index.shtml> **Qualifications:** Strong attention to detail and enthusiasm for public health programs. **Housing Availability** – No.

(Job #PH03) Special Program Assistant, Central NJ Family Health Consortium, 2 King Arthur Court, Suite B, North Brunswick, NJ 08902 (C) **Mar. 12-16**

We are looking for an extern who can work on community outreach projects in the Consortium region (Mercer, Middlesex, Hunterdon, Somerset, Monmouth and Ocean Counties) This maybe planning community events, doing outreach/education to women and families or visiting providers with information regarding the Access to Prenatal Care Grant. **Qualifications:** We are looking for a student with an interest in Public Health with a focus on women's health issues. Related majors would include nursing, social work, communications and consumer education. **Housing Availability** – No.

PUBLIC POLICY

(Job #PP01) Center to Champion Nursing in America Extern, AARP, 601 E Street, NW, B3-610, Washington, DC 20049 (B) **Jan. 2-13**

Working with my team and me would provide and extern with an idea of what it is like to implement a national campaign regarding health care. This is a campaign focused on nursing and its relation to improving health care for all. **Qualifications:** Writing, interpersonal communication skills, organizational skills, familiarity with power point. **Housing Availability** – Yes.

(Job #PP02) Health Policy Extern, Kaiser Commission on Medicaid & The Uninsured, 1330 G Street NW, Washington, DC 20005 (C) **Mar. 12-16**

The Kaiser Commission on Medicaid and the Uninsured (KCMU) is the largest program of the non-profit Kaiser Family Foundation and provides information and analysis about health care coverage and access for the low-income population. KCMU serves as a non-partisan source of facts, information, and analysis for policymakers, the media, the health care community, and the public. Examples of KCMU's work are available at www.kff.org. The Extern will have the opportunity to attend KCMU and outside meetings and policy briefings that may be scheduled during the week, learn about career options in law and public policy, and explore current issues related to poverty, disability and public benefits law. The Extern also will work on a specific research project related to current KCMU work. Although it is difficult to predict the exact nature of the project in advance, it is likely to be related to Medicaid for people with disabilities. Appropriate mentoring and support will be provided. **Qualifications:** Excellent written and oral communication skills. Proficiency with Microsoft Office programs (Word, Excel, Powerpoint) and internet-based research. Interest in health, poverty, and/or disability law and public policy. Ability to work independently while seeking appropriate feedback. Attention to detail. **Housing Availability** – No.

(Job #PP03) Govt Affairs Extern, AT&T, 192 W. State Street, Trenton, NJ 08608 (C) **Mar. 12-16**

Have you ever wondered how the laws in New Jersey are decided and how they impact your life? This externship will give you insight into how the Senate Assembly and Governor's office determine NJ laws. Additionally, it will provide you with an opportunity to see how organizations work to influence and provide information that might help shape those public policy decisions. **Qualifications:** This is an ideal position for someone who is interested in public policy. The person should be able to research, have good writing skills and be able to articulate a perspective. **Housing Availability** – No.

PUBLIC RELATIONS

(Job #PR01) Public Relations Coordinator, Franklin & Marshall College, PO Box 3003, Lancaster, PA 17604 (B) **Jan. 2-13**

Public relations is for people who like to tell stories and build relationships with numerous audiences: students, parents, alumni, local community members, employees. The tools we use to do this include social media, video, press releases and pitches, and internal communications vehicles. This externship is a chance to experience public relations as it is done today in higher education, an industry where you must promote and market ideas and values rather than a consumer product. **Qualifications:** Very strong writing skills, outgoing personality, creative thinker, love of stories/literature, curiosity about new ideas in academe, self-motivated. Experience making video a plus but not required. **Housing Availability** – No.

(Job #PR02) Public Relations Extern, Andrea and Associates, 112 East 23 Street, 5th Floor, New York, NY 10010 (B) **Jan. 2-13**

Andrea & Associates is a full-service public relations firm in New York City serving nonprofit organizations exclusively. Our clients represent prestigious New York City and national nonprofits, including The Fresh Air Fund, Police Athletic League, The Jewish Guild for the Blind, The Carter Burden Center for the Aging, American Jewish Joint Distribution Committee and Up2Us among others. For more information, please visit our website www.andreaandassociates.com. Andrea & Associates seeks energetic, talented externs whose duties will include coordinating media placements, writing/editing press materials, making press calls and conducting media research. **Qualifications:** Candidates must have excellent writing, communication and organizational skills. Knowledge of new media platforms, including social networks and blogs required. Communications/Journalism Major/ Junior or Senior preferred. **Housing Availability** – No.

(Job #PR03) PIO Assistant, New Jersey Department of Agriculture, 369 S. Warren Street, Trenton, NJ 08625

(B) Jan. 2-13 (C) Mar. 12-16

During the extern week, Douglass women will get an opportunity to get up close and personal in the world of governmental public relations. They will write press releases and media advisories, speak with members of the press, and create products for use in public relations campaigns. The NJDA is a small department, so externs will work alongside the Public Information Officer who works directly for the Secretary of Agriculture, one of Governor Christie's cabinet members. **Qualifications:** Externs must be enthusiastic, open to new experiences, proficient in the use of Microsoft Word and use of the internet, have good phone skills and be interested in writing. Preferred Majors: Journalism, Communications, English, Political Science.

Housing Availability – No.

SCIENCE

(Job #SCI01) Natural History Assistant, New Jersey State Museum, PO Box 530, 205 West State Street, Trenton, NJ 08625 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

Assist in general curatorial tasks in the laboratory, library, and office, such as fossil identification and cataloguing. Douglass externs usually have an assigned project which will be completed during their allotted time at the State Museum, working with a curatorial staff member. **Qualifications:** An extern from any field of study will be satisfactory. **Housing Availability** – No.

(Job #SCI02) Curatorial Assistant (Collections), New Jersey State Museum, 205 W. State Street, , Trenton, NJ 08625-0530 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

The Collections Curatorial Assistant (CCA) assists the Natural History (NH) Bureau Registrar with the management of the diverse NH collections of the New Jersey State Museum (NJSM). The selected applicant will receive basic training in museum object handling, storing, organizing, and record keeping, and will work hands-on with collection objects (under supervision). Selected applicant will also assist other externs in group project of large scope to assemble a computerized inventory of the NJSM's NH Research Library. The NH collections of the NJSM include fossils of all kinds, taxidermy, life-like models, modern shells, bones, eggs, a herbarium, and fluid-preserved specimens, among others. If you ever wanted to see and work in a museum "behind the scenes" this is your chance. **Qualifications:** All applicants are welcome; science majors and students with museum interests are encouraged. Strong organization skills will be helpful; ability to follow directions is a must. We encourage people who are detail-oriented and take initiative, to apply.

Housing Availability – No.

(Job #SCI03) Natural History Assistant, New Jersey State Museum, P.O. Box 530, 205 West State Street, Trenton, NJ 08625-0530 **(B) Jan. 2-13 (C) Mar. 12-16**

The Natural History office expects to provide a comprehensive project for our externs. Projects in the Natural History Library and the Laboratory are the most common types, assisting with curatorial tasks, etc.

Qualifications: Externs whose education emphasizes sciences will probably have a greater understanding of the tasks, but any externs should feel welcome to work at the State Museum. **Housing Availability** – No.

(Job #SCI04) Laboratory Assistant, Carnegie Mellon University, Physics Department, 5000 Forbes Avenue, Pittsburgh, PA 15213 **(B) Jan. 2-13**

Want to work in a biological physics lab? We use x-rays and neutrons to determine precise atomic level detail about membrane mimics that fluctuate when fully hydrated, just like the cell membranes in our bodies. Your job will be to help analyze x-ray diffuse data collected at Cornell at the CHESS synchrotron, which is a national facility with intense x-rays. You may be asked to collect density data with our modern densimeter. We are currently studying HIV membrane mimics and adding HIV peptides, on our NIH-funded grant. Previous Douglass students did a terrific job in my lab. **Qualifications:** The data analysis requires a familiarity with computer programming, but you will not be asked to write a new computer program. Organizational skills are important - keeping clear computer directories, excel worksheets and lab notebooks are required. A background in chemistry, biochemistry, physics and computer science is ideal - seniors preferred.

Housing Availability – Yes.

(Job #SCI05) Veterinarian Assistant, SouthPaw Animal Hospital, 312 South Main Street, Cape May Court House, NJ 08210 **(C) Mar. 12-16**

The externs responsibilities will include shadowing the veterinarian during office hours. Training in laboratory work, assisting in surgical procedures, assisting in radiology, pharmacy as well as proper animal restraint.

Qualifications: Open to pre-vet students only.

Housing Availability – No.

(Job #SCI06) Curatorial Assistant (Collections), New Jersey State Museum, 205 West State Street, PO Box 530, Trenton, NJ 08625 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

The Collections Curatorial Assistant (CCA) assists the Archaeology and Ethnology (AE) Bureau Registrar with the management of the diverse AE collections of the New Jersey State Museum (NJSM). The selected applicant will receive basic training in museum object handling, storing, organizing, and record keeping, and will work hands-on with collection objects (under supervision). Selected applicant will also assist other externs in group project of large scope to reinventory prehistoric archaeological collections. The AE collections of the NJSM include prehistoric and historic archaeological collections, as well as ethnographic collections from around the world. Our Bureau has a strong emphasis on Lenape native and ethnographic materials. If you ever wanted to see and work in a museum "behind the scenes" this is your chance. **Qualifications:** All applicants are welcome; science majors and students with museum interests are encouraged. Strong organization skills will be helpful; ability to follow directions is a must. We encourage people who are detail-oriented and take initiative, to apply. **Housing Availability** – No.

(Job #SCI07) Cell Therapy Laboratory Technician, Celgene Cellular Therapeutics, 7 Powder Horn Drive, Warren, NJ 07059 **(A) Jan. 2-6**

The Douglass extern will have the opportunity to experience working in a cellular therapy laboratory, gaining hands-on experience counting, classifying, and analyzing human cells. Techniques such as Cell counting, culturing, and analysis by flow cytometry will be covered. **Qualifications:** Biology, cell biology, biotechnology, or related field. Interest in hands-on laboratory experience. **Housing Availability** – No.

(Job #SCI08) Land Acquisition and Stewardship Intern, Hunterdon Land Trust, 111 Mine Street, Flemington, NJ 08822 (C) Mar. 12-16

The Hunterdon Land Trust facilitates the preservation and responsible stewardship of the rural landscapes and natural resources of Hunterdon County through direct acquisition of land and conservation easements outreach to landowners, and public education programs. Working with our Land Acquisition and Stewardship Director, will give the extern the opportunity to observe how complex land deals are put together as well as how properties are monitored and our legal obligations are fulfilled. There will be an opportunity to participate in hands-on management/stewardship. There will be activities on preserved properties which may include trail building/clearing, sign installation, invasive species removal, etc. She will also assist with the early organization of our weekly local farmers' market which opens in May. Some activities might include organizing volunteers, promoting it on social media and participating in the annual organization of the farmers, booths, sponsors, etc. **Qualifications:** Interest in and physical ability to work outside in a variety of weather conditions. Activities will include working/hiking/walking through varied terrain. Computer skills are essential as is familiarity with social media. **Housing Availability** – No.

(Job #SCI09) Planning and Technical Assistant, U.S. Army Corps of Engineers, Wanamaker Building, 100 Penn Square East, Philadelphia, PA 19107 (C) Mar. 12-16

Extern will have the opportunity to experience a biology/ecology/environmental science-based career in the U.S. Army Corps of Engineers, a Federal water resources agency. The Philadelphia District encompasses the Delaware River Watershed and is based in center city Philadelphia. The extern will work in the non-military civil works section of the District. Opportunities will include: assisting with planning and management of aquatic ecosystem restoration projects, evaluating potential projects, and visiting ongoing and recently completed ecosystem restoration projects. The extern will also meet other employees in environmentally-based careers in order to get an idea of the many options in this field. She will have the opportunity to attend internal and stakeholder meetings and may be asked to take meeting minutes or work on portions of projects.

Qualifications: Extern should have a major related to biology, ecology, or environmental science, or a similar field, such as hydrology. Extern should be comfortable walking outdoors to see potential and existing aquatic ecosystem restoration projects. **Housing Availability** – No.

SOCIAL SERVICES

(Job #SS01) Social Work Extern, Vitas Innovative Hospice Care, One Meridian Road, Eatontown, NJ 07724 (A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16

Vitas Hospice is a national hospice provider, for-profit corporation. We service people in end-of-life care who reside in their own homes, nursing homes and ALF's. Scope of services for a Social Worker in this area include medical documentation, experience with Medicare/Medicaid billing for hospice care, community resources that assist hospice patients in staying at home to die, completion of funeral arrangements, Advance Directives, family dynamics in end-of-life situations, interdisciplinary team functions, care planning for patients and families and the corporate role in palliative care. **Qualifications:** Social Work major who is interested in learning about hospice and palliative care, the functions of a social worker in this area, exploring nursing home/ALF roles/functions in this area, Medicaid/Medicare information, and general information about the field of Geriatrics and End of Life Care. **Housing Availability** – No.

(Job #SS02) Adult Training Center Assistant, The ARC of Monmouth County, 1158 Wayside Road, Tinton Falls, NJ 07712 (A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16

The Arc of Monmouth runs Adult Training Centers for adults with intellectual & developmental disabilities. Our extern will gain experience in all that we offer- arts & crafts, exercise, community integration & train individuals in adaptive living skills. **Qualifications:** Interest in human services, social work, psychology, special education. **Housing Availability** – No.

TECHNOLOGY

(Job #TEC01) Assistant Program Coordinator, The Bridge/Irvington School Base Program, 1253 Clinton Avenue, Irvington, NJ 07111 **(A) Jan. 2-6 (B) Jan. 2-13 (C) Mar. 12-16**

Will assist the staff with the following Programs: College preparation, community service and the young women's groups. **Qualifications:** All areas of study are encouraged to apply.

Housing Availability – No.

(Job #TEC02) IT Program Manager, AT&T Consumer & Mobility Services, 200 South Laurel Avenue, Room D3-3D28, Middletown, NJ 07748 **(C) Mar. 12-16**

Be part of an AT&T IT team supporting our media/advertising sales organizations. Job includes project management of various initiatives including rollout of new sales force tools, managing development teams, and work with clients to assess ongoing needs. Day to day job varies and requires flexibility and a good sense of humor, along with ability to work multiple projects at one time. Extern will have opportunity to be part of a large team and also an individual contributor. **Qualifications:** Good oral and written communications skills, use of Microsoft Office. Willingness to listen and learn, ask questions. **Housing Availability** – No.

OTHER

(Job #OTH01) Event Planner's Assistant, Total Party, PO Box 201, East Brunswick, NJ 08816 **(A) Jan. 2-6**

The extern would work on various tasks related to special events including: planning events, setting up events, hands-on creative work, marketing & advertising, social media, researching new products & services, writing proposals, etc. **Qualifications:** This student should be reliable, on-time, flexible, energetic, creative, out-going, organized, ambitious and a self-starter. Must work well with others. Computer skills like Word, Excel & Internet Explorer are a plus. Social media experience with Facebook, Twitter, Linked-in is also a plus.

Housing Availability – No.

(Job #OTH02) Extern, University of Virginia, University Hall, Charlottesville, VA 22904 **(C) Mar. 12-16**

Extern will be involved in the daily operations of a final four Division I Field Hockey program. **Qualifications:** Coaching is a field you need to experience, therefore we are open to all majors. **Housing Availability** – No.

(Job #OTH03) Editorial Assistant, Victoria D. Schmidt- Author, 35 Hunters Circle, Lebanon, NJ 08833 **(B) Jan. 2-13**

The extern will prepare a bibliography on my laptop, or her computer, from the stack of books I've used as references for the book I'm writing. She will also research others and add them to the list. She will also, if there is time, read my manuscript for items I need to research further. These tasks are those that are performed at publishing houses for literary agents, magazines and other organizations that require writing and editorial skills. **Qualifications:** English and creative writing majors. **Housing Availability** – No.