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978.452.4606 AlliedBarton.com/Boston



# WELCOME TO THE 2nd ANNUAL CAREER & INTERNSHIP FAIR

# SPONSORED BY THE OFFICE CAREER SERVICES AND INTERNSHIP PROGRAMS

THURSDAY, APRIL 14, 2016, 1:00-4:00PM, ATHLETIC CENTER

This handbook has been prepared to assist you in learning about the diverse number of organizations that are represented at the 2016 Career & Internship Fair. Keep this handbook as a reference guide to utilize throughout the year. Read profiles to receive a brief overview of each organization's background, products and services.

- Read organization descriptions so that you do not miss opportunities
- Introduce yourself to representatives, shake hands, and thank the representative for coming to the Career Fair
- Obtain a business card from agency representatives you may want to contact at a later date
- If the division of an organization at the Career & Internship Fair is not the area in which you are interested, talk with the representative and ask for a contact name or referral
- Each recruiter should get a copy of your resume, and/or business card
- Be enthusiastic & GOOD LUCK!!!

Remember to stop by the Career Services Office throughout the year to get assistance with job search strategies and career plans.

# **About Career Services**

Career Services seeks to educate students in all phases of their career development with the tools necessary to make gratifying career decisions to develop and transition successfully in a diverse and global society.

# What We Offer

Career Services provides skill building and networking opportunities for students to engage in lifelong professional development. Professional development requires the ability to communicate effectively, to collaborate, to build and sustain professional relationships based on respect, to engage effectively in multicultural teams, to use technology efficiently, to problem solve, to assume professional leadership roles in the workplace, to identify future options, and to build the skills and knowledge to flourish in a changing job market. Career Services builds relationships with employers and provides support for faculty and parents as we partner in the career development success of their students.

# Student who use Career Services will have the opportunity to:

- Identify strengths and interests and match these to a compatible career path
- Develop realistic career and professional goals
- Explore possible life and career options through a variety of venues
- Learn and utilize competitive job search skills to secure a meaningful position
- Build and sustain professional relationships and networks
- Translate acquired knowledge to employment skills or graduate school success

# **Online Resources**

#### Lasell College Central Network:

Search for jobs and internships from employers looking to hire exclusively from Lasell College! Find out which employers are coming to campus, check for job and career fairs, events, and programs.

Connect with us on social media for up-to-date career related advice, and find out about events & additional opportunities to enhance your career.











Office Career Services | 1844 Commonwealth Ave., Newton, MA 02466 617-243-2124 | careerservices@lasell.edu - www.lasell.edu/careerservices

# **AlliedBarton Security Services**

Business/Industry:

www.jobs.alliedbarton.com Security

AlliedBarton Security Services is the industry's premier provider of highly trained security personnel to many industries including commercial real estate, higher education, healthcare, residential communities, chemical/petrochemical, government, manufacturing and distribution, financial institutions, and shopping centers. Our more than 50,000 employees and 100 offices across the country service a client base of several thousand which includes approximately 200 Fortune 500 companies nationwide. AlliedBarton is headquartered in Conshohocken, PA, and has been American owned and managed since 1957.

As the first security services company selected as one of *Training* magazine's Top 125 training companies for six consecutive years, AlliedBarton offers on-the-job, web-based, and ongoing training programs for all personnel from security officers through executive level management. Our commitment to training includes industry specific programs that are customized for the security challenges in several of the markets we serve.

AlliedBarton's focus on Human Capital Management moves employee growth and satisfaction to the forefront of all company initiatives. By utilizing employee retention programs and promotions from within, AlliedBarton is able to foster a culture of quality security officers and continuous customer satisfaction.

**Employment Opportunities:** Part-Time and Full-Time Job Opportunities

Majors: Criminal Justice

# Alzheimer's Association MA/NH Chapter Business/Industry:

www.alz.org/MANH Non-Profit organization

The Alzheimer's Association MA/NH Chapter is headquartered in Watertown, MA. We also have Regional Offices located in Springfield, Worcester and Raynham, MA and in Bedford, NH.

We support families dealing with Alzheimer's disease in numerous ways, including: Support Groups, Educational Programs, Advocacy & Public Policy, and Trainings for Professionals, Funding Alzheimer's Research, and Increasing Public Awareness.

**Employment Opportunities:** Internships

We offer numerous internship opportunities each semester in the following areas of study:

- Special Event Planning
- Advocacy
- Human Resources
- Public Relations

Majors: Communication, Graphic Design, Hospitality and Event Management, Human Resources, Human Services, Management, Marketing, Non-Profit Management, Public Relations, and Sport Management

# Boys and Girls Clubs of Boston

Business/Industry:

www.bgcb.org Non-Profit Youth Development

The mission of Boys & Girls Clubs of Boston is to help young people, especially those who need us most, build strong character and realize their full potential as responsible citizens and leaders.

**Employment Opportunities:** Full-Time and Part-Time Jobs

# **Full-Time:**

Youth Music Coordinator
Youth Art Coordinator
Lifeguards (Seasonal)
Challenge Course Director (Seasonal/Summer)
Assistant Aquatics Director (Seasonal/Summer)
Knowledge is Power - Education Assistant (Seasonal/Summer)
Group Leader (Seasonal/Summer)
Leader in Training Program - Math Teacher (Seasonal/Summer)

#### Part-Time:

Leader in Training Alumni & Outreach Youth Worker Social Recreation Assistant Membership Assistant

Majors: Applied Mathematics, Athletic Training, Childhood Special Education, Elementary Education, Fundraising Management, Sociology, and Sport Management

# Callanan & Klein Communications

Business/Industry:

www.callananklein.com Public Relations/Communications

We are a boutique public relations/integrated marketing firm working with consumer, lifestyle, tech and non-profit clients. We partner with a wide variety of organizations to create innovative communications, events, branding, social media and marketing programs.

From building buzz to managing events, we deliver exceptional service, creative solutions and measurable results.

# **Employment Opportunities:** Internships

What you will do:

- · Assist on communications, campaigns and clients
- Research media lists, editorial and event calendars
- · Assist in client social media campaigns
- Staff events
- Track client press coverage
- Draft key documents including releases, advisories and pitches
- Work a required 16-24 hour work week

If you're detail oriented, have a willingness to learn, have a valid driver's license, can receive academic credit for the internship and have an up-beat, enthusiastic attitude, then we want to hear from you!

Majors: Communication, Marketing, and Public Relations

## Chamberlain International School

Business/Industry:

www.chamberlainschool.org **Special Education** 

We are a private, nonprofit, school for students ages 11-22 coping with learning disabilities and mental illnesses. Highly specialized in therapeutic educational programming.

Established 1976. We have 120 students/160 faculty. Students come from throughout the U.S. as well as internationally.

We have offices in Middleboro, MA and Zeist, The Netherlands.

**Employment Opportunities:** Full-Time Job Opportunities.

Hiring Bachelor's or Master's Level Special Education Teachers Moderate K-12, as well as Bachelor's level Paraprofessionals.

The location of our school is Middleboro, MA.

Majors: Childhood Special Education, Human Services, Psychology, Secondary Education, and Sociology

# **Charles River Center**

Business/Industry:

www.charlesrivercenter.org Human Services/Non-Profit

The Charles River Center is a non-profit organization serving individuals with developmental disabilities for 60 years.

**Employment Opportunities:** Part-Time, Full-Time, and Internship Opportunities.

# DAY HABILITATION PROGRAM

- Residential Director (5 homes)
- Program Director (Needham)
- Program Supervisors (MetroWest area)
- Residential Counselors (Autism Programs, Natick, Needham, Newton)
- Full-Time LPN (Evenings and one weekend shift)

# **EMPLOYMENT SERVICES**

- Life Skills Coach (Needham, Natick)
- Case Manager (Needham, Natick)
- Energetic Companions for young men and women with developmental disabilities (various opportunities). Exp. required.

Summer Internships - CRC is currently seeking motivated and energetic individuals to work in our Day Vocational and Therapeutic programs, as Direct Care Professionals and Life Skills Coaches.

Majors: Human Services, Non-Profit Management, Psychology, and Sociology

# **RESIDENTIAL SERVICES**

- Case Manager
- Direct Care (Full-time)
- LPN (Part-time, 28 hours weekly)

• Skills Trainers & Respite Staff P/T

**FAMILY SUPPORT** 

# Commonwealth Lyric Theater

Business/Industry:

www.CommonwealthLyricTheater.com Non Profit

**Employment Opportunities:** Internship Opportunities

Commonwealth Lyric Theater, an award-winning, critically-acclaimed opera company in Newton, MA is seeking to fill the following positions for our spring production of BORIS GODUNOV by M. Mussorgsky:

- Costume Help
- Assistant Scenic Designer
- Graphic Designer
- Set Construction Help

These are unpaid positions. Please send your resume/cover letter to Olga Lisovskaya, Executive Director at lisovska1@aol.com

Majors: ALL MAJORS

**DXL Group** 

Business/Industry:

www.destinationxl.com Retail

Destination XL Group is the largest Omni-channel specialty retailer of big & tall men's apparel with operations throughout the United States and London, England. We operate under the brands of Destination XL, Casual Male XL, Rochester Clothing, Shoes XL and Living XL. The company also operates e-commerce sites at www.destinationxl.com and www.bigandtall.com. With more than 2,000 private label and name brand styles to choose from, customers are provided with a unique blend of wardrobe solutions not available at traditional retailers. The company is headquartered in Canton, Massachusetts and its common stock is listed on the NASDAQ Global Select Market under the symbol "DXLG".

**Employment Opportunities:** Summer Internships – DXL Group is actively seeking college candidates for our summer internship program in our Canton, MA corporate office. The program will last 10 weeks beginning in early-lune and extending through mid-August.

Interns will have the opportunity to work in conjunction with seasoned retail business professionals handling day-to-day responsibilities and attending departmental meetings. This is an excellent opportunity to put your studies to the test and gain real-world business knowledge at our national, multi-million dollar apparel retail company.

# **IMPORTANT DETAILS:**

- This is a paid internship
- Interns will work 20-25 hours/wk.

APPLY TO: dxlgrecruiting@dxlg.com.

Email subject line should read INTERN.

Resume with cover letter should include:

- The department or area of the business you're interested in
- The specific skills, traits, experience, etc. that make you a strong candidate
- Cumulative and major GPA.

Majors: Accounting, Communication, Fashion and Retail Merchandising, Fashion Design, Human Resources, and Marketing

# **Entercom New England**

Business/Industry:

www.entercom.com Radio Broadcasting

Entercom is an innovative, rapidly growing media, entertainment and marketing company which operates the country's fourth largest radio broadcasting company, as well as large events and digital marketing businesses. We operate 127 highly-rated stations in 28 top markets from Los Angeles to Boston and from Seattle to Miami, featuring the best, locally programmed stations with outstanding local personalities and a curated mix of great music and compelling news, talk and sports content. We also operate hundreds of events each year, attracting millions of attendees, and run a full-service digital marketing solutions division, Smart Reach Digital. Entercom is a financially strong organization with a 47-year operating history and is publicly traded on the New York Stock Exchange. Entercom Boston, LLC. Includes the WAAF, WEEI, and WRKO brands.

# **Employment Opportunities:** Sales Account Executive

If you are passionate about selling marketing and advertising solutions, Entercom Boston is ready to talk to you! We want the "best of the best" to represent our brands which include the WEEI Sports Radio Network, WAAF, WRKO, the Boston Red Sox Radio Network, Patriots Monday/Friday Exclusive Programming, and our extensive digital marketing assets. No other media sales organization in the Boston area can offer more marketing resources to their clients than the Entercom Boston team.

# Part Time - Street Teamer

Entercom Boston is looking for part-time Street Teamers. As a street team member, you'll be responsible for representing WAAF, WEEI, and/or WRKO in front of the public at on-site promotions and broadcasts. Street teamers are expected to be reliable, responsible, and mature, so if you're looking to "party" or get rich, don't bother responding. Additionally, you should have an outgoing personality and be able to maintain a flexible schedule. This is an excellent opportunity to get your foot in the door.

Board Operator/Producer - Entercom is looking for experienced part-time board operators and producers. Candidates should have a minimum of two years' experience and need to have strong communication and organization skills. Applicants should be familiar with Wide Orbit, News boss, digital production and board operation. Experience operating radio-broadcasting console and/or producing an on-air show preferred.

Internships – Entercom Boston offers an opportunity for students to apply classroom theory to practical experience. Interns can test their creative talent, exercise their analytical skills and increase their understanding of broadcasting operations and trends. Internships are available year-round, and are 12-15 hours per week, with specific days and times agreed upon in advance. All interns must be enrolled in a College or University and receiving college credit. Students are expected to obtain and complete any forms necessary to receive credit for the internship experience. Entercom Boston will assist students with the completion of such forms and provide information concerning duties and responsibilities. Internships are available for WAAF, WEEI-FM, and WRKO in the following departments: Promotions, Programming, Production, Sales, and Business Office & Web Development. Interns are non-paid.

Majors: ALL MAJORS

# **Enterprise Holdings**

Business/Industry:

www.go.enterpriseholdings.com Transportation

Enterprise Holdings, comprised of Enterprise Rent–A–Car, National Car Rental, and Alamo Rent–A Car, is the largest rental car company in the world. We operate almost 8000 offices in the United States, Canada, the United Kingdom, Germany and Ireland. Established in 1957 in St. Louis Missouri, Enterprise Holdings has seen tremendous growth over the past 55 years, and consistently produces yearly multi-billion revenues.

Regardless of college major or professional experience, nearly 100% of our full-time employees start out in our Management Training Program. This allows everyone to learn our business from the ground up and understand how they play a significant role in seeing it succeed.

Once you've completed your initial orientation, you'll be assigned to a branch office in your home area and the hands-on training begins. You'll learn valuable business skills from capable mentors who were once in your shoes. Nearly 100% of all our managers and corporate executives started out as Management Trainees.

During your first year, you will actively participate in everything from sales and marketing and customer service to operations and finance. As you progress, you will be tested and evaluated to determine your proficiency in these areas. Successful completion of these tests and evaluations will result in rewards, pay increases and the opportunity for continued promotions.

# **Employment Opportunities:** Management Trainee Program

This position is an entry-level career opportunity for Bachelor's degree candidates. It is a 10-12 month, paid, on the job training program. Upon successful completion of the program, we offer a 'promote from within culture with a lot of opportunity to move up into management.

Our starting salary is \$43K with a comprehensive benefits package.

# Part Time - Car detailer

This is a part time position for any college student looking to work for a great company. The car detailer prepares our vehicles in between rentals and works with a great team of people.

# The position pays \$10.50/hour.

## Management Summer Internship

This is a summer program designed for rising seniors (graduation dates ranging from August 2016–May 2017).

We offer the opportunity to join us for the summer and learn our business from the ground up. Successful Interns enjoy the opportunity for full time career positions after graduation.

# This is a PAID Internship at \$12/hour.

Majors: Communication, Entrepreneurship, Hospitality and Event Management, Marketing, Management, and Elder Care Marketing

# **Environmental Voter Project**

Business/Industry:

www.environmentalvoter.org Non-Profit

The Environmental Voter Project (EVP) is a new nonprofit that (1) individually identifies the millions of already persuaded (but seldom-voting) environmentalists, (2) registers those who need to be registered to vote, and then (3) consistently gets them to vote in every election. We are non-partisan and we do not endorse candidates; instead, we will steadily change the electorate and bring voter turnout to a tipping point of overwhelming demand for strong environmental leadership.

# **Employment Opportunities: Internships**

The Environmental Voter Project is looking for highly-motivated undergraduates to join our selective Summer Internship Program. Interns will:

- Recruit and cultivate volunteers
- Manage and participate in voter registration and canvassing
- Track field operations and enter information into databases and dashboards
- Participate in community events
- Help to oversee internal and external research projects
- Draft membership emails, stakeholder memos, and blog posts
- Help to manage and provide content for EVP's social media accounts
- Research public relations opportunities
- Hours (weekly): 20 35 hours per week. Start Dates: Flexible
- Minimum Time Commitment: 8-12 weeks
- Unpaid internship

Majors: ALL MAJORS

# **Fisher Agencies**

Business/Industry:

www.fisheragencies.com Insurance Sales

At American Income Life/Fisher Agencies, we treat each of our sales professionals like family. In fact, we believe by working together, we can each achieve our personal and professional goals. It is this philosophy that makes a difference – and has made us successful.

# **Employment Opportunities:**

Our industry growth has allowed us to now offer select sales positions for quality personnel. We provide local office training in Sales and Leadership Development. Advancement opportunities based on performance. Throughout our 60 year history we find these traits-drive, intensity, competitive nature, and winning attitude—are a common denominator among our top earners. IS THIS YOU??

# We Offer:

- High income potential based on performance
- Lucrative compensation and bonus plan for those in Sales Management
- Weekly bonuses and Lifetime Renewals
- · Conventions and sales incentive trips to exciting and exotic locations

## Our sales professionals enjoy:

- Rewards for Hard Work, Such as conventions and Sales Incentive Trips to exciting and exotic locations
- Career Advancement Based on Performance
- Positively Impacting the Lives of potentially Thousands of Individuals & Families
- The Luxury of LOVING WHAT THEY DO
- Performance-Based Pay averaging \$60K-\$80K First Year

Majors: ALL MAJORS

# GateHouse Media New England/Wicked Local Media Business/Industry:

www.gatehousemedia.com GateHouse Media

Industry: Communications/Media – Marketing/Advertising, Communications/Media – Journalism, Communications/Media – Marketing/PR, Communications/Media – Other, Communications/Media – Publishing/Print Media.

GateHouse Media New England/Wicked Local Media

- http://careers.wickedlocal.com
- www.gatehousemedia.com
- www.wickedlocalmediasolutions.com

GateHouse Media New England/Wicked Local Media is a multi-media news organization, providing comprehensive in-depth hyper-local news and information through our 160 wickedlocal.com websites, magazines and specialty products, and 100 plus well established and trusted weekly and daily newspapers throughout the Eastern Massachusetts market.

GateHouse Media New England provides an exciting and innovative working environment. We are looking for talented Communications, Journalism, Marketing/Advertising and Photography majors. You may join our organization in a variety of departments including marketing/advertising sales, news/editorial and online.

Our marketing/advertising professionals develop partnerships with small, mid and large sized businesses and have a dynamic portfolio of marketing/advertising solutions available to customize print, traditional digital, Propel digital marketing services, direct mail and native advertising services that strategically drive results for each client. We are rapidly growing our online advertising business and expanding our digital marketing services.

Our parent company is GateHouse Media, headquartered in Pittsford, NY. With 7,000+ employees and operations in more than 27 states, we are one of the largest publishers of locally based print and online media in the United States, as measured by a number of daily publications. Our portfolio of products, which includes 496 community publications and more than 250 related websites and seven yellow page directories, serves over 233,000 business advertising accounts and reaches approximately 10 million people on a weekly basis. We continue to grow our business by pursuing strategic acquisitions of high quality local media assets. Local New England sister companies include Propel Marketing, Local Media Group, *Providence Journal* and *Worcester Telegram and Gazette*.

**Employment Opportunities:** Multi-Media Marketing/Advertising, Digital Marketing/Advertising. Majors: Communication, English, and Marketing

# Horizons for Homeless Children Business/Industry:

www.horizonsforhomelesschildren.org Non-Profit

Horizons for Homeless Children improves the lives of young homeless children in Massachusetts and helps their families succeed by providing high-quality early education, opportunities for play, and comprehensive family support services. To support our mission, we also advocate on behalf of young children, train educators and human services providers, and provide research on the impact of early education on homeless children.

**Employment Opportunities:** We are currently seeking individuals with a background in Early Education, Human Services, and other related fields.

Majors: Childhood Special Education, Elementary Education, Human Services, Non-Profit Management, and Sociology

# Jade Marketing Group, LLC

Business/Industry:

www.jadejeans.com Fashion

Jade Jeans was launched in 2005. Jade Jeans takes pride in offering premium denim, exceptional quality, great fits, and unique washes to fit every girl's unique personality and lifestyle! We have made it our goal to give you jeans that are flattering, comfortable and fashionable.

Our design team is always on the hunt for the latest trends to incorporate into our jeans so you can be sure that no matter what you have going on, you'll look great and be stylish in a pair of our jeans!

# **Employment Opportunities:**

- Sales and Marketing Assistants
- Product Development Assistants

# Internships:

- Product Development
- Technical Design Internships

Majors: Fashion and Retail Merchandising, Fashion Communication & Production, Fashion Design and Production

# Jewish Community Center

Business/Industry:

Bostonjcc.org Community Center

With the support of our community, the JCC of Greater Boston is many things to many people. We are a welcoming destination for Jewish engagement, a hub of learning and celebration for all ages, and a dynamic center for social, cultural and fitness activities.

When you step through our doors, we think you'll find there's something different about this place. You'll feel an energy, a warmth and a sense of possibility. This is where you'll discover activities to engage the mind, body and soul — all under one roof.

At the JCC, we embrace the wonderful diversity of our community and encourage everyone to seek meaning and joy in Jewish life. Our programs, events and celebrations meet people where they are, providing a natural and comfortable gateway to lewish culture and traditions — whatever your personal beliefs or background.

# **Employment Opportunities:** Part-Time and Full-Time Job Opportunities

- Lifequards, Swim Instructors
- On-duty managers
- Assistant Swim Coach
- Sports Coaches
- Visual Operations Specialist

Majors: Exercise Science and Sport Management

Massachusetts Life Sciences Center

Business/Industry:

www.masslifesciences.com Life Sciences

The Massachusetts Life Sciences Center (MLSC) is an investment agency that supports life sciences innovation, research, development and commercialization. The MLSC is charged with implementing a 10-year, \$1-billion, state-funded investment initiative. These investments create jobs and support advances that improve health and well-being. The MLSC offers the nation's most comprehensive set of incentives and collaborative programs targeted to the life sciences ecosystem. These programs propel the growth that has made Massachusetts the global leader in life sciences. The MLSC creates new models for collaboration and partners with organizations, both public and private, around the world to promote innovation in the life sciences.

**Employment Opportunities:** Full-Time

#### Full-Time:

The Massachusetts Life Sciences Center (MLSC) is an investment agency that supports life sciences innovation, research, development and commercialization. The MLSC is charged with implementing a 10-year, \$1-billion, state-funded investment initiative. These investments create jobs and support advances that improve health and well-being. The MLSC offers the nation's most comprehensive set of incentives and collaborative programs targeted to the life sciences ecosystem. These programs propel the growth that has made Massachusetts the global leader in life sciences. The MLSC creates new models for collaboration and partners with organizations, both public and private, around the world to promote innovation in the life sciences.

**Monroe Staffing** 

Business/Industry:

www.monroestaffing.com Staffing

For over 40 years, Monroe Staffing Services has maintained and developed a reputation of strength and leadership in the realm of staffing solutions. We service a variety of industries across a network of employers within our region; and we specialize in matching qualified candidates with prospective employers to create the ideal work solution for both parties. Monroe Staffing Services remains committed to our most powerful resource – our people. We offer highly competitive compensation coupled with a wealth of benefits, training, and incentives. Our company is currently experiencing unprecedented growth and is actively looking for associates who are ready to take the next step towards their new career.

Employment Opportunities: Sales (CT, MA, RI, NH, NC), Staffing Specialists (CT, MA, RI, NH)

Majors: ALL MAJORS

National Amusements Business/Industry: www.showcasecinemas.com Arts, Entertainment & Recreation

Movie Theater Company which offers premium services to its customers. Bar, Restaurant, and Concessions.

**Employment Opportunities:** Full/Part-Time Jobs

Majors: ALL MAJORS

Newport Hotel Group Business/Industry:

www.newporthotelgroup.com Hospitality

Newport Hotel Group is a family-owned real estate investment and management company, primarily focused on the hospitality industry. We specialize in all facets of the hotel industry, ranging from development, construction, and renovations, to day-to-day management of our properties. Our experience ranges from urban high-rise branded hotels to boutique resort properties, and we are committed to ensuring that our hotels exceed the expectations of our guests, employees, investors, and the communities in which they are located.

Newport Hotel Group is a dynamic, growth-oriented company. Newport Hotel Group's success is primarily due to its focus on our team of people. Our greatest strength is our ability to attract and retain superior talent at every level of the company. We believe in professional growth and promoting from within, and over 65% of our supervisory and management employees originally worked in other positions at our company. At Newport Hotel Group, we encourage entrepreneurial actions from our team members. We continually strive to achieve superior guest service, value, a well-maintained, safe, and environmentally-conscious hotel environment, outstanding employee morale, leading technology, consistent capital reinvestment into our properties, conservative growth, and, above all, strong morals and ethics in all of our business dealings.

**Employment Opportunities:** Part-Time and Full-Time Job Opportunities

The LEAD Program is a twelve (12) month rotational training plan to provide an overall introduction to the operations of the hotel and to the core basics and values of the Newport Hotel Group. Through the program the trainee will develop core leadership skills and implement their hospitality knowledge to assist in operating the hotel. The trainee will begin by receiving an introduction to the company's policies, procedures, and Standard Operations Procedures (SOPs). The trainee will also receive a thorough introduction and exposure to all departments within the hotel. The goal for each trainee is to acquire and perfect as many skills as possible during the position rotation to advance them into a leadership position after the rotational year.

Majors: Hospitality and Event Management

Nordstrom
Business/Industry:

www.nordstrom.com Retail

Nordstrom is a fashion specialty retailer founded on a simple idea: offer each customer the best possible service, quality, value and selection. We're looking for exceptional salespeople to provide outstanding customer service, develop strong customer relationships and build individual sales volume.

From attentive salespeople to meticulous tailors and innovative merchants, our teams are comprised of talented people who work hard to delight the customer. When you join a Nordstrom store, you are welcomed into a family dedicated to creating memorable and rewarding shopping experiences for our customers.

Since 1901, Nordstrom has offered a wide variety of quality apparel, shoes and accessories for men, women and children at our stores across the country. We're proud to be named to *Fortune* magazine's list of '100 Best Companies to Work For.' We believe this recognition comes from our desire to empower our employees to set their sights high and deliver exceptional service to customers.

As a Nordstrom employee, you can feel confident that your health and well-being are among our highest priorities. We offer a comprehensive, flexible employee benefits package that includes medical/vision and dental coverage, a generous merchandise discount, an employer-matched 401(K) savings and profit sharing plan and much more.

We are an equal opportunity employer committed to providing a diverse environment.

**Employment Opportunities:** Retail Management Internship, Retail Sales

Majors: Fashion Merchandising, Fashion Communication & Production, Fashion Design

# Join the RTN Team!

RTN Federal Credit Union offers rewarding careers in a fast-paced, customer-service oriented environment.

We are committed to "giving back" through a variety of sponsorships, drives and community events.

We offer competitive compensation and benefits.

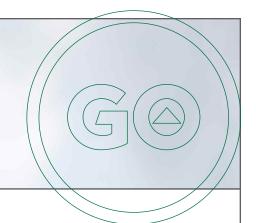
Visit rtn.org/about-us/careers to view our current openings, or email your resume and cover letter to careers@rtn.org.

RTN Federal Credit Union 600 Main Street Waltham, MA 02452 ◆ rtn.org





# WHAT YOU'LL LEARN IN THE MANAGEMENT TRAINING PROGRAM



#### **Customer Service**

Customer service is our way of life. We maintain an uncompromising focus on customer service, from our distinctive professional dress and courteous demeanor, to our practice of directly linking career advancement opportunities to the actual customer service we provide. In most cases, Management Trainees serve as the customer's main point of contact at an Enterprise branch, so you will be trained to handle all customer-facing situations. These situations include handling phone and walk-in inquiries, and assisting the customer in all phases of the rental process. Out of everything you learn, this is the one skill you'll use every minute of every day you're at Enterprise.

# Sales and Marketing

In our Management Training Program, you'll learn how to run a million-dollar business, lead a team of professionals and get your sales and marketing techniques down to an art and a science. You'll work with your Branch Manager and co-workers to run a successful operation. You'll work with individual customers, but over time, you'll also begin to build relationships with local business partners. Ultimately, we will train you to make calls on insurance agents, dealerships, auto body shops and hotels to promote our services, our cars, our rates and our professionalism.

#### **Financials**

This is the "running a business" part of the Management Training Program. After all, profits are what make a business successful. We'll start with basic accounting and finance principles, progress to more advanced topics and eventually put you in charge of the profit and loss statement for your branch. And once you reach an Assistant Branch Manager position, part of your compensation comes from the profits of your branch. The better you perform, the better Enterprise performs, and the more you earn.

# Logistics

Things can get pretty hectic at an Enterprise branch. There are customers, cars and employees buzzing around all day. While managing your team, you'll also be responsible for a fleet of as many as 200 vehicles. You will be responsible for deciding the number and type of cars to prepare for rent, and determining service schedules for the vehicles. In addition, you'll learn everything from creative time-management techniques to innovative organizational tools. It will all help you keep your branch running smoothly – and prepare you for wherever your career takes you.

# **Entrepreneurship**

Our program is known throughout the business community at large because we set the standard for training future leaders. And the reason is simple. As the world's largest rental car company, our hands-on learning environment is uniquely designed to give you real-world experience and help you reach your full potential. Our intensive program builds on your entrepreneurial spirit and gives you the skill set – a virtual on-the-job MBA – to make the types of crucial business decisions you'll be charged with every day. At Enterprise, each employee has the opportunity to be an influencer. The idea of picking up our customers was developed in 1974 by one of our managers in Florida, and the service quickly spread across the country. It's just one example of how our commitment to listening to our people helps us grow our business and in turn, helps you grow your career.



# **Boston Group**

We are an Equal Opportunity Employer. Minorities/Women/Disabled/Veterans



Nurtury

Business/Industry:

www.nurturyboston.org Early Education Services

Nurtury gives Greater Boston's youngest children in need, from birth to age five, the opportunity to reach their full potential by investing in school readiness, promoting healthy development, and strengthening families.

Since its inception in 1878, Nurtury has continued to evolve and grow in order to best meet the needs of the communities and families we serve. We currently own and operate six early care and education centers and contract with over 140 independent child care providers through our family child care program. Nurtury cares for over 1,500 children each day.

Employment Opportunities: Preschool, Infant/Toddler, and Lead Infant/Toddler Lead Teachers

Six locations throughout the Boston area in: Cambridge, Boston, Roxbury, and Jamaica Plain

Majors: Childhood Special Education, Elementary Education, and Human Services

The Paper Store

Business/Industry:

www.thepaperstore.com

Retail

**Employment Opportunities:** Full-Time, Part-Time Jobs and Internships

**Full Time:** 

Store Managers
Assistant Managers
Visual Managers
Associate Buyers
Allocation and Replenishment Specialist
Corporate Operations Manager
Customer Service Lead
Accountants

Part Time:

Department Managers
Operations Managers
Service Leaders
Sales Associates

Internships:

Buying Merchandising Accounting Management

ΙT

Marketing

**Project Management** 

Majors: Accounting, Entrepreneurship, Fashion (Merchandising, Communication, and Design), Finance, Graphic Design, Human Resources, Management, Marketing, and Project Management

Riverview School
Business/Industry:

www.riverviewschool.org/home Boarding/Day School

Riverview School, an independent coeducational boarding/day school, provides a caring community for adolescents and young adults with complex language, learning and cognitive disabilities. The School is committed to developing student competence and confidence in academic, social and independent living skills.

**Employment Opportunities:** Teaching positions, Residential positions

Majors: Childhood Special Education, Human Services, Non-Profit Management, Psychology, Special Education, and Sociology

# **RTN Federal Credit Union**

Business/Industry:

www.rtn.org Finance

Welcome to RTN Federal Credit Union! We're a member-owned, non-profit financial cooperative, governed by a volunteer Board of Directors.

At RTN, we're committed to helping our members achieve financial well-being through quality products and services, personalized service and access to financial education.

Community involvement is a cornerstone of RTN as a credit union. We support local Boston area community projects and initiatives, and work collaboratively with members, sponsor groups and our surrounding communities through financial support and volunteerism.

Founded in 1945, RTN is one of the largest credit unions in Massachusetts, with \$825 million in assets, close to 50,000 members and 20 branches. Membership is open to employees, students, members and volunteers, and their families, through more than 600 employer groups.

Our work environment is fast paced and customer focused. We offer competitive compensation and benefits. Equal Opportunity Employer and VEVRAA Federal Contractor. Min/Fem/Vets/Dis.

**Employment Opportunities:** Part-Time and Full-Time Job Opportunities

At any given time we have **entry-level positions** that provide valuable customer-service oriented experience. Self-motivated individuals who are friendly and enjoy working with the public will do well in our fast-paced environment that is geared to working with our members for their financial wellbeing.

From tellers to consumer loan representatives and beyond our employees are an integral part of our success.

Entry-level positions have the potential for growth within our 20-branch organization.

To learn more about why you should consider a position with RTN Federal Credit Union visit www.rtn.org and be sure to stop by our booth at the Lasell College Career and Internship Fair.

Majors: Finance

SecurAmerica LLC

Business/Industry:

www.SecurAmericaLLC.com Contract Security/Security

SecurAmerica is a privately-held, American-owned premium contract security services company based in Atlanta, GA. Our mission is to provide legendary and responsive security service solutions to our client, which provide uncompromising value, cost effectiveness and results to our clients' diverse business needs. Our business model is based on creating and delivering operational excellence to each and every customer by selecting the right people, training them to exceed our customers' requirements and providing them with a culture that is focused on 100% customer and employee satisfaction. This model has earned us the respect of the security industry, fueled robust growth in every market we have entered and resulted in high annual employee and customer retention rates that serve as industry benchmarks.

# **Employment Opportunities:** Part-Time and Full-Time Job Opportunities

- Provide "LEGENDARY and RESPONSIVE" customer service in representing SecurAmerica and the client based on site and post instructions
- Help deter, deflect, detect, investigate and/or resolve all activity that could result in loss or liability for the customer
- Enforce client security, safety and fire/life safety rules, procedures and protocols
- · Maintain a high level of visibility, vigilance and professionalism while on post and while on patrol
- Effectively and efficiently respond to client, contractor and visitor inquiries and service requests; graciously assist all parties as needed
- Immediately and appropriately respond to emergency situations according to specified protocols
- Complete required reports, logs and paperwork in a timely method that meets or exceeds account quality standards
- Fully comply with the terms of SecurAmerica's security services agreement, site post orders/procedures and client performance standards

Majors: Criminal Justice, Hospitality and Event Management, Law and Public Affairs

Securitas Security Services USA, Inc.

Business/Industry:

www.securitasinc.com Security

Securitas USA's services include guarding services, patrols and inspections, access control, concierge and receptionist services, perimeter console operators, alarm response, and specialized client requested services. We hire people from all walks of life with a variety of distinctive skills and perspectives united with a common purpose – "To help protect homes, workplaces and communities by providing the well-being needed to help protect their assets and safeguard their people." We are currently seeking a self-motivated Security Officer to join our team. In this role you will preserve order and may act to enforce regulations and directives for the site pertaining to personnel, visitors, and premises.

# Full-Time Positions Flex Officer (Framingham/MetroWest)

The Flex Officer program intends to showcase Securitas USA's finest security officers and attempts to promote Security Officer Development and training. Ideally, Flex Officers will gain a broad and specialized knowledge of various high profile posts. Flex Officers will be evaluated for leadership and further growth potential. Strong and reliable performance as a Flex Officer will earn the Security Officer consideration for assignment to supervisory or other leadership posts. Ideally, Flex Officers will develop career paths to further growth within the Company. E/M/F/Vet/Disabilities

## Part-time Security (Waltham, MA)

Securitas is pleased to announce many openings both full-time and part-time in Waltham. We are currently looking for officers for the following positions:

Sat-Sun 0700-1500, Sat-Sun 1500-2300

Majors: ALL MAJORS

**Shaw's Supermarkets** Business/Industry:

www.shaws.com Retail

Shaw's and Star Market is working to become the favorite food and drug retailer in every state it operates and is a proud member of the Albertson's- Safeway family of stores. Shaw's is one of the oldest continuously operated supermarkets in the United States with its roots dating to 1860. Throughout five New England states, there are 154 store locations employing approximately 20,000 associates.

**Employment Opportunities:** Part-Time and Full-Time Job Opportunities

Store Management Trainee - To perform operations throughout the store in order to learn the requirements of the job and to assist store management in developing and implementing strategies to achieve maximum sales and earnings. Also, assist store management in the development and training of all store associates, so that compliance with all company standards and policies will be met.

Shaw's is also hiring for part time employees in all departments! We have opportunities throughout all of our 154 stores in New England. We offer flexible hours, competitive wages, and opportunity for advancement!

Majors: ALL MAJORS

Talbots

jobs.talbotsinc.com Retail

Business/Industry:

In 1947, our founders Nancy and Rudolph Talbot opened their first shop in Hingham, MA. a quaint New England town not far from Boston. Their business quickly became known as "the store with the red door" and a go-to destination for classic style, great color, impeccable tailoring and personalized service. In 1948, Nancy and Rudy launched their direct mail business by distributing 3,000 black-and-white fliers to names obtained from The New Yorker magazine. Today, there are over 500 Talbots stores throughout the U.S. (45 states) and Canada with catalogs and an e-commerce site reaching a vast audience of customers around the world.

Employment Opportunities: Inventory Analyst located in Hingham, MA

The Inventory Analyst contributes to the company's sales, inventory and margin goals through allocating merchandise to the stores. Performs size analysis by store to develop size curves. Executes category performance at the store level and assigns store grades. Recommends assortment style color breadth and depth by volume group.

The Inventory Analyst is responsible for monitoring and distributing goods to the stores, which is critical to Talbots achieving its sales and margin goals. They will have responsibility for the management of the inventory for a selection of products.

Full-Time Summer Internships and Part-Time Fall Internships in Hingham, MA

Summer Internships available include Accounting Operations, Merchandising, Sourcing, Market Research, and Communication/L&D. Summer internships are full-time and paid.

Fall internships available include Accounting Operations and Market Research. Fall Internships are part-time and students must be able to receive credit.

Majors: Accounting, Communications, Fashion and Retail Merchandising, Finance, Human Resources, and Marketing

# **US Army Waltham Recruiting Center**

Business/Industry:

goarmy.com Military

The US Army is one of the world's largest employers offering a wide variety of career options guaranteed to challenge individuals with the integrity, fortitude and desire to meet the needs of their nation's defense while developing their potential. Choose from over 150 jobs, full or part-time employment, and receive full medical and dental coverage, housing and other benefits including college tuition repayment options. Additional information can be had by visiting: www.goarmy.com, or calling your local Army career specialist. Look one up today by visiting: http://www.goarmy.com/locate-a-recruiter.html

# **Employment Opportunities:**

Looking to hire for one of over 150 jobs, full or part-time jobs. Receive full medical and dental coverage, housing and other benefits including college tuition repayment options. Additional information can be had by visiting: www.goarmy.com, or calling your local Army career specialist. Look one up today by visiting: http://www.goarmy.com/locate-a-recruiter.html

Majors: ALL MAJORS

# **Verizon Wireless**

Business/Industry:

www.verizon.com/jobs Telecom

At Verizon, our people are busy changing the world—tackling the toughest challenges in areas like healthcare, energy, public safety, and education. With an outward focus on our customers and integrity at our core, we're creating technology solutions that help businesses optimize their operations, families connect from anywhere, and whole communities leave smaller, greener footprints. The result? Widespread impact on the way people live, work and play across the entire globe. That's why we need the best and the brightest minds to join our team. People like you— determined to push boundaries, drive real change, and help us create a smarter, better future for all.

**Employment Opportunities:** As a Solution Specialist– We're looking for someone who has what it takes to close sales, beat quotas and rack up commissions.

## **Preferred Qualifications**

- 1-2 years of sales experience in a commission environment
- A college degree is preferred
- Bilingual Spanish skills are a definite plus

You must also be able to move throughout the store to actively engage customers, demonstrate products, and effectively execute the sales function. In return for your talent and dedication, we'll proudly support you with comprehensive benefits worthy of the name Total Rewards, including:

- Award-winning training
- Competitive salary
- Medical/dental/vision from day one
- 401(k)
- Work-life programs
- Phone discounts
- Generous tuition assistance
- Unlimited opportunities to maximize your career potential

We do have various internships on our website for a multitude of majors. Please visit the web site for more information on those. www.verizon.com/jobs (click on the internship link)

Majors: ALL MAJORS

Walker

Business/Industry:

www.walkercares.org Education, Psychology, Human Services

Walker is a network of facilities and professionals that provides world-class mental health services, state-of-the-art special education, expert professional training and consultation, and child welfare advocacy.

It is a privilege to accompany children and families on their journey as they find their strengths, achieve what they may have considered impossible and build a future for themselves marked by health, accomplishment and pride.

**Employment Opportunities:** Residential Child Care Worker

Child Care Workers act as a member of a multidisciplinary treatment team in a residential and school program for children with severe emotional and behavioral difficulties. Focus on social, recreational, and behavioral needs of children. Child Care Workers ensure that the physical and emotional needs of children are being met on a daily basis. Committed to child centered, family focused culturally competent care and strength based treatment. Must have valid U.S. driver's license and ability to transport children into the community. Positions available at a variety of professional levels; Shifts available evenings and weekends. Compensation is commensurate with related experience and education.

Relevant experience or Associate's Degree; Bachelor's Degree in related field, preferred. Must be committed to family driven and culturally competent care and strength based treatment. Excellent written and verbal communication skills.

Majors: Psychology

Wicked Cool For Kids Business/Industry: www.wickedcoolforkids.com Education

Our comprehensive programs are managed locally in a haul-in/haul-out, leave-no-trace, soup-to-nuts format that challenges kids to investigate their world through science, art, and technology. We base our programs on three fundamental principles – Learning, Fun and Safety. Every member of our program staff is background-checked and trained in both curriculum and safety procedures. We work closely with our clients to follow every protocol to safeguard the children in our care. Our curriculum is structured around an experiential environment where we engage kids in challenging activities.

**Employment Opportunities:** We offer full-time in the summer. Do you like to work with kids and a wicked cool team during the summer time? We are looking for experienced educators to staff our summer programs. Programs run 9 am to 4 pm (full time) or 9am to 12pm (part time) for one week between June 27 and August 29. Full day and half day positions and multiple weeks available.

Part-Time: Wicked Cool For Kids is seeking after school program teachers, in school teachers as well as school vacation teachers in multiple communities to lead our science, engineering and Lego programs starting in late January. We provide supplies, training and teacher support. Our programs run 6 or 12 weeks and are usually one hour long, but employees are also paid for prep, training and set up. This is an independent, fun job but you must meet the requirements to be considered. We set you up for success. If you love to teach kids – and are a hands-on type of teacher –you may be Wicked Cool! Experience teaching science is not necessary – just a great attitude and a willingness to learn our programs.

Majors: Elementary Education

**YMCA of Greater Boston** 

Business/Industry:

www.verizon.com/jobs Non Profit

The YMCA of Greater Boston is dedicated to improving the health of mind, body and spirit of individuals and families in our communities. We welcome men and women, boys and girls of all incomes, faiths and cultures.

**Employment Opportunities:** Preschool Teacher, Site Director

Part-Time - ESOL Teacher, Recreational Enrichment Afterschool Teacher

Majors: Elementary Education

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# **ENJOY:**

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Networking
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Discounts Benefits and more!





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M.S. in Communication
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Integrated Marketing Communication
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Emergency & Crisis Management
Homeland Security & Global Justice
Violence Prevention & Advocacy
Criminal Justice: Self-Designed Option

# M.S. in Management

Elder Care Management
Hospitality & Event Management
Human Resources Management
Marketing Management
Non-Profit Management
Project Management

M.S. in Rehabilitation Science M.S. in Sport Management

Sport Hospitality Management Sport Leadership Sport Non-Profit Management PMBA (Professional Master

of Business Administration)

617.243.2400 GRADINFO@LASELL.EDU LASELL.EDU/GRAD **THE CAREER & INTERNSHIP FAIR** is an excellent opportunity for you to gather information about career fields and specific organizations of interest. The Fair provides you opportunities to learn more about potential jobs and internships, create connections with recruiters, and market yourself to a variety of organizations. Here are some tips to help you make the most of your experience.

# **CAREER FAIR TIPS**

- This event is designed to facilitate conversations with employer representatives about job opportunities and internships.
- The employers are here to meet YOU. Don't hesitate to approach a table or join a group already in discussion.
- Ask questions, pick up printed materials, and ask for business cards.
- Have fun and enjoy your conversations!

# STEPS TO A SUCCESSFUL FAIR EXPERIENCE

**Step 1:** Choose five companies that you are very interested in learning more about and then select three additional companies you would also like to speak to at the fair.

**Step 2:** Make a good first impression! Greet the employer and introduce yourself (first and last name). Be sure to smile, make eye contact and use a firm handshake.

**Step 3:** Use your "60 second introduction" to sell yourself! Be ready to state what you can offer a company in regards to your skills and experience. (If you need help with this, visit the Career Services table.) Ask a few relevant questions.

**Step 4:** Be sure to get the recruiter's name and a business card whenever possible. Jot down notes after speaking with a recruiter so you can personalize the thank you notes you send after the fair. Evaluate how it went after leaving the table.

**Step 5:** Within a couple of days after the fair, write personalized emails to thank the recruiters for their time. (Have a friend proofread your email before you send.) Follow each employer's specific application instructions.

**Step 6:** Visit the Career Services table to ask any questions you may have about navigating the Career Fair.

# **SAMPLE QUESTIONS**

What skills or experiences do successful candidates have?

What are the typical first assignments for an entry-level person in your organization?

What responsibilities are given to interns?

What should I do next to learn more about this career field/organization?

Important Note: A Career Fair is only one of multiple ways to explore career opportunities. The organizations that come to a fall career fair are the ones that are able to predict hiring needs in advance. Talk to someone in Career Services about hiring timelines for career fields that interest you and how to develop your individual job or internship search.



Office of Career Services
Edwards Student Center, Top Floor 617•243•2124
careerservices@Lasell.edu
Connect with us on Social Media #lasellcareerfair