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

HOT RESOURCES

The following books offer useful job-search information for RPCVs:

Interview for Success: A Practical Guide to Increasing Job Interviews, Offers, and Salaries by Caryl and Ronald Krannich
Impact Publications, 2002

What Color Is Your Parachute? 2003 Edition: A Practical Manual for Job-Hunters and Career Changers
by Richard Nelson Bolles
Ten Speed Press, 2002

Finding a Career That Works for You: A Step-by-Step Guide to Choosing a Career and Finding a Job
by Wilma R. Fellman
Independent Publishers Group, 2000

Best Answers to the 201 Most Frequently Asked Interview Questions
by Matthew J. Deluca
McGraw-Hill Trade, 1996

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Hotline Assistant

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

What Do Recruiters Look for?

by Chasity Kuttrus

In today's ever-changing market, the biggest challenge facing job seekers is, "Where do I start?" The dynamics have shifted and the supply of candidates seems greater than the demand. Interestingly enough, less than five years ago, companies couldn't find enough "bodies." Salaries were sky high and new associates were demanding "outrageous" perks. Today, the world is a different place.

What do recruiters look for? This is the most important question to answer when starting your search. If you never get an interview, you will obviously never get a job. To win the interview game, you have to sell yourself to the initial point of contact within an organization. You have to sell yourself to the recruiter!

There are some primary areas you must focus on in order to sell yourself to the recruiter. They are the résumé, transferable skills, research, questions, and follow up. Here are some recommendations on how to be effective in your approach.

1. Résumé. In your objective, put in a statement that includes the types of positions you would be applicable for. This approach will ensure that all of these titles that are typically searched for are found in your résumé. Every company uses its own title structure. A sales representative in one company may be called a business development executive in another. You need to ensure that you are considered for all of these types of jobs.

Example job profile: "Highly motivated sales expert looking for a challenging opportunity within a fast-paced organization. Relevant skills and experience in the areas of sales, account management, customer service, business development, marketing representative, project analyst."

After reading this, you might assume your résumé should include a narrative style to describe work history, which tends to be cumbersome to read, especially for hiring managers who are quickly scanning résumés to extract key information. A better approach would be to use a combination of paragraphs and bullets. For each former employer, provide a brief paragraph that details the scope of your responsibilities. Then create a bulleted list of your contributions. The bullets draw attention to your accomplishments, while giving the eye a place to rest.

Quantify your results and use action words. Wherever possible, include measurable results of your work. For example: "Increased revenues from \$250,000 in 1997 to \$1.5 million in 2000, and almost tripled client base from 2,500 to 7,000." In your résumé, you should use words such as: developed, designed, coordinated, created, managed, researched, analyzed, drove, improved, increased, and streamlined.

2. Transferable Skills. Recruiters are looking for behaviors. Many recruiters are trained in behavioral-based interviewing. Act as a storyteller when

discussing your background. Do not stick to "yes/no" responses. Focus on skills and characteristics that are transferable to any position.

One approach would be to say, "I take a professional approach in dealing with customers. I have been in situations where I have had to be flexible and work long hours to get the job done. I am highly motivated and enjoy being challenged. In my last performance appraisal, I asked that the manager give me more than 50 hours of work to complete each week in order to stretch my goals, drive results, and help the business be more profitable. I like to grow and develop outside of work. I find it rewarding to continue my personal development as much as my professional development."

3. Research the Company and the Job. Research, research, research! Make sure you go into a job interview with a clear understanding of the organization, the goals of the company, the competitors, the leadership team, the locations, etc. This is very important. Going in prepared will immediately differentiate you.

Get a solid understanding of the job and the skills required to be successful. Ask if there are peers to model yourself after and talk with, to help you better understand the day-to-day responsibilities.

PUBLIC SECTOR

CAMPUS REP. • Boulder, CO

Position available with the Peace Corps at the University of Colorado starting 8/15/03. Duties: raises campus and community awareness about the Peace Corps; designs and implements recruitment activities; maintains working relationship with Denver Regional Office; collaborates with Boulder RPCV group. Qualifications: RPCV preferred; strong public speaker; organized; flexible. Deadline for applications: 6/30/03. Send letter of application and résumé to Kathleen Stolle, Denver Regional Peace Corps Office, 1999 Broadway, Suite 2205, Denver CO 80202; fax: 303.844.7010; e-mail: kstolle@peacecorps.gov.

CAMPUS REP. • Las Vegas, NV

Position available with the Peace Corps at the University of Nevada starting August 2003. Duties: organizes and facilitates recruitment activities to increase awareness of the Peace Corps among students, including monthly information sessions, class talks, and information tables; maintains regular office hours; interviews applicants; maintains campus Peace Corps website. Qualifications: RPCV status preferred; significant overseas development experience; study abroad experience. Deadline for applications: 7/1/03. Submit résumé, cover letter, and DOS in MS Word format to John Ruiz, fax: 415.977.8803.

CAMPUS REP. • New Brunswick, NJ

Position available with the Peace Corps at Rutgers University. Duties: promotes and disseminates information related to Peace Corps opportunities; assists candidates through the application process; develops, organizes, and implements recruitment activities, including information sessions and special events; participates in career fairs in assigned region; conducts preliminary interviews; forwards applicants to regional recruitment office; prepares periodic activity and evaluative reports. Qualifications: RPCV who has successfully completed service; must also be accepted into a full-time graduate program at Rutgers University. Benefits include tuition and fees, health insurance, activity fee, and stipend. Send résumé, DOS, and cover letter to Joseph Scott, Associate Director, Career Services, Rutgers, The State University of New Jersey, 61 Nichol Ave., New Brunswick, NJ 08901-2890; phone: 732.932.9742; fax: 732.932.1541; e-mail: joscott@rci.rutgers.edu.

ENVIRONMENTAL SPEC. • Des Moines, IA

Positions available with the Iowa Department of Public Health. Duties: one position will serve as program manager for the childhood lead poisoning prevention program. The second position will serve as program manager for the Operation Lead Elimination Action Program. These positions involve frequent overnight travel. Qualifications: read, speak, and write Spanish fluently; bachelor's degree with major course work in a natural science; three years of full-time environmental experience or an equivalent combination of education and experience. Salary range: \$40K to \$55K annually. The application form is available at the website: www.state.ia.us/government/idop/pdfs/Employapp.pdf. Submit a completed application form and a current résumé to Rita Gergely, Chief, Bureau of Lead Poisoning Prevention, Iowa Department of Public Health, 321 East 12th St., Des Moines, IA 50319; e-mail: rgergely@idph.state.ia.us; phone: 515.242.6340; fax: 515.281.4529.

FORESTRY TECHS. • Marshburg, PA

Positions available with The Allegheny National Forest. Duties: supervises crews of five to eight inmates from the Federal Prison Camp—McKean; responsible for resource activities such as timber stand improvement, site preparation, roadside brushing, trail construction and maintenance, planting, wildlife habitat improvement, and other natural resource management projects. The inmates supervised consist of men incarcerated at the minimum-security camp, have community custody, and generally pose no threat to people or property. The positions can be stressful for some individuals because of the daily interaction with federal inmates. Training required to facilitate basic supervision of inmates is provided by the Federal Bureau of Prisons. Qualifications: ability to serve as supervisors; requires daily work outdoors in all weather conditions using power tools; ability to become chain-saw certified. Contact Carl Jablonowski or Dan Watson at 814.362.4613; e-mail: cjablonowski@fs.fed.us or dwatson@fs.fed.us.

CAMPUS REP. • Bellingham, WA

Position available with the Peace Corps at Western Washington University starting 9/15/03. Duties: increases campus and community awareness of Peace Corps; designs and implements recruitment activities; maintains positive working relationship with Seattle regional office; facilitates RPCV group, and functions

as an important part of the Career Services Center professional staff. Qualifications: RPCV; preference given to WWU graduate students; excellent communication, organizational, and PR skills required. Stipend: \$750/mo. Send letter of application and résumé to Dr. Don Gorman, WWU, Career Services Center, Bellingham, WA 98225-9002; fax: 360.650.3293; e-mail: don.gorman@wwu.edu.

STAFF ASSISTANTS • Washington, DC

Positions available with USDA Forest Service, International Programs. Duties: works on conservation and natural resources projects worldwide; primarily administrative, preparing grants and agreements, administering travel arrangements, monitoring budget expenditures and writing program and reporting documents; work as part of a team to ensure partnership support for projects overseas. Qualifications: Russian, Spanish, or French language capability is desirable. Send résumé to Donna Janisch, e-mail: djanisch@fs.fed.us.

BUDGET ANALYST • Washington, DC

GS-7/9/11/12 position available with USDA. Duties: assists in development, presentation, and execution of APHIS' \$740 million annual budget; compiles narrative and statistical material; prepares exhibits and background information for use in development and justification of agency budget; monitors execution of programs to assure funds are obligated correctly; conducts special studies which analyze problems affecting budget. Qualifications: bachelor's degree (master's degree required for GS-9); experience developing, justifying, or monitoring a budget helpful; analytical, writing, and computer skills. Contact: APHIS, Budget and Program Analysis Staff (Unit 56), 4700 River Rd., Riverdale, MD 20737; phone: 301.734.8635.

DIRECTOR • New York, NY

Position available with Teachers College, Columbia University. Duties: oversees cohort of fellows (RPCVs) in master's programs in education; provides program and cohort support; maintains contacts between Teachers College and the New York City Department of Education; assists in full-time placement of fellows in New York City schools; organizes monthly seminar for cohort; solicits funds for program in collaboration with office of development. Qualifications: M.A. in education or related area or equivalent job experience; five years of leadership and budget management experience in education; excellent written and oral communication skills; strong computer skills; experience in program planning, budgeting, monitoring, marketing, fundraising; knowledge of NYC school system, teacher education preparation, and/or higher education. Send résumé and cover letter to job search/PCF Program Director, The Peace Corps Fellows Program, Box 90, Teachers College, Columbia University, 525 West 120th St., New York, NY 10027; e-mail: pcfellows@tc.columbia.edu; fax: 212.678.4048; website: www.tc.columbia.edu/administration/hr/.

HOT! OPPORTUNITIES

SUMMER INSTITUTE • Portland, OR

Join the 27th Annual Summer Institute for Intercultural Communication 7/16 – 8/1/03. The institute offers over 40 in-depth workshops on topics such as intercultural conflict management, intercultural program design and training, and global leadership. A unique opportunity to develop skills and knowledge, gather resources, and network with colleagues from all over the world in a stimulating environment. Workshops include: third-party facilitation and intervention in intercultural conflict; intercultural conflict management: a mindful approach; negotiating and mediating intercultural conflict advanced workshop: transforming intercultural conflict. Contact Intercultural Communication Institute, e-mail: ici@intercultural.org; phone: 503.297.4622; website: www.intercultural.org.

PRIVATE SECTOR

OUTREACH/DEV. COORD. • Washington, DC

Position available with Partners of the Americas, an organization bringing together citizen volunteers from Latin America, the Caribbean, and the United States to build opportunity and mutual understanding among the people of our hemisphere. Duties: provides leadership for all external communications and organizational outreach; coordinates fundraising activities; works directly with senior staff; provides leadership to organizational outreach; management of individual solicitation program; assists efforts to expand foundation, corporate, and USAID support; administrative support. Send cover letter, salary history, and résumé to Outreach and Development Coordinator, Partners of the Americas, 1424 K St., NW, #700, Washington DC 20005; e-mail: recruit@partners.net (please put "Outreach and Development Coordinator" in the subject header); website: www.partners.net.

PRESIDENT/CEO • Philadelphia, PA

Position available with 10,000 Friends of Pennsylvania. Duties manages the administrative and financial well-being of the organizations, including representing the organizations publicly, fundraising, supervising day-to-day operations, and working closely with the Board of Directors to further the mission of the organizations. Deadline for applications: 6/27/03. Submit cover letter, résumé, and salary requirements to Robin Kaye, Dewey and Kaye, Inc., 345 Fourth Ave., Suite 400, Pittsburgh, PA 15222; e-mail: dki@dkiinc.com; website: www.10000friends.org. The complete job announcement can be found at website: www.dkiinc.com/execsearch.html.

PROGRAM COORD. • Washington, DC

Position available with Forte International Exchange Association. Duties: recruits host families for incoming international students; works with high schools nationwide to enroll international students; liaises with international partners, local representatives, volunteer host families, and exchange students nationwide; position involves a lot of administrative work; responsible for editing/revising office documents; writing letters, e-mails, reports; responsible for making phone calls. Qualifications: college graduate; ability to handle high stress situations; persistence, patience, cheerful personality; self-motivation; excellent written/oral communication skills; excellent phone skills, organizational skills, attention to detail; multi-tasking skills; proficiency in MS Word, MS Excel, and other computer experience; comfortable working with people of other cultures. Position starts immediately and the applicant should be flexible to work evening or weekend hours when needed. Contact Mr. Chen, Forte International Exchange Association; e-mail: forteusa@aol.com; fax: 202.466.7118; phone: 202.833.4185; website: www.forteexchange.org.

RESOURCE COORD. • Chicago, IL

Position available with Children's Home and Aid Society of Illinois. Duties: implements the community schools initiative program; coordinates all aspects of program; identifies programs, services, and activities. Qualifications: bachelor of science degree in human

services or education from an accredited college or university or related work experience; bilingual competence (English and Spanish), verbal and written; experience with working in a school setting is a plus; ability to work with an array of parents, students, and community service providers. Send cover letter and résumé to Les Inch, Ph.D., fax: 847.866.8581; e-mail: linch@rcc.chasi.org.

PROGRAM COORD. • Detroit, MI

Position available with Building with Books. Duties: works with five clubs in area schools; interacts with urban and suburban students on a weekly basis, motivating them to achieve volunteer and fundraising goals and supporting leadership development; manages projects which bring clubs together to learn about each other as well as delivers classroom cultural education presentations. Qualifications: experience and enthusiasm for working with high schoolers; high school teaching experience preferred; community service background is important; public speaking, group facilitation, creativity, and strong organizational skills; access to a car for travel to schools. Deadline: 6/30/03. Send cover letter and résumé to Shelly Hundiwal at shundiwal@bloomfield.org; fax: 248.341.5959; website: www.buildingwithbooks.org.

SR. FINANCIAL ANALYST • Washington, DC

Position available with International Foundation for Election Systems. Duties: responsible for the overall financial oversight of international field offices; performs project analysis; assists with budget review and development, project close-outs, cash flow projections and pipeline analysis; supervises two financial analysts and works closely with staff; international travel. Qualifications: bachelor's degree in accounting or finance; CPA or advanced degree required; eight or more years of work related experience; excellent oral and written communication skills; training experience; proficient in Microsoft office. Deadline for applications: 7/1/03. Send résumé and cover letter to e-mail: jobs@ifes.org, indicating "Sr. Financial Analyst" in the subject line; website: www.ifes.org.

FACULTY ADVISOR • San Jose, CA

Positions available with National Youth Leadership Forum on Technology, a leading educational nonprofit organization. Duties: facilitate curriculum; motivate and supervise students. Qualifications: bachelor's degree or related experience; desire to work closely with high school honor students; experience working with high school students; ability to work extended hours. Remuneration includes \$100/day of training: 7/22-25; \$120/day, room and board during forum: 7/27-8/5. Background check required. Deadline for applications: 7/7/03. Visit website: www.nylf.org.

SR. PROG. OFFICER • Washington, DC

Position available with Citizens Development Corps, a nonprofit volunteer organization whose mission is to support and develop small- and medium-sized businesses in developing nations. The projects are privately funded and focus on increasing economic opportunities for rural and peri-urban clients and improving their access to quality business, social, and municipal services. Duties: provides program management and administrative support to projects in Latin America and Angola; coordinates NGO-partners; performs field visits; oversight and

monitoring of program, including regular communication with field staff, consultants, and advisors working on the project, budget management and review, program reporting; developing program interventions, work plans, and monitoring and evaluation systems; mentoring junior program staff; networking. Qualifications: B.A. degree, master's degree preferred; five to seven years of experience in international development (experience with business development services, community development, training and adult learning methodologies, and local capacity building preferred); experience managing projects in Latin America and/or Africa; excellent communication, writing, and facilitation skills in English and Spanish; Spanish language skills required, knowledge of Portuguese language is a plus. Send résumé/CV, cover letter, and salary requirements to Citizens Development Corps, Attn: Human Resources, 1400 I St., NW, Suite 1125, Washington, DC 20005; fax: 202.872.0923; e-mail: scassidy@cdc.org.

PROGRAM ASSISTANT • Washington, DC

Position available with Creative Associates International, Inc., a professional services firm, for its education, communication, and mobilization division. Activities seek to increase educational participation, equity, quality and access across barriers. Duties: supports knowledge management, proposal development efforts, and other project activities; provides general support; populates and updates databases; participates in recruiting and other proposal-preparation activities; provides logistical and administrative support to selected projects. Qualifications: 18 months of experience in international development, preferably with field experience; strong interpersonal and communications skills, written and oral; B.A. in international relations, education, or related field; excellent computer skills; second language proficiency desired. Deadline for applications: 6/25/03. Send CV and cover letter to e-mail: emcrecruitment@caii-dc.com, with "EMC Program Assistant" in the subject field; website: www.caii.net/recruitment.

RESEARCH/ADMIN. ASST. • Washington, DC

Positions available with Consultative Group to Assist the Poor, for micro-finance policy center of the World Bank group and other international donor agencies. Duties: conducts long- and short-term research; prepares presentations; drafts correspondence and reports; assists with international conferences; provides administrative support as required. One-year assignment; competitive pay. No benefits. Deadline for applications: 6/30/03. Send CV, salary requirements, and cover letter to Anne Folan, Communications Officer/CGAP, e-mail: AFolan@worldbank.org.

PROGRAM OFFICER • Washington, DC

Position available with Georgetown University, Program Division, Institute for Reproductive Health. Duties: contributes to the institute's activities to scale up availability and use of simple family planning methods by providing administrative, program, and communications support to technical staff and country programs; manages interventions in selected countries to ensure smooth implementation; communicates with partner organizations, programs, and IRH personnel in Africa, Latin America, and Asia. Qualifications: post-graduate degree or equivalent experience;

excellent organizational skills and attention to detail; ability to operate comfortably in a multi-cultural work environment; fluency in written and spoken French; knowledge of Spanish an asset; experience in family planning/reproductive health project management (five plus years) in developing countries; knowledge of international development and health issues and with behavior change; communication in a developing country context; significant experience in training; familiarity with USAID and the international donor community. This position is subcontracted through The Development Group, Inc. Submit résumé, salary history, and expectations to e-mail: dgmain@devgroup.com; fax 703.683.5927.

SR. RECEPTIONIST • Washington, DC

Position available with The George Washington University. Duties: serves as first point of contact for visitors and callers to the office of the Dean of the School of Engineering and Applied Science; responsible for professional image of the office through maintaining its physical appearance and by having a helpful attitude; provides basic administrative support. Go to website: www.gwu.edu/~hrs/eo/ for application instructions.

GRAD. RES. ASSISTANTSHIP • Bozeman, MT

Position available with Montana State University. Research project focused on the application of diffuse reflectance spectroscopy for soil characterization, particularly soil organic matter. Duties: assists with a senior-level soil-landscape course; conducts and supervises soil laboratory analysis; manages samples and databases; takes soil cores in the field; develops soil-spectra statistical models; writes up results. Qualifications: B.S. in an environmental science field with first-year courses in physics, chemistry, and

calculus; experience with or interest in statistical methods; self-motivated; responsible and intellectually curious with a keen interest in environmental science. Contact David Brown, phone: 406.994.3724; e-mail: djbrown@montana.edu.

PROGRAM ASSOCIATE • Arlington, VA

Position available with the Association for Enterprise Opportunity, a national association of organizations committed to micro-enterprise development. Duties: assists with training initiatives; writes articles for a newsletter; supports committees and conferences; provides technical and administrative support for a variety of initiatives. Qualifications: bachelor's degree; computer proficiency in Word, relational database spread sheets, and other basic office software; ability to develop timelines and work plans to meet project benchmarks; possess flexibility and a positive attitude. Send (e-mail is preferred) résumé with a detailed letter of interest to Bill Edwards, Executive Director, AEO, 1601 N. Kent St., Suite 1101, Arlington, VA 22209; phone: 703.841.7760; fax 703.841.7748; e-mail: bedwards@assoceo.org.

PROGRAM COORD. • Waukegan, IL

Position available with SER/Jobs for Progress, Inc. of Lake County. Duties: provides leadership and direction in developing ESL program curriculum and evaluating classroom materials; provides direct program coordination for senior citizen employment initiative; serves as the liaison between program participants, employers, and executive director; conducts needs assessments to determine program direction and to measure program success; maintains files and prepares status reports. Qualifications: B.A./B.S.; experience in teaching ESL; computer proficiency in Access, Word, Excel, and Internet

research; ability to work flexible hours; valid driver's license, insurance, and vehicle; experience working with a diverse population; bilingual in Spanish a plus. Deadline for applications: 6/30/03. Send cover letter and résumé to SER/Jobs for Progress, Attn: Adult Program Coordinator Position, 117 N. Genesee St., Waukegan, IL 60085; fax: 847.336.1050; e-mail: kharris@serlake.org.

MEMBERSHIP MANAGER • Washington, DC

Position available with National Peace Corps Association. Duties: implements a comprehensive membership strategy; responsible for expansion of individual, organizational, and affiliate group programs. Qualifications: five years of experience in membership and marketing, preferably in philanthropy, higher education, or the nonprofit sectors; strong writing and interpersonal communications skills; proven track record for growing membership, working with board and volunteer committees, and creating marketing materials; must be focused, detail oriented, and able to meet deadlines while multi-tasking; experience with budgets. Peace Corps experience preferred. Salary: mid to high 30Ks. Deadline for applications: 6/20/03. Send cover letter and résumé to e-mail: develop@rpcv.org; fax: 202.293.7554; website: www.rpcv.org.

TELEPHONE INTERVIEWERS • Wheaton, MD

Positions available with Reada International, a survey research firm. Perfect for newly returned volunteers who want to re-enter the workforce. Qualifications: motivated, team-oriented; excellent verbal skills. Flexible hours available. No sales. Conveniently located at the Wheaton Metro station (red line). Send résumé and cover letter to fax: 301.946.1911.

TEACHER • Baltimore, MD

Position available with Baltimore City College High School, a national blue ribbon magnet high school. Openings in English, history, anthropology, psychology, government, French, geometry, and technology. Qualifications: IB or AP experience preferred. Deadline for applications: 7/15/03. Fax résumé and materials to 410.243.0669; e-mail: JWilson@bcps.k12.md.us.

PROGRAM OFFICER • Washington, DC

Position available with National AIDS Fund. Duties: works as a member of a four-person program team; plays a lead role in coordinating grant-making and technical assistance activities; manages federally funded community service and HIV/AIDS programs, including related compliance and reporting. Qualifications: experience providing technical and capacity-building assistance to community organizations in the areas of public health, community service, and/or philanthropy; experience with national service programs and/or federally funded HIV/AIDS programs a plus; bachelor's degree and at least four years of program management experience required; master's preferred and could be substituted for some experience; self-motivated, critical thinker with keen attention to detail. Résumé and cover letter, salary requirements, to be considered on a rolling basis through 6/18. Send applications to program officer search to National AIDS Fund, 1030 15th Street, NW, Suite 860, Washington, DC 20005; e-mail: info@aidsfund.org.

PEACE CORPS FELLOWS/USA



ILLINOIS STATE UNIV. • Normal, IL

The Peace Corps Fellows Program in applied community and economic development is considering 8/03 and 1/04 admissions. RPCVs earn master's degrees in economics, politics and government, or sociology by completing one year of full-time class work and a second year of hands-on consulting work with urban and rural communities and agencies across the nation. Fellows awarded assistantships receive tuition waivers and earn stipends in their first year. All fellows earn a modest income during their second-year internship. Fellows have worked on regional economic development, welfare-to-work programs, grant writing, surveys, planning, tourism promotion, business retention and expansion, as well as projects involving health/wellness, women and social change, cultural awareness and community college outreach. For more information, visit www.StevensonCenter.org; or write to Peace Corps Fellows Program, Campus Box 4200, Illinois State University, Normal, IL 61790-4200; phone: 309.438.7090; e-mail: StevensonCenter@ilstu.edu.

GEORGE WASHINGTON UNIVERSITY • Washington, DC

The GW Teaching Corps Partnership with Montgomery County Public Schools (MCPS) is a unique opportunity for RPCVs to hone their teaching skills and earn Maryland state licensure. As part of the Teachers 2000 graduate program, teacher candidates can earn certification in ESOL, special education, science, French, Spanish, English, and math with 100 percent tuition support. Candidates begin a full-time commitment to the program in January and are required to teach in MCPS for three years. The application deadline is 10/1/03. Please send requests for information to Dr. Jeanne Embich at e-mail: jembich@gwu.edu; phone: 202.973.1061.

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.

COMM. NAT. RES./ECON. DEV. • Merrill, WI
Position available with University of Wisconsin Extension. Duties: strengthen communities and local governments through educational programming that builds understanding and leads to improved decision-making and leadership skills; helps citizens, civic groups, businesses, and local governments identify critical local concerns and possible solutions. Qualifications: master's degree with content expertise; at least one degree, in a field such as community development, land use planning, business, economics or natural resources management required; experience in planning, implementing, and evaluating community-based, non-formal educational programs preferred. Deadline for applications: 7/9/03. Submit cover letter (include position title and county), résumé, contact information for three professional references, and undergraduate/graduate transcripts to Cooperative Extension Personnel 249 Extension, 432 N. Lake St., Madison, WI 53706; e-mail: ces.jobs@ces.uwex.edu; website: www1.uwex.edu/ces/personnel; phone: 608.263.1945. Materials submitted other than those requested will not be considered.

TRAINING MANAGER • Rosslyn, VA
Position available with Pharmaceutical Education and Research Institute, Inc, a nonprofit pharmaceutical education and training organization. Duties: recruits speakers, coordinates content, materials, and promotion of 15-20 training programs annually. Qualifications: must have strong organization, communication, and project management skills; ability to analyze and solve problems; proficient with MS Office; experience working with volunteers; teamwork and flexibility; bachelor's degree and some travel required. Send résumé with cover letter and salary requirement to e-mail: HR@peri.org; fax: 703.276.0069.

PROGRAM ASSISTANT • Morrilton, AR
Position available with Winrock International. Duties: assists the implementation of the education for development and democracy initiative, Ambassadors' Girls' Scholarship Program, activities for Anglophone Africa; assists the management of a variety of smaller degree-level scholarship programs, short-term training programs, and study tours. International travel (15 to 25 percent). Qualifications: excellent written and oral language abilities in English (French or Portuguese desirable); bachelor's degree in education (primary, secondary, or technology), child psychology, youth development, international development, or closely related field. Position is primarily project funded. Funding ends 9/30/04. Deadline for applications: 6/24/03. Send résumé and cover letter to e-mail: jobs@winrock.org.

TEACHERS • U.S. South
Positions available with Southern Teachers Agency. Duties: teaches in PK-12 classroom assignments. Qualifications: B.A.; teacher certification preferred. Contact Southern Teachers Agency, 7 Elliewood Ave., Suite 2A, Charlottesville, VA 22903-2603; phone: 434.295.9122; fax 434.295.6448; website: www.southernteachers.com.

FREELANCE INTERPRETERS • Nationwide
Positions available with Bowne Global Solutions, a Washington, DC-based interpretation services company. Qualifications: U.S. citizens or permanent

residents (i.e. green card holders). Those who lack the appropriate citizenship status can apply for a waiver from the Department of Justice so that qualified interpreters may work in the courts. Languages: Garifuna, Mam, Konjobal, Chuj, Quiche, Quiche-Achi, Zapoteco, Mixtec, Quecha, Chatino, Misquito/Miskito, Tzotil, Nahuatl, Tarasco, Cachiquel, and Trique. Consideration will be given to other indigenous languages. Contact Brooke Groseclose, phone: 888.241.9149, ext. 142; e-mail: brooke.groseclose@bowneglobal.com; fax: 202.496.0868.

INT. RECRUITER • Washington, DC
Position available with Population Services International, the world's leading social marketing organization. Duties: coordinates all aspects of recruitment for domestic and overseas employees; recruits talented candidates for management, technical and overseas positions; conducts interviews and reference checks; makes and negotiates employment offers; represents PSI at career fairs; helps define recruitment objectives/strategies; enhances internal initiatives for talent retention, diversity, and professional development. Qualifications: superior organizational skills and attention to detail; excellent written and oral communication skills; familiarity with international development field; MA or equivalent experience; and three or more years of experience in a fast-paced environment with high work volume. Apply online at www.psi.org.

INTERNATIONAL

DEM./GOV. CONSULTANTS • Iraq
Positions available with Chemonics International, Inc. as junior- and mid-level consultants to implement a USAID-funded democracy and governance project in Iraq. Duties: strengthen local administrations, civic institutions, and political processes; coordinate with project team members on technical inputs for reports, report editing, and/or project/admin. development. Qualifications for junior level: B.S./B.A. in social sciences plus two or more years of professional experience in the Middle East or Northern Africa; proficiency in Arabic. Qualifications for mid level: M.A. plus seven years experience in international development; professional experience working at the local governmental level; knowledge of USAID regulations; two or more years of professional experience in the Middle East or North Africa; proficiency in Arabic. Send cover letter and résumé to IraqSNGPMU, Attn: Guy Henggeler, Chemonics International, 1133 20th St., NW, Washington, DC 20036; e-mail: ghenggeler@chemonics.net.

COMM. AFFAIRS/ALUMNI REL. • Africa
Position available with DFI Government Services, Africa Center for Strategic Studies. Duties: oversees the development and maintenance of the Africa Center community program; maintains correspondence with community members and program alumni; provides support to the Africa Center webmaster for the operation portion of the Africa Center website; acts as a point of contact for all Africa Center community relations and develop community related materials. Qualifications: three

"What Do Recruiters Look for," continued from front page

4. Ask Questions. Show interest. Ask questions. This is typically the last phase of the interview. You may be ready to go home after you have answered a lengthy list of questions; however you must be prepared with questions of your own. Here are a few samples of questions you can ask:

- How would you describe the company culture?
- How would you define a high performer in your organization?
- How often are performance reviews handled?
- Do you have a formal mentoring program?
- What type of orientation takes place as a new hire starts?

These types of thought-provoking questions show a true interest in the company and what it has to offer. Not having any questions really sends a sign that you are "not really interested or motivated to find out more."

5. Follow Up. Many candidates have lost the discipline (or never had it) of follow up. Try to convey in a follow-up message your desire to work for the company and your applicable skills and repeat to them what you heard as "critical success factors" from the interview. This will not only reinforce your interest but also show that you truly listened while interviewing.

A handwritten note, fax, or card are all ways to follow up. Most candidates follow up with an e-mail or generic letter.

Recruiters can be very selective right now. They may have 20 requirements that they need to have in a candidate and they have the luxury of landing a candidate who has all of them. As a potential employee, you should be positive and upbeat. Make sure you relay your excitement and energy in the interview setting.

From now to 2010, the number of jobs in the United States is expected to rise by 15 percent—that's roughly 22 million—to a total of 168 million, according to recent Bureau of Labor Statistics (BLS) projections. The BLS report paints a picture of an economy that will continue to live up to its reputation as a generator of opportunity for Americans. The signs show a tremendous demand for workers. These are positive signs of good opportunities for the job seekers who are prepared!

Editor's note: This article is reprinted with permission from Chasity Kuttrus. You may contact the author via e-mail at ckuttrus@rayandbarney.com. Kuttrus is a partner at Ray & Barney Group, a consulting firm focused on information technology business management and human capital management headquartered in Columbus, Ohio.

years of relevant work experience; bachelor's degree in African studies or a similar area; knowledge of African culture; highly organized, detail-oriented, and adheres to strict deadlines; written and spoken proficiency in French; working knowledge of Portuguese also desirable; experience in using Microsoft applications. Applicants will be subject to a government security investigation and must meet eligibility requirements for access to classified information. Forward résumés to recruiting@dfi-intl.com.

ENGLISH PROF. • Huajuapán, Oaxaca, Mexico

Positions available with Universidad Tecnológica de la Mixteca for language center of a small technological university in southern Mexico. This is a full-time position. Duties: teaches 15-20 class hours a week; lesson planning; curriculum development and participation in staff meetings. Qualifications: B.A./B.S. in any field and specific EFL training, former PCV in English teaching preferred. Spanish ability is not a requirement, but helps. Compensation is very good for the region and includes integration into the Mexican social security system. Send résumé and cover letter to Melissa Ferrin, e-mail: english@mixteco.utm.mx; fax: 52.953.532.0214.

***ESL TEACHERS • China**

Positions available with EF English First. Benefits: airfare, accommodations, comfortable salaries, insurance, and vacation time. To learn more, please e-mail nicole.hayes@ef.com.

***ENGLISH TEACHERS • China**

Positions available with American Educational Services. Duties: teach in Dalian, Jinzhou, Jinan, Chang Chun, Shenyang, DanDong, or Xi'an from mid-July to August 31, 2003; or one-year teachers to begin in July or September. One-year applicants will be given preference. Stipend available for up to 30 hours per week for the summer session; free Internet access; apartment with private bedroom (at no cost to teacher); utility allowance; television, microwave, water dispenser; two days off each week. Qualifications: native speakers of English at least 21 years old; bachelor's degree or higher; teaching experience or training period at the school. Send your résumé, as text and not an attachment, and a scan of the information page of your passport to Linda at aesdaian@online.ln.cn. On the subject line, please state whether you are applying for a summer intensive or are interested in receiving information on a one-year contract. Note that the terms above relate to the summer session only. Write for information on one-year contracts or visit www.aesincorp.com.

SITE MEDICAL COORD. • Malanje, Angola

Position available with International Medical Corps, a global humanitarian nonprofit organization dedicated to saving lives and relieving suffering through health-care training and medical relief programs. Duties: designs and plans all health program activities; oversees program implementation; supervises all technical personnel; executes program activities; monitors and evaluates program indicators at the site level; prepares reports; acts as a liaison. Qualifications: nursing or medical degree; M.P.H. preferred; experience with Access or EpiInfo; ability to work with a multinational team; excellent communication skills; fluent in

Portuguese. Apply online at the following website: www.imcworldwide.org.

PROJECT DIRECTOR • Dem. Rep. of Congo

Position available with EnterpriseWorks Worldwide, a nonprofit organization with a poverty reduction and sustainable development mission. Program focus is on agribusiness. Qualifications: at least three years of experience in agribusiness and/or micro/small business development in a francophone country in a project management role; strong general management, financial management, leadership, fundraising, and strategic development skills; excellent interpersonal, oral, and written communication skills; good written and spoken French; fluent English; M.A./M.S. in an agriculture and/or business related field preferred; previous work experience in DRC preferred. Availability beginning September 2003. Salary in the \$40K range. Deadline for applications: 6/30/03. Send cover letter and résumé to Human Resources, EnterpriseWorks Worldwide, 1828 L St., NW, Suite 1000, Washington, D.C. 20036; e-mail: jobs@enterpriseworks.org.

EDUCATION

***YALE UNIVERSITY • New Haven CT**

The Yale School of Forestry and Environmental Studies has prepared students for important positions of environmental leadership in the United States and throughout the world. The school offers master's degrees in environmental management, environmental science, forestry, forest science, as well as a one year master's degree for experienced environmental professionals. Joint master's degrees can be pursued in management, law, public health, international relations, developmental economics, and divinity. Joint programs are also established with Pace Law School and Vermont Law School. Students have the opportunity to continue their studies through the Graduate School of Arts and Sciences (Ph.D.) or within the School of Forestry and Environmental Studies (Doctor of Forestry and Environmental Studies - DFES). For more information, visit www.yale.edu/environment.

***UNIV. OF ST. THOMAS • Minneapolis, MN**

Use your language ability and experience in another culture to your advantage. The MIM program at the University of St. Thomas incorporates both language and culture into a solid business program. Instructors have real business experience on the international scene. Areas of concentration include managerial communication, finance, human resources, marketing, manufacturing systems engineering, software engineering, and entrepreneurship. You can also customize your degree to suit your needs. The program has two cohort Universities in Taiwan and Greece plus many opportunities to study abroad. Courses are offered in the evening to allow you to work while attending the university. For more information, visit www.stthomas.edu/mim; e-mail: mim@stthomas.edu; phone: 651.962.4840.

***NONPROFIT MGMT. • South Bend, IN**

The Mendoza College of Business at the University of Notre Dame offers a master's degree in nonprofit management. The cost-effective MSA degree offers

a flexible structure with on-site courses held in the summer and electives offered via e-learning during the fall and spring. Accommodating the full-time work schedules of participants, the program enables degree completion between 14-48 months. Contact Kimberly Brennan, MSA office at phone: 574.631.3639; fax: 574.631.6532; e-mail: brennan.53@nd.edu; website: www.nd.edu/~msa.

***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: MBA, 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 MBA and TESOL. Contact by phone: 831.647.4123 or 800.824.7235; e-mail: admit@miis.edu; website: www.miis.edu.

***INTERCULTURAL INST. • Portland, OR**

If you want to continue making a difference, consider graduate work through the Master of Arts in Intercultural Relations, offered in conjunction with the School of International Studies, University of the Pacific. This limited-residency program builds on experiences like the Peace Corps for those who wish to obtain an advanced degree while maintaining employment in their own communities. Designed for adult professionals, the program takes two-and-a-half to three years to complete, with three two-week residencies in Portland, and core coursework completed at home. RPCVs receive special consideration for admission. Phone: 503.297.4622; e-mail: mair@intercultural.org; website: www.intercultural.org.

***CLARK UNIVERSITY • Worcester, MA**

One full-tuition fellowship is 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 (global positioning system), and remote sensing skills related to development issues. RPCVs are encouraged to apply by 1/15/04. For more information, 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.

***ANTIOCH UNIVERSITY • Seattle, WA**

AUS offers a master of arts degree in environment and community for anyone working, or wanting to work, in environmental or community development fields with organizations, businesses, or public agencies. The program provides a unique focus on the relationships between the natural environment

Crisis Corps Recruiting Short-Term Volunteers



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.

Federated States of Micronesia Typhoon Relief and Recovery

Water and sanitation volunteers to work with the Council of Mayors and the Office of the Governor of Chuuk to provide training to community members and to implement projects in areas including the design, construction, and maintenance of potable water and latrine sanitation systems appropriate for sandy soil conditions (strong technical skills in these areas, good swimmer, independent and mature RPCV required). Four-month assignment beginning 7/29/03.

Upcoming Assignments

One-year HIV/AIDS Initiative Crisis Corps assignment to do capacity building and program development with a new multipurpose center to improve community access to information and services relating to HIV/AIDS. Programming issues and services target youth and young adults. One year of experience in youth programming, community development, organizational capacity building, and HIV/AIDS in Namibia is desired. Assignment begins in July 2003. We anticipate a small business volunteer assignment opening soon as well as additional HIV/AIDS assignments in Eastern and Southern Africa. Africa RPCVs with small business or 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.

and human communities by emphasizing social science perspectives and natural science literacy. Regional, national, and international students pursue place-based studies and routinely meet in Seattle for course intensives over two years. Contact admissions at e-mail: admissions@antiochsea.edu or jjoichi@antiochsea.edu; website: www.antiochsea.edu/ec.

UNIV. OF SO. CALIF. • Sacramento, CA

Earn a master's degree at the School of Policy, Planning, and Development while working full time. Management degrees—master of health administration and master of public administration—are offered in the intensive semester format, in which classes meet once a month for four-day sessions, Thursday through Sunday. These programs teach real-world information and skills, requiring students to apply new knowledge directly to their work and use their on-the-job experience to enhance concept development. Paid internship and residency placement assistance is available. Admission and enrollment are on-going throughout the year. Inquire about special tuition discount for RPCVs. Contact USC Sacramento Center, phone: 916.442.6911; sacto@usc.edu; website: www.usc.edu/sacto.

ARIZONA STATE UNIV. EAST • Mesa, AZ

It is not too late to apply for fall 2003 admission and registration for classes. Arizona State University offers a unique graduate program that especially welcomes RPCV applicants. Combining the study of technology with the social sciences, the Global Technology and Development master's program explores the impact of technological

development on social, political, and economic development and change. Approximately half of the student body is either international or RPCV. For more information contact Dr. Mary Jane Parmentier, Global Technology and Development, College of Technology and Applied Sciences, Arizona State University East, 7001 E. Williams Field Rd., Mesa, AZ 85236; phone: 480.727.1156/1533; e-mail: mj.parmentier@asu.edu; website: east.asu.edu/ctas/gtd/index.html.

*BENGURION UNIVERSITY • Beersheva, Israel

In collaboration with Columbia University's Health Sciences Division, the medical school at Ben Gurion University of the Negev offers a four-year medical degree program in international health and medicine. The program is taught in English and enrolls students who seek a medical degree with special skills in cross-cultural, community, and preventive medicine. Students take the U.S. medical licensing exam and are expected to complete residencies in the United States. The program is approved by the U.S. Dept. of Education for participation in federally funded students loan programs. Contact the admissions office, 630 West 168th St., PH15E-1512 New York, NY 10032; phone: 212.305.9587; website: cpmnet.columbia.edu/dept/bgcu-md/; e-mail: bgcu-md@columbia.edu.

INTERN/VOLUNTEER

INTERN • Washington, DC

Position available with CEDPA for a Women in Development Training Workshop. Duties: participates in workshop design; drafts participant profiles; drafts final workshop report; assists facilitators with materials before, during, and after training; assists in preparing and hosting receptions and other special events; accompanies participants

on Saturday tours, field trips, and offsite training (expenses paid). Deadline for applications: 8/1/03. Send cover letter and CV to Julie Smith at e-mail: jobs@cedpa.org; fax: 202.667.1900.

SUMMER FUN VOLUNTEERS • St. Paul, MN

Positions available with Common Bond Communities, Minnesota's largest nonprofit provider of affordable housing. Duties: work with a diverse group of friendly kids and staff while enjoying the weather this summer. The program is a bit of academia mixed in with recreational activities. Daytime hours are Monday to Thursday from 11-4 (which can be broken up into shifts). Evening hours are available from 5-7 on Wednesday evenings. Positions available throughout the metro area. Contact Kay Wasylyszyn, phone: 651.312.3341; e-mail: wasylyszyn@commonbond.org.

AMERICORPS/VISTA

LEADER • New York State

Position available with American Red Cross of Greater New York AmeriCorps*VISTA project. Duties: assists with coordination of a statewide AmeriCorps*VISTA project; promotes member communication; arranges trainings; provides problem-solving; empowers low-income communities; assists with program sustainability; and conducts program evaluations. Qualifications: B.A./B.S. in a human service field; completion of a full-term AmeriCorps project or an RPCV; public speaking skills; supervisory or leadership qualities. Salary range: \$11K-12K. Deadline for applications: 7/15/03. Send cover letter and résumé, or inquiries, to Kristen R. Admiraal, New York State Office for the Aging, 2 Empire State Plaza, 6th Floor, Albany,

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*)

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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.

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).

Career Centers Reminder

The Peace Corps would like to remind returned Peace Corps Volunteers (RPCVs) that career centers at all 11 Peace Corps Regional Offices are fully operational.

The career centers offer access to a computer with Internet capabilities, printer, phone, fax, and copier to assist you in your job search.

In addition, copies of Returned Volunteer Services publications are available for review, such as the *Hotline* newsletter and various other career books. Each career center also offers a subscription to the *International Career Employment Weekly*.

By visiting Regional Offices, you may also learn about opportunities to speak to prospective Peace Corps applicants at local recruiting events and network with other RPCVs.

Hours of operation for most Regional Offices are from 8:30 to 4 p.m. Contact each Regional Office directly for more specific information. Contact information can be found at www.peacecorps.gov/volunteer/recruit/index.cfm.

June Career Event Networking at a Higher Level

RPCV Mel Schnapper, Ph.D. (Nigeria 1965-67), will describe specific techniques to promote your visibility in the job market. You will recognize: 1) the essence of networking; 2) which positions to target and/or create to promote your immediate visibility; and 3) how to maximize your immediate network to expand it exponentially. Bring copies of your résumé and personal business cards.

When and Where:

June 25, 2003
Noon to 1:30 p.m.
Paul D. Coverdell Peace Corps
Headquarters
1111 20th Street, NW
Shriver Conference Room A
Washington, DC 20526

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