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A Bulletin of Career, Educational, & Reentry Information & Opportunities for RPCVs

HOT RESOURCES

The following resources can help you with your graduate school research:

Peterson's Annual Guides to Graduate Study (Princeton, NJ, Peterson's Guides) is a six-volume comprehensive reference tool for gathering preliminary information about graduate schools.

Information about the Peace Corps Fellows/USA program can be found at www.peacecorps.gov/fellows or by calling 800.424.8580, ext. 1440.

The *Graduate School Guide*, published by Returned Volunteer Services, is a comprehensive resource that offers advice about applying to graduate school. Request a copy of the book via e-mail at rvs@peacecorps.gov.

These websites offer more information about graduate entrance exams:

www.gre.org
www.lsatsat.org
www.aamc.org
www.gmat.org
www.tpcweb.com/mat

For a Free Application for Federal Student Aid (FAFSA), visit www.fafsa.ed.gov.

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For information on how to place job announcements, contact:

Peace Corps
 Returned Volunteer Services
 Phone: 202.692.1430 or
 800.424.8580, ext. 1430
 E-mail: hotline@peacecorps.gov
 Fax: 202.692.1431 or 1421
 Website:
www.peacecorps.gov/rpcv/hotline

Start Early: The Secret to Selecting the Right Graduate Program

by RPCV Gina Wynn (Russian Far East)
 Fellows/USA Marketing Specialist

For RPCVs considering graduate school, it is not too early to begin thinking about the application process for spring and fall of 2004. Whether you're still overseas or recently returned, you will have a considerable advantage over other applicants and avoid the stress of procrastination if you start your research now.

Preparing your materials well in advance gives you plenty of time to rewrite and proofread your statements of purpose and to review checklists. You'll also have an advantage in programs that accept candidates or allocate merit awards on a first-come, first-served basis. Typical submission deadlines fall at least six months before you actually plan to begin classes.

Soul Search and Research

The first step in selecting a graduate program is choosing a field of study. This may require some soul searching. Ask yourself these important questions: Why do I want to go to graduate school? What would be my ideal job upon graduation? What kind of degree programs would be most impressive to my ideal employer? These questions may not be as easy to answer as you think.

After answering these questions, develop some criteria for selecting institutions. Consider location and cost of living, program size, reputation, tuition, internship opportunities, career placement services, and faculty interests. Also, contact professionals in your field to find out which graduate schools they consider reputable.

Next, list some universities that offer

programs in your subject area. *Peterson's Annual Guides to Graduate Study* (Princeton, NJ, Peterson's Guides) is a six-volume comprehensive reference tool for gathering preliminary information about graduate schools. This series is available in the Career Center at the Peace Corps Regional Office in Rosslyn, Virginia, or online at www.petersons.com. You may get additional information from professional organizations about institutions within your subject area. The Association of Professional Schools of International Affairs (APSIA) at www.apsia.org is one example.

Peace Corps Fellows/USA

Don't forget to consider Peace Corps Fellows/USA programs. Fellows/USA works with more than 30 universities that offer financial assistance to RPCVs for graduate school in a variety of subject areas, including business, community and economic development, environmental studies, the sciences, health care, and education. In return, RPCVs hold internships in high-need U.S. communities. A list of Fellows/USA programs can be obtained at www.peacecorps.gov/fellows or by calling 800.424.8580, ext. 1440. Contact the coordinator at each university for more specific information about individual Fellows/USA programs.

"I never contemplated going to graduate school prior to joining the Peace Corps," said RPCV Skye Sieber (Cameroon, 1996-98), a Fellows/USA alumna of the University of Oregon. "I was glad that there was an opportunity

to still 'get credit' for my Peace Corps service after the fact and apply it immediately toward graduate study and hands-on community service stateside. It also gave me great confidence to know that my Peace Corps experience looked desirable to a graduate program."

Information Online

For other universities, call or request information online from their graduate admissions departments. In most cases, the information you will need to know about a program will be found on its website, including applications. This is especially helpful for Volunteers who are still overseas. If you are in the United States, it may be helpful to request an application packet even if you choose to apply online.

Before filling out applications, however, carefully review university requirements. If you meet the requirements at many schools, limit your applications to five since the time and expense associated with each application can become burdensome. Each application costs approximately \$55, you'll have to write at least one statement of purpose for each program, and each reference will have to complete five recommendation forms. It is common to include one "sure-thing" and one "long-shot" among your choices of universities.

Next, schedule interviews if they are required. Tour campuses and arrange to sit in on classes. Identify professors within the programs who share your interests and who could possibly

PUBLIC SECTOR

NAT. RES./ECO. DEV. • La Crosse County, WI

Position available with University of Wisconsin Extension. Duties: strengthens communities and local governments through educational programming that builds understanding and leads to improved decision-making and leadership skills; helps communities address their economic development, tourism, river-based economies, water quality, and land use challenges; provides overall leadership for extension programming; develops a public relations strategy for bringing visibility to the impact of extension programs. Qualifications: master's degree with at least one degree in a related content area, such as business or economic development, community development, political science, or natural resource management; experience working with local governments and community-based organizations building coalitions for the purpose of a positive action preferred. Deadline: 5/14/03. Submit cover letter (include position title and county name), résumé, contact information for three professional references, and undergraduate/graduate transcripts to Cooperative Extension Personnel 249 Extension, 432 N. Lake St., Madison, WI 53706; phone: 608.263.1945; e-mail: ces.jobs@ces.uwex.edu; website: www1.uwex.edu/ces/personnel.

CAMPUS REP. • Pittsburgh, PA

Position available with the Peace Corps, University of Pittsburgh for the 2003-04 school year. Duties: serves as an information source for students and others interested in the Peace Corps through classroom talks, information tables, regular office hours, maintenance of a website, and other publicity. Qualifications: graduate student who has served in the Peace Corps. Benefits include hourly wage, medical insurance, and tuition. Send cover letter and résumé to Glema Burke, Office of Grants and Contracts, University of Pittsburgh, Center for International Studies, 350 Thackery Hall, Pittsburgh, PA 15260; phone: 412.648.7374; fax: 412.624.4672; e-mail: gcburke@ucis.pitt.edu.

FISHERIES BIOLOGIST • Panama City, FL

GS-9/11 position available with the U.S. Fish and Wildlife Service. Duties: coordinates striped bass restoration program; provides technical assistance on sport fish management on National Wildlife Refuges; addresses aquatic nuisance species issues; provides outreach to recreation fishing groups; offers field assistance to other office biologists. Qualifications: one or more years of experience with a variety of field sampling techniques, fish population assessment and habitat models, or reservoir management modeling; maintenance of databases; ability to accomplish complex statistical analysis and peer

reviewed publications; master's degree; communication skills. Deadline for applications: 5/15/03. Send résumé to USFWS, 1601 Balboa Ave., Panama City, FL 32405; e-mail: FW4_ES_FR_PanamaCity@fws.gov.

CAMPUS REP. • Columbia, MO

Position available at the University of Missouri (MU). Duties: develops and implements a program to increase awareness of Peace Corps within Columbia and MU; coordinates all Peace Corps-related activities (information sessions, career fairs, group presentations, and recruitment campaigns); organizes and facilitates regular meetings with area schools, student clubs, and organizations on campus; evaluates applications and interviews potential volunteers; interacts with local RPCV group. Qualifications: RPCV with acceptance for graduate studies at MU college of agriculture, food, and natural resources; excellent communication skills with ability to work with minimal supervision; 20 hours per week throughout the year. Send cover letter and résumé to Don Spiers, 114 ASRC, University of Missouri, Columbia, MO 65211; phone: 573.882.6131; e-mail: spiersd@missouri.edu.

CAMPUS REP. • Ames, IA

Position available with the Peace Corps at Iowa State University. Part-time graduate assistantship for a graduate student who has served in the Peace Corps. Duties: serves as an information source for students and others interested in the Peace Corps through classroom talks, information tables, regular office hours, maintenance of a website, and other publicity. Deadline for applications: 5/15/03. Send cover letter and résumé to Jane Edwards, Study Abroad Center, 256 Memorial Union, ISU, Ames, IA 50011-1130; phone: 515.294.3215; e-mail: jedwards@iastate.edu.

PUBLIC HEALTH NURSE • Alexandria, VA

Position available with Alexandria Health Department. Duties: provides immunization education and services in clinic settings; assists in quality assurance and in-service education activities. Qualifications: Virginia RN licensure; bilingual ability (English and Spanish) highly desired; pediatric or public health nursing experience preferred. Part-time, 24 hours/week. Deadline for applications: 5/9/03. Submit résumé to Marie Quander Jones, Alexandria Health Department, 517 N. St. Asaph St., Alexandria, VA 22314; fax: 703.838.4038; website: www.dpt.state.va.us/statefrm.htm.

CAMPUS REP. • East Lansing, MI

Position available with the Peace Corps for the 2003-04 school year. Duties: assists with recruitment and support of applicants; event planning; serves as liaison with the Chicago Regional Office. Qualifications: RPCV and current graduate student at the Michigan State University;

outstanding organizational, communications, and presentation skills; experience with MS Outlook and web page design strongly desired. Must be available for Chicago training session scheduled for late August. Submit résumé and cover letter to Dr. Jeffrey Riedinger, Associate Dean of International Studies and Programs, at e-mail: riedinge@msu.edu.

PRIVATE SECTOR

PROGRAM ADMIN. COORD. • Washington, DC

Position available with the National Council on Economic Education, an education nonprofit organization. Qualifications: B.A./B.S.; two years of administrative experience; very strong computer skills; excellent communication skills; a talent for information management; preference given to candidates with interest and/or experience in international education and international or educational issues. Submit résumé with cover letter by fax: 202/265-3309; email: loldanie@ncee.net.

PROJECT ASSISTANT • Washington, DC

Position available with the American Medical Women's Association. Duties: helps develop resources to improve international reproductive health education and training; provides research/administrative support; researches international opportunities for medical students and educators; communicates with medical schools and other organizations; develops international project materials, correspondence, and reports. Qualifications: B.A. in health, education, social science, or related field; excellent verbal and written communication skills; international experience; strong computer skills; web page design/HTML experience preferred; works well with a team and takes initiative. Send cover letter and résumé to RHI International Project Associate, Reproductive Health Initiative, American Medical Women's Association, 801 N. Fairfax St., Suite 400, Alexandria, VA 22314.

HR MANAGER • New York, NY

Position available with Doctors of the World. Duties: recruits, screens, and processes candidates for international/domestic projects; benefits administration. Qualifications: excellent interpersonal, organizational skills; written and oral communication ability; prior recruitment/administration experience; ability to work in fast-paced environment, multi-task with attention to detail; proficiency with MS office applications; NGO field experience, foreign language a plus. Send CV and cover letter to Doctors of the World USA, 375 West Broadway, New York, NY 10012; fax: 212.226.7026; e-mail: humanresources@dowusa.org with subject line "HR Search."

RESIDENT ASSISTANT • Andover, MA

Positions available with A Better Chance (ABC), a national nonprofit organization that provides academically talented minority students with an opportunity to attend outstanding public and private schools. Duties: live at the ABC House from Sept. 2003 to April 2004; provide academic guidance to eight high school students; supervise and assist with evening study hours, establish working relationships with the resident director and other resident assistants; track academic progress of students. Resident assistants may be employed full-time elsewhere. Compensation: room and board. To apply, contact Andover ABC, phone: 978.474.0522; e-mail: jburkejr@rcn.com.

IMMIGRANT ORGANIZER • KY, FL, OH, MI

Paid training position available 6/15/03 with the DART Organizers Institute, a four-month, community organizing field school for those interested in launching a career fighting for social and economic justice. Receive

HOT! OPPORTUNITIES

VOTER REG. TECH. ADVISOR • Tbilisi, Georgia

Position available with the International Foundation for Election Systems. Duties: help scale up the computerization of voter lists and canvassing programs in advance of November's parliamentary elections. For more information, visit the "jobs and consultants" section at www.ifes.org. Deadline for applications: 6/1/03. Send cover letter and résumé to e-mail: jobs@ifes.org indicating "Voter Registration-Georgia" in the subject line.

instructions from seasoned organizers, and work directly on a multiple set of issues like inequitable education, police misconduct, affordable housing, environmental justice, and joblessness. Qualifications: fluency in Spanish and English; passion for social justice; ability to work in low-income community. Upon completion, DART staff will work with graduates for placement to permanent fulltime organizing jobs earning up to \$34K/year. Deadline for applications: 5/20/03. Send résumé to Ben MacConnell, 820 New York, Lawrence, KS 66044; phone: 785.841.2680; e-mail: institute@thedartcenter.org; website: www.thedartcenter.org

RESIDENCE LIFE STAFF • Lake Forest, IL

Positions available with Woodlands Academy of the Sacred Heart, an all-girls college preparatory day and boarding school. Duties: supervise high school-aged girls; develop and implement community programming; enforce discipline policies; participate in rotating duty and activity schedules. Qualifications: bachelor's degree or equivalent life experience; willingness to work with female adolescents; residence life experience preferred. Positions start 8/12/03. Send résumé and letter of interest to Theresa Higgs, Director of the Residence Life Program, 760 E. Westleigh Road, Lake Forest, IL 60045; phone: 847.234.4300 ext. 350; fax: 847.234.4348; e-mail: thiggs@woodlands.lfc.edu; website: www.woodlands.lfc.edu.

HEALTH EDUCATOR • Hertford County, NC

Position available with Hertford-Gates Health Agency in a district health department. Duties: serves as coordinator. Qualifications: B.S. in health education or related field; ability to work independently; strong communication skills. Starting salary: \$25K-\$30K. Deadline for applications: 5/15/03. Contact Laura Kline, phone: 252.358.7833; e-mail: Laura.Kline@ncmail.net.

HEALTH MANAGER • The Dalles, OR

Position available with the Oregon Child Development Coalition. Duties: oversees the administration and implementation of the county health program area to insure compliance with Head Start Performance Standards and ODCDC practice guidelines; ensures health care services are provided to children in collaboration with local health teams and local medical/dental providers. Qualifications: B.A./B.S. in a health-related field with a minimum of two years of related pediatric work experience; or possesses a Registered Nurse License (R.N.), or A.A./A.S. degree in a health-related field with at least four years of pediatric work experience in the medical/health field; bilingual English/Spanish preferred. Fax: 503.214.80; e-mail: jobs@ocdc.net; website: www.ocdc.net.

TEACHERS • Baileyville, ME

Positions available with Woodland Jr./Sr. High School. Duties: teach math, art, music, French, and/or Spanish. Baileyville is located in eastern Maine on the Canadian border. It is a rural lake region with many outdoor activities available and a low cost of living. To apply, phone: 207.427.6913.

COMMUNITY ORGANIZERS • Nationwide

Positions available with PICO, a national network of congregation/community-based organizations. Duties: train people to become leaders in democratic tradition; help organizations develop power to forge policy and develop resources to help their communities; tap values and strengths of faith-driven people. Issues include housing, health care access, education, and safety. Qualifications: desire to make a difference; organizing experience; bachelor's degree; Spanish desirable. Send résumés to Jim Keddy, PICO California Project, 930

Alhambra Blvd., Ste. 200, Sacramento, CA 95816; phone: 916.447.7959; fax: 916.447.7955; e-mail: PICOcalifornia@aol.com.

TEACHER • New York, NY

Position available with the New York City Teaching Fellows. Join a select group of talented professionals and graduates who will teach in under-performing classrooms. Neither previous coursework in education nor prior teaching experience is required. The fellowship includes: teacher's salary and benefits; a subsidized master's degree in education; intensive pre-service training with stipend; district and school support. Qualifications: bachelor's degree completed by June 2003 (or January 2003 for potential January program); minimum of 3.0 GPA (though consideration is given for demonstrated achievement); U.S. citizen or permanent resident with valid green card; fluent in English; must not have completed an undergraduate or graduate teacher education program or already be certified to teach. For more information, visit: www.nycteachingfellows.org.

ORGANIC FARM APPRENTICE • Hopewell, NJ

Position available with Hopeview Farm, a seven-acre organic farm. Duties: works in greenhouse, field preparation, transplanting, cultivating, harvesting, and marketing. Farming experience is not necessary. Housing and stipend of \$125/week are provided. Position is available immediately through 11/03. To apply, contact Erica Phillips, Farm Manager, at e-mail: samiradb1@yahoo.com.

PROGRAM COORDINATOR • Bethesda, MD

Position available with Suburban Hospital Foundation in the Community Outreach Department. Duties: assists the community outreach director with the planning, organization, development, and implementation of hospital community education programs, health screenings, community outreach partnerships, health fairs, and special events. Qualifications: undergraduate degree in health education or allied health; one to two years of related experience in health education and promotion; superior customer service and organizational skills; comfortable working with school-age children and older adults; fluency in a second language a plus. Deadline for applications: 5/9/03. Send cover letter and résumé to Monique Ware, Community Outreach Suburban Hospital, 8600 Old Georgetown Rd., Bethesda, MD 20814; fax: 301.493.5583; e-mail: mware@suburbanhospital.org.

ESL INSTRUCTORS • Chicago, IL

Positions available with Heartland Alliance. Duties: work with African, Southeast Asian, and Eastern European refugees. Deadline for applications: summer 2003. Send cover letter and résumé to Kari Szydel Mueller, 4750 N. Sheridan Rd. #300, Chicago, IL 60640; fax: 773.751.4181; e-mail: kszydel@heartlandalliance.org.

RESEARCH ASSOC./RECRUITER • Arlington, VA

Position available with Nathan Associates Inc., a leading U.S. economic consulting firm. Duties: recruits consultants for proposals and overseas projects; prepares proposals for submission to international donors; provides general administrative and research support; conducts a wide range of administrative and proposal-related activities; applies economic, financial, and/or statistical knowledge to functional areas. Qualifications: B.A./B.S. in international relations or a related field (minor or focus in economics or trade a plus); strong writing, oral, phone, people, and administrative/organizational skills; proficiency in word processing, spreadsheet, and database applications; proficiency in the use of the Internet as a research tool; some experience relevant to international consulting preferred; proficiency in Arabic and/or French

a plus; other language proficiencies will be reviewed for relevance to the firm's regional projects; expected to be able to learn new subjects and master new materials in a very short period of time with little or no assistance. Salary range: \$28K-\$33K per year. Deadline for applications: 5/15/03. Send cover letter (including salary history), résumé, references, and short writing sample to Attn: Research Associate/Recruiter Search, Gary Lazor, Director of Recruiting, 2101 Wilson Boulevard, Suite 1200, Arlington, VA 22201-3062; e-mail: GLazor@nathaninc.com (indicate "Research Associate/Recruiter" in the subject line); website: www.nathaninc.com.

HOUSEPARENT • San Antonio, TX

Positions available with Boysville, Inc. Duties: provide a positive role model for children. House-parents will be assigned to work as a couple in a specified cottage. Qualifications: one to two years of experience in similar position with license in child care preferred; excellent communication, organization, and time management skills; valid driver's license with an excellent driving record; must possess cultural sensitivity towards residents. Required to participate in a minimum of 50 training hours annually. Submit résumé and cover letter and/or application at website: www.boysvilletexas.org.

INSTRUCTOR/MENTOR • Northern AZ

Positions available with Northern Arizona Literacy Enterprises, a teacher professional development organization. Duties: mentor and teach workshop courses for teachers in strategies for literacy and general instructional practices at K-12 schools on the Navajo and Hopi reservations. Qualifications: master's degree in literacy-related field (reading, writing, education, TESOL); experience with K-12 teachers and students. Housing/utilities provided. Send cover letter and résumé to Erika Konrad, Box 6025, Northern Arizona University, Flagstaff AZ 86011-6025; fax: 928.523.1479; e-mail: Erika.Konrad@nau.edu.

PROGRAM COORDINATORS • Baltimore, MD

Positions available with JHPiEGO Corporation, an affiliate of Johns Hopkins University working globally to improve the lives of women and their families. Duties: provide administrative and program support to regional offices in East and West Africa and Asia Near East. Qualifications: bachelor's degree or equivalent experience preferably in an international setting; Microsoft Office Suite; fluency in French required for West Africa position. Deadline for applications: 5/30/03. Send résumé with salary requirements referencing job number H0310717-West Africa; H0310719-East Africa; H0310720-Asia Near East to JHU Résumé Processing Center, P.O. Box 3687, Scranton, PA 18505; fax: 877.262.0646; e-mail: jhu@alexus.com.; website: jobs.jhu.edu. For more information, visit website: www.jhpiego.org.

DIR. MIDDLE EAST PROG. • Washington, DC

Position available with IFES. Duties: takes lead role in the development, implementation, and oversight of projects throughout the Middle East; manages the program budget and assures fiscal accountability of the programs resources; serves as the principal liaison with the donor community; works with the senior rule of law advisor to identify opportunities where IFES can assist countries in establishing country-tailored programs that promote the rule of law. Deadline for applications: 8/1/03. Send résumé and cover letter to e-mail: jobs@ifes.org with the subject line "Director Middle East"; website: www.ifes.org.

SUMMER EMPLOYMENT • San Francisco, CA
Positions available with the National Youth Leadership Forum on Medicine, an educational nonprofit organization. Duties: serve as faculty advisors, operations team members, or office coordinator for programs in 10 cities across the country. Qualifications: quick learners; capable of handling challenging hours in a fast-paced environment; B.A. or B.S.; experience working with high school students and/or an interest in medicine preferred. Deadline for applications: 5/15/03. For more information and a complete listing of program cities, visit the NYLF website: www.nylf.org.

PROGRAM COORDINATOR • Various in VA
Position available with Virginia Migrant Health Network. Duties: serves as coordinator for multi-county migrant health program; serves as intermediary between community health centers and farm workers; locates farm workers and provides case management, health education, transportation, and translation services; maintains positive relationships with growers, farm workers, and clinic staff; supervises program staff; writes grants; serve as advocate for farm workers in the community; provides direct patient care. Qualifications: bilingual in Spanish and English; health background in

nursing, health education, public health, social work, or other field related to farm worker issues; management experience. Contact Mary Bell Boltwood, R.N., Program Coordinator, P.O. Box 95, Emory, VA 24327; phone: 276.944.4455; e-mail: marybell@juno.com.

PEACE CORPS FELLOWS/USA



JOHNS HOPKINS UNIVERSITY • Baltimore, MD

The School of Nursing offers a program of study for students who possess an undergraduate or graduate degree in a discipline besides nursing. RPCVs can study through a two-year traditional program or a 13-month accelerated program, leading to a BS degree, with a major in nursing. A Community Outreach Program, Birth Companion Program, and a Direct Entry to Combined BS to MSN Program are available. Majors include, but are not limited to: nurse practitioner, clinical specialist, community health nursing, and joint MSN/MPH. For more information, contact Johns Hopkins University School of Nursing, Office of Admissions and Student Services, 525 North Wolfe St., Baltimore, MD 21205; phone: 410.955.7548; e-mail: huson@son.jhmi.edu; website: www.son.jhmi.edu.

MARQUETTE UNIVERSITY • Milwaukee, WI

RPCVs are invited to apply for graduate study in the Marquette University Trinity Fellows Program, a 21-month study/work program offering master's degrees in business administration, communication, economics, English, history, applied philosophy, political science, or public service. While engaged in full-time graduate study, fellows work on substantive projects designed by selected nonprofit organizations in the Milwaukee area. Each fellowship includes a monthly stipend and a full-tuition scholarship. Each student is charged a participation fee of \$1,250 per semester. The application deadline is March 1 for fellowships beginning the following August. Contact Carole Ferrara at phone: 414.288.5861; e-mail: carole.ferrara@marquette.edu; website: www.marquette.edu/trinityfellows.

GEORGE MASON UNIVERSITY • Fairfax, VA

GMU's School of Education, offers both an elementary licensure program and an ESOL program. Both have optional master's in education. Start fall, spring semester, or summer (ESOL only); after taking some of the courses, fellows are placed in schools in the Washington, D.C., metro area. Includes a \$500 stipend. Fellows also have the option of teaching internationally. Fellows may be completing coursework while working in the schools. Tuition is charged at the in-state rate (currently \$673.50 per course). Students who are out-of-state must pay an additional \$25 per credit hour. Contact Jack Levy or Lynn Walker Levy, phone: 703.993.3689 or 703.993.3602; e-mail: jlevy@gmu.edu or lwalker3@gmu.edu.

WESTERN ILLINOIS UNIVERSITY • Macomb, IL

Western Illinois University is seeking RPCVs for enrollment in its award winning Fellows/USA Program in community development leading to a master's degree in geography (rural and regional planning), political science (public administration), economics, community health, recreation, park, and tourism administration, or business administration (MBA). After completing all campus coursework, fellows spend 11 months assigned to a rural community working full-time on a variety of community development projects. The program offers outstanding financial benefits, a supportive team approach, and excellent job placement upon graduation. Contact Carolyn Lawrence, Peace Corps Fellows Program, 503 Currens Hall, Western Illinois University, One University Circle, Macomb, IL 61455; phone: 800.526.9943 or 309.298.2268; fax: 309.298.3216; e-mail: CA-Lawrence@wiu.edu; website: www.peacecorpsfellows-wiu.org.

UNIVERSITY OF OREGON • OR

Positions (20) available October 2003 with The University of Oregon's Resource Assistance for Rural Environments (RARE) Program, a Peace Corps Fellows/USA Program. Gain experience in leadership, project management, group facilitation, grant writing, time management, volunteer management, citizen involvement, community/economic development, land-use planning, education, outreach and technical writing. Benefits: \$1,250/monthly, health insurance, and upon completion of service, an educational award of \$4,725. Deadline for applications 6/16/03. Contact 1209 University of Oregon, Eugene, OR 97403-1209; phone: 541.346.3889; e-mail: rare@darkwing.uoregon.edu; website: darkwing.uoregon.edu/~rare/.

Fellows/USA works with more than 30 universities that offer financial assistance to RPCVs who wish to attend graduate school in a multitude of subject areas. Through internships, RPCVs work in underserved U.S. communities. Find out more at www.peacecorps.gov/fellows, call 800.424.8580, ext. 1440, or write to fellows@peacecorps.gov.

CAMP NURSE • Crestline, CA

Position available with Ability First, Camp Paivika, a residential summer camp for children and adults with special needs located in the San Bernardino National Forest. Qualifications: current R.N. license valid to work in California or the ability to obtain prior to June 1. Duties: responsible for general health supervision of up to 27 disabled campers; medication distribution; record keeping; staff training; some medical procedures such as trach/g-tube care. Begins 5/31/03 and ends on 8/21/03. Must live on site while camp is in session. Benefits: \$200/day plus room/board. Contact Kelly Kunsek, phone: 909.338.1102; e-mail: kkunsek@abilityfirst.org.

SYSTEMS ADMINISTRATOR • Little Rock, AR

Position available with Heifer International. Duties: manages the planning and evaluation information system/database; defines/manages and produces custom reports from the system/database; works with the IS team and other departments to ensure coordination/integration of the program information system/database. Qualifications: B.S. in computer science plus five years of experience in a technical position with two years of project management experience; experience implementing a large DB software system, DB conversion; developing training programs; system testing; experience working with an international organization; experience in the use of computers for monitoring/evaluation; knowledge of Spanish helpful. Salary \$36K - \$40K, plus benefits. Deadline for applications: 5/7/03. Send résumé, cover letter, and application to HR, Heifer International, 1015 Louisiana St., Little Rock, AR 72202; fax: 501.907.2820; e-mail: jobs@heifer.org; website: www.heifer.org. Please mention that you learned of this career opportunity through the Peace Corps *Hotline*.

INTERNATIONAL RECRUITER • Bethesda, MD

Position available with ABT Associates Inc., a global research consulting firm. Duties: provides full-cycle recruitment expertise for international assignments in developing countries; works closely with hiring managers to define job requirements, identifies and provides qualified applicants for long-term assignments on projects and proposals; manages advertising; performs targeted selection and evaluation interviewing. Qualifications: ability to source, identify, and hire in a fast-paced environment; B.S. in business/HR; three to five years of international recruiting; experience with government contracting/USAID preferred; strong evaluation skills and a proven record of recruiting successes in sourcing strategies; ability to prioritize and handle multiple tasks. Send CV to HRRecruiting@abtassoc.com.

INTERNATIONAL

TEACHER • Shanghai, China

Positions available with the New American school for foreign children living in China. Classes start in late August. Teachers are needed to teach pre-K through 8th grade classes. The curriculum will follow that of the California public school system. Benefits include annual roundtrip between the United States and Shanghai, a private room and full board (three meals a day) during the school year, and tour to out-of-town tourist attractions. Commitment must be made for the entire school year

(late August through June). E-mail résumé to PeterTC@attbi.com.

FIELD REP. • Nagarote, Nicaragua

Position available with the Norwalk/Nagarote Sister City Project. Duties: coordinates sister city activities and facilitates communication between Norwalk and Nagarote; oversees micro-enterprise and cultural exchanges; works with directors to design and implement projects; manages finances; reports monthly; makes presentations in the United States. Qualifications: fluent in English and Spanish; excellent communication and interpersonal skills, knowledge of community organizing, proficient in e-mail and bookkeeping. Compensation: \$550/month; annual trip to the United States; health insurance. Two-year position starting June 2003. Deadline for applications: 5/15/03. Send cover letter and résumé to Tish Gibbs, 32 Allen Road, Norwalk, CT 06851; phone: 203.846.1109; e-mail: tishg@optonline.net; website: www.sistercityproject.org.

COMM. CENTER DIR. • Europe, Asia, Middle East

Positions available with international nonprofit agency. Duties: work in merchant marine and port community centers. Qualifications: ability to organize and manage programs for both seafarers and U.S. government personnel; ability to maintain a liaison between government agencies and the maritime industry overseas; strong management skills relating to food and beverage service in a club atmosphere as well as overseas experience; French or Arabic is needed for one position available. Initial assignment overseas is for two years. Tax-free salary plus housing and benefits. Send salary history with résumé to Assistant Director, Operations, United Seamen's Service, 20 Exchange Place, Suite 2901, New York, NY 10005; fax: 212.269.5721.

DEM. SUPPORT • Europe, Balkans, Central Asia

Positions available with PAE Government Services, Inc. for long- and short-term overseas assignments in support of European, Balkan, and Central Asian democratization projects for the Organization for Security and Cooperation in Europe. Positions involve many disciplines, including rule of law, border monitoring, election monitoring, media development, democratization, human rights, economic and environmental affairs, and political institution building. Qualifications: U.S. citizenship; international expertise in the above disciplines preferred; area language ability may be required. Apply online at www.pae-react.com. For general employment information, contact Leslie Smith in the recruiting office at 703.248.1674 or 800.405.7593.

HOUSE COORDINATOR • Port-au-Prince, Haiti

Position available with Haitian Ministries of the Norwich Diocese, a nonprofit organization working to empower and support Haitians. Duties: coordinates hospitality services; organizes activities; arranges project site visits to the Norwich mission house. Qualifications: international experience; excellent verbal communication skills; people skills; computer literacy; willingness to learn Kreyòl. Salary: \$20K plus room, board, insurance, and transportation. Send cover letter and résumé to Amber Walsh, Office of Haitian Ministries, Diocese of Norwich, 1595 Norwich-New London Turnpike, Uncasville, CT 06382; e-mail: Amber.Haiti@snet.net; website: www.haitianministries.org.

GIRLS EDUCATION SPECIALIST • Afghanistan

Short- or long-term position available with Management Systems International. A three-year activity to provide small grants to Afghan NGOs to run accelerated learning programs designed to move over-aged female students

"Start Early: The Secret to Selecting the Right Graduate Program," continued from front page

serve as mentors for you throughout your studies. By talking to current students, you often discover interesting tidbits about the program that you wouldn't hear from admissions departments.

Prepare for Entrance Exams

When you have an idea of where you plan to apply, find out if graduate entrance exams are required. These include the GRE, LSAT, MCAT, GMAT, and the Miller Analogies Test (MAT). Most schools require you to take at least one of these especially if you plan to apply for financial aid. The GRE costs between \$115 and \$150 for the general and subject tests, depending on whether you are taking them in the United States or abroad. Keep in mind that you must register for these exams approximately two months before the test date. Exam dates are usually offered every few months, but make sure you arrange to take the exams far in advance of your application due dates. To save time and money, be ready to list the universities to which you are applying on the exam so that you can have your scores sent directly to the institutions. Check www.gre.org, www.lsat.org, www.aamc.org, www.gmat.org, and www.tpcweb.com/mat for more information.

Most important, give yourself plenty of time to prepare for the exams. Purchase study guides or sign up for study courses. Take mock exams so that you will become familiar with the test formats and learn how to pace yourself. You will not benefit by cramming the night before. Some of these exams are offered only on computers. Take advantage of the practice test on the free CD-ROM that GRE will send upon registration so that you may get used to the electronic testing method.

Request Transcripts

You will also need to arrange to have your undergraduate and other degree transcripts sent to each university. Contact the registrar's office at all of the universities you have attended and have the documents sent either to you or to the graduate admissions offices. Most universities offer this service online. You may also request an extra copy for yourself to be reminded of your undergraduate GPA and the courses that you took. Be prepared to spend up to \$5 for each transcript that you request, although some universities may not charge.

Submit Recommendations

Select individuals to write recommendations for you who will discuss your attributes honestly and positively. Make sure that they know you well and are familiar with your previous academic or professional work. At least one recommendation should be from a former professor and one should be from someone who knows your professional history. If you have been out of school for 10 years or more, it is usually acceptable to submit solely professional recommendations. Recommendations from your Peace Corps

country director or other staff are also beneficial.

Send recommendation forms and stamped envelopes to each reference. (Sometimes envelopes pre-addressed to the universities are included in your application packets.) You may even send recent samples of your work, a current résumé, and your Peace Corps Description of Service (DOS). Remind your references that many universities request that they initial the seals to ensure confidentiality after they have completed their forms and placed them in the proper envelopes. Have the materials sent directly to the graduate admissions offices or back to you. Allow at least a few weeks for this process before you follow up with your references to confirm that the completed recommendations have been mailed. Don't forget to send thank-you notes.

Complete Applications

Your applications may be either typed or completed online—and this is the easy part. The more challenging step is creating your statements of purpose. These statements are the most important part of your applications because they give the admissions committees insight into your motivation and commitment, your experience, writing ability, and unique qualities.

Essays should be written in an organized and concise manner that addresses each point in the essay topics. Highlight relevant educational and professional experience, including your work in the Peace Corps. Explain how your experiences have helped you mature and will help you excel within the specific graduate program. As RPCVs, you possess not only technical and language abilities, but special skills of resourcefulness, flexibility, and cultural and global awareness that will add to any campus or classroom environment. In addition, be clear about how completing the graduate program will help you achieve your career and personal goals.

"We're open to a variety of styles, but the most powerful statements of purpose are well written, have a more professional tone, and the applicant is not trying to be overly humorous," said Thomas Anderson, Peace Corps Fellows/USA coordinator at Western Illinois University.

It may help to outline points you'd like to discuss in your essays before you begin writing. You may need to revise multiple times because many people rarely produce their best work in the first draft. Additionally, pay attention to length requirements. After you have completed and double-checked your application forms and statements of purpose, review the checklists that are usually provided with your application packets. Make sure that you have included all of the necessary materials, including writing samples, language aptitude scores, DOS statement, and application fees. Photocopy all of these documents before mailing them in case they are misplaced. Contact the universities if you don't receive confirmation receipts within a few weeks.

Apply for Financial Aid

At this point you will be sighing in relief, but unfortunately, the application process isn't complete yet. Even if you indicated on your applications that you'd like to be

Continued on page 8

currently in grade one, as well as girls not yet in school, into age-appropriate grades. Duties: facilitates relations with the ministry of education and the ministry of women's affairs, involving them in the grant-making process and providing technical assistance for the strengthening of these two ministries; build the capacity of local NGOs. Qualifications: familiar with USAID procedures; knowledge of DARI and/or PUSHTO preferred; Afghanistan or regional experience preferred. Send cover letter and résumé to gcritchley@msi-inc.com.

CHIEF OF PARTY • Ukraine

Position available with IFES in anticipation of an on-site technical assistance project in Ukraine. Duties: implementation of a technical assistance program in elections and democracy-building; provides technical advice to the central electoral commission; management of legislation advising activities relating to reformed election legislation; management of civil society development activities relating to democracy development. Send cover letter and résumé to e-mail: jobs@ifes.org, indicating in the subject line "Chief of Party Ukraine."

POPULATION FELLOWS • Worldwide

Positions available with The Population Fellows Programs. Two-year professional fellowships are offered to individuals with a recent graduate degree and experience in population/reproductive health or population-environment. Population Fellows are placed with organizations working to improve family planning and reproductive health programs in the developing world. Population-Environment Fellows work on projects that combine assistance for threatened environments with attention to the population dynamics and reproductive health needs of the communities living within them. Fellows receive a professional-level stipend and benefits. Contact the Population Fellows Programs, University of Michigan, 1214 South University, 2nd Floor, Ann Arbor, MI 48104-2548; phone: 734.763.9456; fax: 734.647.0643; e-mail: michiganfellows@umich.edu; website: www.sph.umich.edu/pfps.

VARIOUS • Afghanistan

Positions available with Christian Children's Fund, a dynamic global child-focused development agency. CCF/CFA is recruiting for the following positions: National Director, Finance Manager, and Child Protection Manager. See the website at www.christianchildrensfund.org for full job descriptions. Deadline for applications: 5/2/03. Write to Christian Children's Fund, Inc. 2821 Emerywood Parkway, Richmond, VA 23294-3725; fax: 804.756.2732; e-mail: humanresources@ccfusa.org.

EDUCATION

CLARK UNIVERSITY • Worcester, MA

One full-tuition fellowship available to an RPCV through the graduate programs in international development, community, and environment resulting in an MA in international development, geographic information sciences, community development and planning, or environmental science and policy. Programs are for development specialists interested in careers in gender analysis, community-based development, environmental impact assessment, or local management of resources. The intensive 12-month GIS option provides GIS, GPS, and remote-sensing skills related to development issues. Deadline for applications: 1/15/04. Contact Pamela Hall, IDCE Programs, Clark University, Worcester, MA 01610-1477; phone: 508.793.7201; fax: 508.793.8820; e-mail: IDCE@ClarkU.edu; website www.clarku.edu/departments/idce.

CONSERV./COMM. DEV. • Various

Future Generations offers a two-year master's degree in applied conservation and community development. This innovative program is geared for community development practitioners from diverse backgrounds with a commitment to achieve equitable and sustainable development. The program incorporates distance learning, site-based instruction and on-the-job applications. Two months of each year will be spent at field instruction sites with the remainder of the year spent on the job in home communities. Field instruction sites include: India, USA, Peru, Tibet, and China. Contact Jerry Hembd, Director of Academic Programs at e-mail: jerry@future.org; website: www.future.org.

TEACHER TRAINING • Madison, WI

Earn a TEFL certificate in a five-week intensive on-site teacher-training program which prepares trainees to teach English in classrooms overseas. 10 percent tuition discount to RPCVs with proof of service. The program offers a hands-on approach to teaching, practice teaching, classroom observations and job placement assistance. No teaching experience is required. For a brochure, contact Midwest Teacher Training Program, 19 N. Pinckney Street, Madison, WI 53703; phone: 800.765.8577; e-mail: info@mttp.com; website: www.mttp.com.

MONTEREY INSTITUTE • Monterey, CA

Scholarships ranging up to \$10K are available at the Monterey Institute of International Studies for qualified RPCVs interested in the following internationally-focused graduate programs: M.B.A., international and environmental policy studies, public administration, translation and interpretation, TESOL and teaching foreign languages. The Institute prepares students for international careers in the private, public, and nonprofit sectors. Half of the students come from over 50 countries. Most Americans have lived, worked, or studied abroad. The Monterey Institute also offers the Peace Corps Master's International program in M.B.A. and TESOL. Contact phone: 831.647.4123 or 800.824.7235; e-mail: admit@miis.edu; website: www.miis.edu.

UNIVERSITY OF THE PACIFIC • Stockton, CA

The School of International Studies, in conjunction with The Intercultural Communication Institute of Portland, Oregon, offers a Master of Arts in Intercultural Relations. This limited-residency program is designed for working professionals who wish to obtain an advanced degree while maintaining employment or other commitments. The program takes two-and-one-half to three years to complete. Students complete the core courses in 18 months through attendance in three two-week residencies held in the Portland area. Assignments for the core courses are completed at home. RPCVs receive special consideration for admission. Phone: 209.946.2836; e-mail: kjaggears@uop.edu; website: www3.uop.edu/sis/mair/ma.htm.

BRANDEIS UNIVERSITY • Waltham, MA

The Heller School for Social Policy and Management at Brandeis University offers an M.B.A. program in human services that combines cutting-edge management training and social policy analysis for graduates to design effective programs and lead organizations into the future. The M.B.A. program is offered on a full-time basis each June, and part-time each June, September, or January. Students can concentrate in a number of policy areas including health, child, youth and family services, and services for elders and people with disabilities. Heller also offers a Ph.D. in social policy. RPCVs are entitled to waive the \$50 application fee and will receive a minimum guaranteed scholarship of \$5,000 upon entering the M.B.A. program.

Upon submission of the appropriate financial aid forms, alumni may also be eligible for other need- or merit-based aid. For more information, please contact the Heller Admissions office at 800.279.4105; e-mail: HellerAdmissions@brandeis.edu; website: heller.brandeis.edu.

INTERN/VOLUNTEER

INTERN • Washington, DC

Position available with the Centre for Development and Population Activities (CEDPA). Duties: works with training staff to conduct annual youth development and reproductive health workshop; forms links with leading institutions and participants to share experiences and develops suitable solutions to strengthen youth development and reproductive health in developing countries. Qualifications: bachelor's degree in sociology, international education, African or Asian studies, public health, or other relevant area of study; experience working in a developing country preferred. \$30/day, paid trip to New York City and a retreat in West Virginia. Deadline for applications: 6/1/03. E-mail cover letter and résumé to Attn. Julie Smith, e-mail: jobs@cedpa.org; website: www.cedpa.org.

ORGANIC FARM • Floyd, VA

Position available with Waterbear Gardens, a certified organic farm and biodynamic farm growing five acres of market vegetables. Interns will gain hands-on experience in farming, bio-dynamics, solar power, perma-culture, and herbal medicines. Position is May through September. Contact Richard Ursomarso, 658 Roger Road Floyd, VA 24091; phone: 540.745.7478; waterbearlono@swva.net.

VOLUNTEER MENTOR/TUTOR • Boston, MA

Positions available with One WITH One, Inc. Duties: meet with young adult and adult immigrant and refugee trainees from office skills training program; work with tutees to improve English fluency while engaging in a cultural exchange. Training and support are provided. The next tutor-training weekend will be 5/16-5/18/03. Tutors meet with tutees for three hours each week for a nine-month period. Deadline for applications: 5/9/03. To apply, call 617.254.1691; e-mail: onewithone@aol.com.

INTERPRETER • Americus, GA

Positions available with Habitat for Humanity International. Duties: responsible for telling the Habitat for Humanity story in an international village; providing information about the countries and artifacts and demonstrating cultural activities. Deadline for applications: 6/1/03. Qualifications: high school diploma or GED; experience in working with the public; good communication skills with some computer and construction experience preferred; some weekend work required. To apply, indicate job code, e.g. - "#66-30 - PC" on all correspondences to e-mail: hrstaffing@hfhi.org; website: www.habitat.org.

AMERICORPS/VISTA

VISTA LEADER • Fairbanks, AK

Position available with Tanana Chiefs Conference, a nonprofit tribal organization serving 42 Native Alaskan villages in interior Alaska. Duties: coordinates VISTA group activities; facilitates trainings; develops projects with VISTA sub-sponsor organizations; builds and improves relationships with these organizations and VISTA members. Qualifications: prior service in VISTA

Crisis Corps Recruiting Short-Term Volunteers



Africa Assignments

The following assignments require previous African work experience and a six-month commitment. Additional qualifications listed. Start date is as soon as possible.

Kenya

Six-month assignment as Life Skills Training of Trainers Volunteer with local NGO, Foundation Agency for Rural Development. (Experience in HIV/AIDS peer education activities, knowledge and use of Peace Corps life skills manual, and training experience required. Kiswahili language skills and monitoring and evaluation coursework or experience desired.)

Malawi

HIV/AIDS education trainer for a local NGO, Nkhawatoto HIV/AIDS Awareness, Prevention and Care for Orphans Program. (Experience working with people living with AIDS, skills in training trainers, experience sourcing, developing, and adapting training materials with limited resources, ability to deal with human suffering and an AIDS pandemic environment required. Chichewa language and previous experience working in Malawi with people living with AIDS desired.)

Tanzania

Training specialist for Africare and ZANGOC, to help develop a curriculum and teacher's guide in participatory teaching methods for peer education and counseling skills and to identify and train trainers; Africa RPCV with a bachelor's degree in public health, public administration, education, psychology, or sociology; Kiswahili language skills; work experience in HIV/AIDS field; computer competency required. RPCV Tanzania or Kenya desired.

Upcoming Assignments

Crisis Corps is working with Peace Corps/FSM on a Post-Typhoon Reconstruction and Disaster Preparedness and Mitigation Initiative in Chuuk in response to last summer's typhoon. RPCVs who served in the Caribbean who have water/sanitation or forestry experience are encouraged to submit their application. We anticipate additional HIV/AIDS assignments in Kenya, Malawi, Namibia, Tanzania, and Zambia will become available over the next several months; Africa RPCVs with HIV/AIDS experience are encouraged to submit applications.

Current Crisis Corps Countries

Volunteers are presently serving in Guinea, Kenya, Malawi, Namibia, and Tanzania.

Because of mail delivery difficulties, Crisis Corps requests that applications and résumés be faxed to 202.692.2251 or e-mailed to crisiscorps@peacecorps.gov. An application and additional position information can be downloaded from the Crisis Corps website at www.peacecorps.gov/rpcv/crisiscorps; or call 800.424.8580, ext. 2250.

or Peace Corps; strong interpersonal and organizational skills; experience coordinating trainings and activities. Deadline for applications: 6/15/03. Submit letter of interest, résumé, and three references to Tanana Chiefs Conference, Attn: Stephenie Bennett, 122 1st Ave, Ste 600, Fairbanks, AK 9970; phone: 907.452.8251 ext. 3416; e-mail: sbennett@tananachiefs.org.

BUSINESS CONSULTANT • Spokane, WA

Positions available with Spokane Neighborhood Economic Development Alliance. Duties: consult with entrepreneurs, micro-enterprises, and expanding companies; provide technical assistance, loans, and equity funding; develop housing and childcare projects; virtual business incubator for e-business. Deadline for applications: 7/8/03. Submit cover letter and résumé online at www.americorps.org. For more information, e-mail: hornbeck@sisna.com; website: www.sned.org.

VISTA LEADER • Tallahassee, FL

Position available with FASS VISTA Initiative. Duties: helps oversee and coordinates statewide VISTA project; assists with project development and application process; recruits VISTA members and new project sites; conducts site visits; facilitates trainings. Qualifications: excellent oral and written communication skills; willingness to travel; ability to empower and coach VISTA members; computer and Internet skills essential. Deadline for applications: 5/7/03. Send letter of interest to Ericka Zdenek, 325 John Knox Rd., Bldg. F, Suite 210, Tallahassee, FL

32303; phone: 850.488.9660; e-mail: ezdenek@admin.fsu.edu.

ENV. ED./VOLUNTEER LEADER • ME

Positions available with Maine Conservation Corps. AmeriCorps positions throughout Maine focusing on environmental education with public schools, volunteer leadership in the area of water quality monitoring/watershed stewardship to include volunteer recruitment and training as well as environmental education. Qualifications: four-year degree or equivalent experience; strong commitment to environmental issues; working with the public through schools and watershed groups; ability to self-motivate and take initiative. Benefits: \$9,900 living stipend; health insurance; deferred federal student loans; extensive training and networking opportunities; an educational award of \$4,725. Selections will be made in June and July 2003. Positions will begin 9/15/03. Deadline for applications: rolling basis until August 2003. Contact Maine Conservation Corps Recruiting Dept., 124 State House Station, Augusta, ME 04333-0124; phone: 207.287.4931; fax: 207.287.3342; e-mail: corps.conservation@maine.gov; website: www.mainecareercenter.com.

CASEWORKER • MD

Positions available with The Choice Programs, a nonprofit, community-based programs working with at-risk youth. Duties: client intake and assessment interviews; establishment of goal oriented service and educational plans; development of activity plans; informal counseling, advocacy, and monitoring of youth. Qualifications: evening and weekend work required;

bachelor's degree; valid driver's license and automobile required. Salary \$21K; AmeriCorps Education Award (\$4,725). Submit résumé and cover letter to Coordinator, Program Development, The Choice Programs, 971 Seagull Ave., Baltimore, MD 21225; fax: 410.354.4938.

EDUCATORS • WA

Positions (60) available 9/4/03 with Intermountain AmeriCorps/VISTA in four different projects. Duties: gain hands-on experience in rural classrooms; network with educators and community organizations; serve needy students in rural schools and community agencies where poverty and language barriers (Spanish) impact students' success. Qualifications: interest in personal and professional growth; positive interpersonal skills; organizational and time-management skills. For more information, contact Beth Kocsis via phone: 509.682.4550, extension 27; e-mail: imac@ncesd.org; website: www.intermountainac.com.

MEMBERS/LEADER • CA, DC, OH, NY, TX

Positions available with the National Community Reinvestment Coalition. NCRC and several NGO partners are collaborating on a national yearlong project to empower low-income people and communities to achieve financial independence and small business ownership. Duties: provide leadership to members of the project; educate consumers on how to navigate the financial system; improve loan programs and technical assistance to small businesses. Modest living allowance; health care

When responding to a listing, please indicate with a cover letter that you are a returned Peace Corps Volunteer submitting your résumé in response to a HOTLINE announcement. Questions concerning positions should be addressed to the advertiser, NOT to Returned Volunteer Services. HOTLINE is published twice monthly for the use of RPCVs and should

not be posted on bulletin boards or passed on to non-RPCVs. The Peace Corps has no control over, nor responsibility for, HOTLINE advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write and let us know.

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

DISCONTINUE SEND HOTLINE TO NEW ADDRESS (*Hotline can't be sent overseas*)

Name

Address

City State Zip Code

Country/Dates of Service E-mail Address

To change address or discontinue subscription, fill out the information above, cut out the box, and mail it in an envelope to: Database Mgr., Second Fl., Paul D. Coverdell Peace Corps Headquarters, 1111 20th Street, NW, Washington, DC 20526. Changes cannot be made without this form or over the phone. Please allow four to six weeks for any changes to take effect.

and a stipend upon completion of service. Deadline for applications: 8/30/03. Contact Mark Schlink at phone: 202.628.8866; e-mail: Mschlink@nrc.org.

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considered for departmental financial aid, you should fill out the Free Application for Federal Student Aid (FAFSA) forms at www.fafsa.ed.gov. If you wait for a response from universities before you apply for federal aid, it may be too late to arrange assistance for your first semester. Also, you may qualify for grants offered through sources outside the universities. Contact campus financial aid offices to review all options.

Decide On a Program

Don't expect to hear from universities until the beginning of April if you are applying for the fall semester. Hopefully, by then, you will have a few quality programs to choose from. Once again, it's time to soul search and reflect upon those important questions you asked yourself before you began the application process. Reconsider the criteria you set for an acceptable graduate program. If possible, visit the schools again and talk to current students and professors. All other factors being equal, when you visit a campus and interact with your potential classmates, your intuition will most likely guide you to the program that is your best match.

PROMISE FELLOW • Atlanta, GA

Position available with Hands On Atlanta. The AmeriCorps Promise Fellow program is a partnership between AmeriCorps and America's Promise—the Alliance for Youth. Duties: recruitment; group placements; partnership development; planning, organization, and implementation of National Youth Service Day; project management for Hands On Atlanta Day; serve as primary liaison to the communications and recruitment department; maintain records of program data and complete regular reports towards program goals. Qualifications: able to work independently; strong organizational skills; strong writing and public speaking skills; knowledge of how to access and research external community resources; own transportation or have access to private transportation; youth programming and volunteer recruitment/management preferred; project development and management preferred; website/graphic design preferred. Compensation: \$13K living allowance for 12-month term; \$4,725 educational award upon completion of service; health insurance; loan forbearance and childcare benefits (if eligible); stipend. Send cover letter and résumé to e-mail: employment@handsonatlanta.com; fax: 404.872.2251.

HOTLINE NOTICE

Please note: Current *Hotline* copies are available online free of charge. Go to www.peacecorps.gov/rpcv/hotline/index.html to download issues in portable document format (PDF).

May Career Event Passion and Purpose

Cynthia Way and Natalie Matushenko, professional career coaches, will present an interactive brown bag presentation which will explore your passion and purpose. What would it be to live life on purpose, not just going for the ride you're offered, but choosing to build a life that fully reflects who you are and what's important to you? Explore these questions and more as you get clarity around your next steps.

When and Where:

May 21, 2003
Noon to 1:30 p.m.
Paul D. Coverdell Peace Corps
Headquarters
1111 20th Street, NW
Shriver Conference Room B
Washington, DC 20526

*For more information,
please contact Elvira May,
Returned Volunteer Services,
at 202.692.1445.*