

# H TLINE

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

## HOT Resources

Check out these resources to help you with the informational interview process:

The *Career Information Consultants* manual, published by the Peace Corps' Returned Volunteer Services, lists over 1,000 names of professionals in various types of careers who are available to answer job-related questions from RPCVs. For a copy of the publication, send your request via e-mail (include your U.S. mailing address) to [rvs@peacecorps.gov](mailto:rvs@peacecorps.gov).

The *Occupational Outlook Handbook* is a nationally recognized source of career information designed to provide valuable assistance to individuals making decisions about their future work lives. Revised every two years, the *Handbook* describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations. Go to [www.bls.gov/oco/home.htm](http://www.bls.gov/oco/home.htm).

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RPCV Kazakhstan  
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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](mailto:hotline@peacecorps.gov)  
Fax: 202.692.1431 or 1421  
Website:  
[www.peacecorps.gov/rpcv/hotline](http://www.peacecorps.gov/rpcv/hotline)

## Informational Interviewing: Get the Inside Scoop on Careers

by Olivia Crosby

*Editor's note: The following article is Part 2 of a two-part series reprinted with permission from the summer 2002 issue of Occupational Outlook Quarterly, published by the Bureau of Labor Statistics. Part 1, which appeared in the August 1 Hotline, looked at the what and why of informational interviews, deciding whom to interview, and making contacts.*

### Preparing to Interview

With appointments in place, the next step is to get ready for the interviews by researching the occupation and the organization, creating a résumé, and developing questions.

**Research.** Learning about the organization where the interview will take place is an important part of the interview preparation. Although you probably do not need as much research for an informational interview as you would for a job interview, knowing something about the organization will make your questions better—and will demonstrate enthusiasm and create good will. Company literature and websites are good sources of background information, as are a company's annual reports and an industry's trade magazines.

**Creating a résumé.** You also may want to write a résumé to bring to the interview. A well-written résumé demonstrates seriousness and professionalism. The people you interview might ask to review the résumé to learn about your experience and education. This

allows them to provide more relevant advice. Some interviewees might be willing to review this résumé and suggest improvements. (For guidelines on writing a résumé, see "Résumés, Applications, and Cover Letters" in the summer 1999 issue of the *OOQ*, available online at [stats.bls.gov/opub/ooq/1999/Summer/art01.pdf](http://stats.bls.gov/opub/ooq/1999/Summer/art01.pdf).)

A few counselors recommend against bringing a résumé, saying that informational interviewers should use the results of the interview to decide what type of résumé to write. If you do bring a résumé to the interview, these counselors suggest sending those you interview a final "replacement" résumé after deciding which career to pursue.

**Developing questions.** The most critical part of preparing for an informational interview is to compose—and perhaps jot down—the questions you want to ask. Although informational interviews are relaxed, with opportunities for spontaneous discussion, they also need to be focused and organized so that interviewers gather the information they need.

Before preparing a set of questions, think about what you want in a job. The questions should help you learn if the interviewee's occupation has those characteristics. In addition, think about any preconceived ideas you have about the occupation. You might believe that all teachers have the summer off, for instance, or that most scientists spend nearly every day in a laboratory. Asking about these assump-

tions helps ensure that your ideas are accurate.

Remember that the purpose of the interview is to get a feeling for what a particular type of job is actually like. You want to be able to imagine yourself in the job and see whether you would enjoy it. You also need specific information about job tasks, working conditions, and career preparation.

Try to choose open-ended questions instead of questions that can be answered with a "yes" or a "no." Informational interviewers learn the most if they can make the interview conversational.

The following are examples of possible questions: What kinds of tasks do you do on a typical day or in a typical week? What types of advancement opportunities are available for an entry-level worker in this career? What kind of hours do you work? Does this career include or require travel? How did you prepare for this career? Can you suggest anyone else I could ask for information? May I tell them that you have referred me?

### Interview Day: What to Wear, What to Do

An informational interview is more casual than a job interview. This casualness is part of its charm. Informational interviews should still be professional, however. Making a

## PUBLIC SECTOR

### CAMPUS REP. · San Francisco, CA

Part-time position available with the Peace Corps at Humboldt State University. Qualifications: graduate or undergraduate student at the university; RPCV; significant computer skills; good presentation skills; local knowledge a plus; commitment of 20 hours per week. Contact [dfogelson@peacecorps.gov](mailto:dfogelson@peacecorps.gov).

### SOIL SCIENTIST · Lyman, WY

Position available with USDA's Natural Resources Conservation Service. Duties: develops goals and schedules to ensure most efficient completion of survey; develops and provides training to subordinates; maps soil surveys for farm and ranch planning using a standard soil survey system; develops soil data using collected data and material; develops technical descriptions and definitions of map units; develops soil interpretations for farm and ranch planning, taxation, urban, and engineering uses. Deadline for applications: 8/30/02. Phone: 307.261.6492. Full vacancy announcement available at [jsearch.usajobs.opm.gov/summary.asp?OPMControl=IF8985](http://jsearch.usajobs.opm.gov/summary.asp?OPMControl=IF8985).

### BUSINESS CENTER MGR. · Washington, DC

Position available with USDA's Foreign Agricultural Service. The person in this GS-13 career position serves as the supervisor of the Development Resources Division's Business Management Center and is responsible for a range of general administrative services to support DRD's reimbursable technical assistance programs. Major duties fall within three areas of focus: technical support to division staff, liaison and coordination, and management and supervision. Deadline for applications: 8/21/02. To apply, go to [www.usajobs.opm.gov](http://www.usajobs.opm.gov) (vacancy announcement no. UK151152).

### PARK RANGER · San Jose, CA

Position available with the city of San Jose. Duties: performs work in park operations, visitor services, resource protection, and emergency services. Qualifications: two years of college in related field; valid California driver's license; Red Cross first aid and CPR; must pass background investigation, polygraph, and medical exam prior to appointment. Contact Employee Services Department, City of San Jose, 801 North First Street, Room 207, San Jose, CA 95110; phone: 408.277.4205; website: [www.ci.sj.ca.us](http://www.ci.sj.ca.us).

### VARIOUS · Atlanta and Athens, GA

Positions available with the Environmental Protection Agency as environmental engineers and environmental/life scientists. Salaries: environmental engineer, GS-5 through GS-9, \$29,559 to \$55,115; environmental/life scientist, GS-5 through GS-9, \$24,701 to \$49,145. Contact Lynn Dumas at 404.562.8149 or Alvinia Williams at 404.562.8139 for information. Apply online at [www.epa.gov/ezhire](http://www.epa.gov/ezhire).

### ENVIRONMENTAL ENGINEER · Santa Fe, NM

Position available with the Indian Health Service's Sanitation Facilities Construction branch. Duties: provides engineering design and construction management of water sources, storage, distribution, sewage collection, and sewage treatment for Indian homes and communities in northern New Mexico; responsible for all phases of utility construction from field surveys to project closeout. Salary range: \$36K-\$60K. Deadline for applications: 8/2/02. Contact Santa Fe Indian Hospital, Human Resources Office, 1700

Cerrillos Road, Santa Fe, NM 87505. For copies of the vacancy announcement, call 505.988.9821 or download from [www.ihs.gov](http://www.ihs.gov).

### CAMPUS REPRESENTATIVE · San Diego, CA

Part-time position available with the Peace Corps at the University of California at San Diego through the International Center's Programs Abroad Office. Duties: provides information about Peace Corps Volunteer opportunities to the campus and the local community; establishes and maintains contacts with students, groups, associations, and faculty; distributes brochures, posters, visual aids, and applications; attends career fairs; gives class talks and community presentations; identifies, interviews, and recommends potential candidates. Qualifications: must be an RPCV and a current graduate student at UCSD. Deadline for applications: 9/1/02. Fax résumé to Marilyn Beck (noting UCSD position) at 310.235.7442; e-mail: [mbeck@peacecorps.gov](mailto:mbeck@peacecorps.gov).

## PRIVATE SECTOR

### EDUCATIONAL LEADERS · Washington, DC

Temporary positions available with a nonprofit educational organization working with high school student leaders. Qualifications: education or experience in education, political science, or international relations is preferred; enthusiastic; able to work in a team; strong communication skills. Full-time residential position from 9/30/02 to 12/8/02. Send résumé with cover letter by 9/6/02 to Congressional Youth Leadership Council, National Young Leaders Conference Jobs, 1110 Vermont Avenue, NW, Suite 320, Washington, DC 20005; e-mail: [nylcjobs@cylc.org](mailto:nylcjobs@cylc.org); fax: 202.777.4151; website: [www.cylc.org](http://www.cylc.org).

### DIR. OF BUSINESS DEV. · Washington, DC

Position available with AMIDEAST (America-Mideast Educational and Training Services). Duties: directs and supports HQ and field office business development efforts; coordinates new business development activities with field office directors and directors of functional program units, including advising and testing services, exchange programs, English language training programs, institutional development projects, and programs for Americans; reports to the senior vice president for programs. Deadline for applications: 9/1/02. Send cover letter, including salary requirement, and résumé to Human Resources, AMIDEAST, 1730 M Street, NW, Suite 1100, Washington, DC 20036-4505; e-mail: [personnel@amideast.org](mailto:personnel@amideast.org); fax: 202.776.7015.

### SR. PROGRAM OFFICER · Washington, DC

Position available with the Manoff Group. Duties: provides technical assistance to country teams to implement child-growth promotion activities; assists with design, implementation, analysis, and reporting; develops manuals, job aids, and curricula for community-based workers and supervisors; develops supervision and program monitoring systems; coordinates with other groups to expand program implementation in-country. Qualifications: graduate degree in public health; seven years of experience implementing child health/nutrition programs in developing countries; ability to plan, manage, and implement community-based programs; experience in qualitative research; familiarity with state-of-the-art approaches to child health/nutrition; French and/or Spanish highly desirable. To apply, contact the Manoff Group, 2001 S Street, NW, Suite 400, Washington, DC 20009; e-mail: [manoffgroup@compuserve.com](mailto:manoffgroup@compuserve.com).

### MATH TEACHERS · Chadron, NE

Positions available with Pine Ridge Job Corps, a federally funded residential job training and placement program serving disadvantaged American youth. Positions are GS-5/7/9 federal career appointments. Duties: prepare students for the GED and high school diploma while they are learning a vocational trade. Qualifications: certification in secondary education with an emphasis in math; ability to obtain Nebraska state certification within one year of appointment. Salary range: \$24K-\$48K. Call Steve Lenzo, deputy director, at 308.432.3316

### BIOLOGISTS · Alaska

Positions available with Saltwater Recruiting. Duties: collects representative samples of the catch; sorts, records, and measures different species. Qualifications: B.S. in biology or natural sciences; completion of college-level statistics course; flexible attitude; ability to work in strenuous conditions. Year-round opportunities; training provided; excellent salaries and room and board provided. Mail or fax résumé and transcripts to Saltwater Recruiting, 132 Theo Drive, Talent, OR 97540; fax: 541.535.5651; phone: 541.535.5308; website: [www.saltwaterinc.com](http://www.saltwaterinc.com).

### CONSULTANT/TRAINER · Albuquerque, NM

Position available with WESST (Women's Economic Self-Sufficiency Team) Corp. Qualifications: exceptional entrepreneurial, training, and financial management skills; experience working with low-income populations; bilingual capability a plus. Send résumé to WESST Corp., 414 Silver SW, Albuquerque, NM 87102-3239; e-mail: [wesst@swcp.com](mailto:wesst@swcp.com).

### DEVELOPMENT ASSOCIATE · Washington, DC

Position available with the Peace Action Education Fund, a nonprofit organization implementing public education and mobilization campaigns to promote peace and justice. Duties: creates and implements an annual work plan for increasing financial support; responsible for the timely submission of grant proposals; drafts and edits grant proposals; prepares annual grant reports; researches and identifies new prospects for funding; coordinates production of cultivation mailings. Qualifications: strong writing and editing skills; college degree or equivalent life experience; commitment to Peace Action Education Fund's mission; fundraising experience helpful. Salary range: \$25K-\$30K. Send résumé, writing sample, and cover letter to Peter Deccy, Development Director, Peace Action Education Fund, 1819 H Street, NW, Suite 425, Washington, DC 20006; website: [www.peace-action.org](http://www.peace-action.org).

### \*WILDERNESS INSTRUCTORS · Various

Positions available with Hurricane Island Outward Bound School in Florida, Maine, and Maryland. Duties in Maine and Maryland: instruct students ages 14 to 72 in sailing, sea kayaking, canoeing, backpacking, hiking, and climbing from mid-May through mid-September. Duties in Florida: teach technical skills, focusing on personal and team growth through facilitated challenging experiences for adjudicated and at-risk youth. Qualifications: experience in Outward Bound or outdoor programs, preferably expedition based; sound judgment; effective communication skills; technical outdoor skills; standard first aid and CPR; enthusiasm and commitment. For more information, contact Human Resources, Hurricane Island Outward Bound School, 75 Mechanic Street, Rockland, ME 04841; phone: 207.594.1401, ext. 388; e-mail: [employment@hurricaneisland.org](mailto:employment@hurricaneisland.org); website: [www.hurricaneisland.org](http://www.hurricaneisland.org).

**WATERSHED CREW · Coos Bay, OR**

Positions available in assessment and monitoring with the Coos Watershed Association (one six-month and one one-year position). Duties: assists in watershed assessment; conducts field stream surveys (aquatic habitat, bank stability, salmon spawning); analyzes data and drafts reports. Qualifications: bachelor's degree in a natural resources field; one year of field experience; ability to work in adverse terrain and weather conditions and with diverse landowners and agencies; must have field vehicle and auto insurance. Salary: \$8.50 to \$14.50 per hour. Long-term position is salaried. Contact Jon Souder, executive director, at 541.888.5922; fax: 541.888.6111; e-mail: soudercooswa@harborside.com.

**DATABASE ANALYST · Reston, VA**

Position available with the National Wildlife Federation. Duties: provides database support to nonprofit user groups; acts as liaison between end users and the programmer; provides training and training documentation; provides business analysis to programmer for additional uses of database; provides list selection and report generation assistance. Qualifications: bachelor's degree with a combination of academic and professional course work; five years of experience in data analysis and information; experience in training and user support required; strong organizational and analytical skills. Salary range: \$36K-\$38K plus benefits. Deadline for applications: 9/15/02. E-mail résumé and cover letter to bret@netrecruiter.net.

**SR. HEALTH ADVISOR · Bethesda, MD**

Position available with Partners for Health Reform-Plus, a global USAID-funded health policy and health financing reform project. Areas of needed expertise include decentralization, research, survey design, evaluation, reform design and implementation, and community-based health insurance. Qualifications: Ph.D. in economics, public health, public policy, or business with an emphasis in health systems; 10 years of experience; excellent writing and presentation skills; strong quantitative and qualitative research skills; ability to travel and meet tight deadlines; fluency in a second major language is preferred. Send letter and résumé to HR@urc-chs.com; website: www.urc-chs.com.

**CO-WORKER · Glenmoore, PA**

Positions available with Camphill Soltane, a life-sharing community providing a bridge to adulthood for developmentally disabled youths ages 18-25. Duties: participates in practical, educational, recreational, and artistic activities with disabled companions, including household chores, cooking, weaving, pottery, painting, theater, biodynamic farming, cultural outings, sports, tutoring, and general community building. Qualifications: ability to interact with diverse populations. Room and board and small monthly stipend; AmeriCorps educational award available. Contact Anne-Marie McMahon, 224 Nantmeal Road, Glenmoore, PA 19343; phone: 610.469.0933; e-mail: amcmahon@camphillsoltane.org; website: www.camphillsoltane.org.

**PROGRAM DIRECTOR · Ann Arbor, MI**

Position available with Migrant Health Promotion, a national nonprofit dedicated to health education and advocacy for farmworkers. Duties: assists with migrant health centers and voucher programs; works with community-based organizations and others in developing, implementing, and evaluating Camp Health Aide or Promotora de Salud programs; promotes the program model regionally and nationally; trains program staff in grant writing, program planning,

implementation, and evaluation; develops health education programs and materials. Qualifications: master's in public health, social work, or a related field; spoken and written Spanish; experience working with migrant and seasonal farmworkers preferred. Deadline for applications: 8/30/02. Send a cover letter and résumé to Sara Skinner, Program Director, MHP, 224 West Michigan Avenue, Saline, MI 48176; phone: 734.944.0244; e-mail: sskinner@voyager.net.

**PROGRAM ASSOCIATE · Saratoga Springs, NY**

Position available with the Land Trust Alliance, a national conservation organization. Duties: plays a leadership role in managing a newly funded effort to help New York land trusts build their organizational capacity to save land and steward it for future generations. Qualifications: professional background in conservation and/or nonprofit management; superior facilitation and advising skills; ability to think strategically and manage programs; passion for saving land. E-mail gangeles@lta.org or go to www.lta.org/resources/ltajobs.htm for a full job description.

**MEDIATION COORDINATOR · Boston, MA**

Position available with Brookline Community Mental Health Center's Student Conflict Resolution Experts (SCORE) program at two Boston high schools. Qualifications: mature and responsible; experience working with young people; familiarity with youth development modes; understanding of the basic principles of mediation; leadership skills; ability to work independently. Deadline for applications: 9/1/02. Send résumé to Joan Sokoloff at jsok.mms@verizon.net.

**FARM HELP · Potomac and Buckeystown, MD**

Positions available with Nick's Organic Farm, which operates on a large scale using modern equipment to raise food-grade soybeans, corn, small grains, hay, and grass-fed beef. Products are sold to wholesalers, retailers, livestock operations, and consumers. Qualifications: experience or interest in organic farming and machinery repair and operation is helpful. Full- or part-time, weekday or weekend, short-term or full-season positions available. Salary: \$8/hour. Contact Nick Maravell, 8565 Horseshoe Lane, Potomac, MD 20854; phone: 301.983.2167; cellphone: 240.793.5423; e-mail: nickmaravell@comcast.net.

**HOUSE MANAGER · Brookline, MA**

Position available with Brookline Community Mental Health Center, an independent-living program for men ages 16-22. Live in large, comfortable Brookline apartment designated by the Brookline Housing Authority for youth in transition. Residents are in school, vocational, or work programs between 9 a.m. and 4 p.m. Duties: provides homelike environment for youth, including food shopping and cooking; recreational, academic, and vocational support and counseling; financial management; case management; informal counseling; crisis intervention. Deadline for applications: 9/15/02. E-mail résumé to Joan Sokoloff at jsok.mms@verizon.net.

**ADMINISTRATOR · Washington, DC**

Position available with an international development organization. Qualifications: five years of professional work experience with USAID contracts, grants, cooperative agreements, and budget tracking; proficiency in MS Word and Excel; knowledge of federal and AID acquisition regulations. E-mail résumé and cover letter to gcritchley@msi-inc.com.

**TECH OFFICER FOR HIV/AIDS · Bethesda, MD**

Position available with Partners for Health Reform-Plus project. Duties: provides leadership to regional and country teams in assessing HIV/AIDS priorities; identifies system strengths and weaknesses; determines sustainable strategies for effective service provision. Qualifications: Ph.D./M.P.H. and 10 years of experience in HIV/AIDS, TB, and infectious diseases; substantial field experience preferred; understanding of service delivery and epidemiological aspects of HIV/AIDS prevention and treatment; computer skills in MS Word, Excel, and PowerPoint required; excellent writing, research, and presentation skills; familiarity with USAID field operations desired; fluency in a second major language preferred. Send letter and résumé to HR@urc-chs.com; website: www.urc-chs.com.

**PROGRAM ASSOCIATE · Washington, DC**

Position available with the Global Environment Team of Louis Berger Group, Inc. Duties: supports various industrial environmental management and energy programs in Asia. Qualifications: skilled in interacting in a multicultural environment; adept at working in a team environment; some international travel required. Send résumé to answers@louisberger.com (mention position title and reference #609).

**EDITOR · Washington, DC**

Position available with the Synergy Project, a USAID-funded international HIV/AIDS technical assistance project. Duties: provides editorial and publications management support to project's communications unit. Qualifications: master's degree; five years of relevant experience; excellent technical writing and editing skills; knowledge of HIV/AIDS; ability to multitask. Deadline for applications: 8/31/02. Send CV to Caroline Curtis, Human Resources Director, TvT Associates, 1101 Vermont Avenue, NW, Suite 900, Washington, DC 20005. Fax: 202.842.7650; e-mail: callie@tvassociates.com.

**PROJECT ASSISTANT · Washington, DC**

Position available with the Synergy Project, a USAID-funded international HIV/AIDS technical assistance project. Duties: provides administrative and project support to project technical unit. Qualifications: B.A./B.S. in relevant field; strong interest in HIV/AIDS activities; outstanding critical thinking skills; administrative and organizational skills; initiative; French/Spanish a plus. Deadline for applications: 8/31/02. Send CV to Caroline Curtis, Human Resources Director, TvT Associates, 1101 Vermont Avenue, NW, Suite 900, Washington, DC 20005. Fax: 202.842.7650; callie@tvassociates.com.

**SECURITY MANAGER · Atlanta, GA**

Position available with the Carter Center on 35 acres of public grounds. Duties: manages security and safety operations; coordinates with the Jimmy Carter Library security staff and the U.S. Secret Service concerning public access issues, parking lot security, and crowd control; provides security for leased space in the Kirbo Building; plans and implements security needs for special events; establishes and maintains relationships with Atlanta public safety officials; coordinates activities to safeguard Carter Center property, employees, and guests; hires temporary security personnel; oversees operation of electronic security systems; ensures proper maintenance of security equipment to minimize the risk of equipment failure; stays abreast of the latest security equipment and training procedures; prepares and manages departmental budget. Qualifications: seven years of security

experience that includes three years in a supervisory or security administration role; valid Georgia driver's license and an insurable driving record. Position may require extended work outside during inclement weather, extensive walking, and the ability to run up to one mile. Send cover letter and résumé to The Carter Center, One Copenhill Avenue, Atlanta, GA 30307; fax: 404-420-3818; e-mail: scallah@emory.edu; website: www.cartercenter.org.

#### **OFFICE MANAGER · Washington, DC**

Position available with the National Peace Corps Association. Duties: oversees administrative/financial functions of busy office; works with president, department heads, and board members; supervises two individuals; coordinates all office functions, including equipment, supplies, board and staff meetings, budgets, accounts payable, insurance, cash receipts, building/landlord relations, personnel, interns, and consultants. Qualifications: organized and efficient; ability to prioritize and to work as part of a team; good computer skills and experience with office administration essential. Send cover letter and résumé to National Peace Corps Association/Business Manager Search, 1900 L Street, NW, Suite 205, Washington, DC 20036; phone: 202.293.7728, ext. 10; fax: 202.293.7554.

#### **BOOKKEEPER/ASSISTANT · Arlington, VA**

Position available with International Business Initiatives, a small international consulting firm specializing in economic and social development programs, research, training, and community-based development. Duties: processes accounts payable and accounts receivable; assists with invoicing; reconciles bank and cash accounts; handles payroll processing; tracks project budget; answers phone, sorts mail, files, and purchases office supplies. Qualifications: B.A. in accounting or equivalent in course work and experience (or a combination of both). Salary: \$25K-\$30K. Fax or e-mail résumé to Nadine Duplessy Kearns. Fax: 703.525.2211; e-mail: ndkearns@ibi-usa.com; website: www.ibi-usa.com.

## **INTERNATIONAL**

#### **NURSE/NUTRITIONIST · Congo and Sudan**

Positions available with Action Against Hunger. Duties: supervises therapeutic and supplementary feeding centers, health clinics, and mother/child health centers (pre- and postnatal care); establishes program for primary health care; initiates and supervises vaccination and health education programs; manages and trains national staff; implements nutritional surveys. Qualifications: registered general nurse or qualified

# **HOT! OPPORTUNITIES**

#### **DEVELOPMENT AND MEMBERSHIP DIRECTOR · Washington, DC**

Position available with the National Peace Corps Association. Duties: responsible for fundraising, donor relations, membership development, and institutional relations; drafts and implements annual development plan and provides quarterly reports for president and board of directors. Qualifications: success in managing development and/or membership programs; relevant degree and five years of professional experience in related functions; strong planning, organizational, communication, and supervisory skills; high motivation for work in an organization with strong social service program; experience with the Peace Corps as a Volunteer or staff member desirable but not required. Send résumé and cover letter, including salary requirements, to NPCA/Membership, 1900 L Street, NW, Suite 205, Washington, DC 20036.

midwife with a further qualification in public health, tropical medicine, or nutrition; two years' nursing experience essential; previous overseas experience preferred; fluent French mandatory for Congo, English for southern Sudan. Send résumé and cover letter to job@aah-usa.org.

#### **ED. PRODUCT SPECIALIST · Asia-Pacific Region**

Position available with the Study Group's Universities in America program, which places international students in American universities. Duties: conducts seminars, trains representatives, and acts as liaison with regional offices; interviews prospective students. Qualifications: bachelor's degree from an American private university required; fluency in one or more Asian languages advantageous; overseas work/study and sales experience

# **PEACE CORPS FELLOWS/USA**



#### **BRANDEIS UNIVERSITY · Waltham, MA**

The Heller School for Social Policy and Management offers a master's program in health and human services management that combines cutting-edge management training and social policy analysis to prepare graduates for designing effective programs and leading organizations into the future. The master's in management and the M.B.A. in human services are offered on a full-time basis beginning each June, and on a part-time basis beginning each June, September, and 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 scholarships are available for full-time students. Call Heller admissions at 800.279.4105; e-mail: helleradmissions@brandeis.edu; website: heller.brandeis.edu.

#### **\*TEACHING CORPS PROGRAM · Washington, DC**

The GWU Teaching Corps Partnership with Montgomery County Public Schools 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, 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. Application deadline: 10/1/02. For information, contact Dr. Jeanne Embich, GWU Teaching Corps Partnership, The George Washington University, 2134 G Street, NW, Washington, DC 20052; phone: 202.973.1061; fax: 202.973.1075; e-mail: jembich@gwu.edu.

#### **\*JOHNS HOPKINS UNIVERSITY · Baltimore, MD**

Johns Hopkins University School of Nursing offers a 13½-month accelerated option or the traditional two-year option of study leading to a B.S. with a major in nursing. Students with a bachelor's degree in any major other than nursing are eligible to apply. A community outreach option and a direct entry to combined B.S. to M.S.N. option are available. Majors include, but are not limited to, family nurse practitioner, community health nursing, and M.S.N./M.P.H. For more information, contact Johns Hopkins University School of Nursing, Office of Admissions and Student Services, 525 North Wolfe Street, Baltimore, MD 21205; phone: 410.955.7548; e-mail: jhuson@son.jhmi.edu; website: www.son.jhmi.edu.

#### **ILLINOIS STATE UNIVERSITY · Normal, IL**

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

*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](http://www.peacecorps.gov/fellows), call 800.424.8580, ext. 1440, or write to [fellows@peacecorps.gov](mailto:fellows@peacecorps.gov).*



desirable but not required. Deadline for applications: 9/3/02. Send cover letter and résumé to Study Group, Universities in America, Attn: J. Schiffman, 1903 Old Swede Road, Douglassville, PA 19518.

#### **TEACHER · Shanghai, China**

Position available with a new American school for foreign children living in China. Classes (pre-K through eighth grade) start in January 2003. Curriculum will follow that of the California public school system. Benefits include annual round-trip travel between the United States and Shanghai; private room and full board (three meals a day) during the school year; tours to out-of-town tourist attractions. Commitment must be made for the entire school year (September through June). E-mail résumé to PeterTC@attbi.com.

#### **PROGRAM MANAGER · Bucharest, Romania**

Position available with the National Democratic Institute. Duties: implements the political party component of a program to develop links between political parties and civic groups at the local level in Romania; works with activists to develop branch capacity and outreach; engages with leaders on issues of internal communication and transparency; provides technical assistance and training. Qualifications: seven years of experience as a political party official or with national or local levels of political organization in party building, outreach, and election preparation; experience with USAID, conference organizing, and financial management and reporting; familiarity with parliamentary systems of government helpful; extensive travel and one-year commitment required. Apply online at [www.ndi.org](http://www.ndi.org).

#### **MICROBIOLOGIST · Republic of Georgia**

Position available in Tbilisi with Doctors of the World USA for a new TB treatment and control program. Qualifications: three to five years of experience with TB diagnostics, including direct smear, culture techniques, and sensitivity testing; field experience with NGO in Eastern Europe or the Newly Independent States strongly preferred; Georgian or Russian language experience preferred. Assignment is for one year beginning in fall 2002. Fax CV and cover letter to 212.226.7026 or e-mail [humanresources@dowusa.org](mailto:humanresources@dowusa.org) (with subject "Microbiologist").

#### **TB PROJECT DIRECTOR · Republic of Georgia**

Position available in Tbilisi with Doctors of the World USA. Duties: directs and implements a new three-to-five-year TB treatment and control program. Qualifications: five years of experience in disease control project management; experience working in the former Soviet Union or Eastern Europe and experience establishing DOTS (directly observed treatment, short course) programs preferred; experience managing USAID or other government grants; diplomatic and culturally sensitive with excellent communication skills; report and work plan writing and project start-up experience; experience managing project budgets; experience working and living in the Caucasus; knowledge of Georgian or Russian languages; M.D. with experience in infectious disease/pulmonology or a TB specialist preferred. Position contingent on funding. E-mail CV and cover letter to [humanresources@dowusa.org](mailto:humanresources@dowusa.org) or fax to 212.226.7026 (Attn: TB Project Director).

#### **\*ENGLISH TEACHER · Japan**

Position available with privately owned English school in rural Japan. Students are of all ages and levels, although focus is on children. Duties: teaches up to 30

hours per week; administers courses. Qualifications: B.S./B.A.; teaching experience (not necessarily TESL); comfortable living and working in a foreign culture; bachelor's degree; good English skills. Two-year contract starting September 2002. Send cover letter, résumé, photo, and a phone number to Mike Lyons, Kokusaika English School, 1501-601 Omori, Kani, Gifu, Japan 509-0238; e-mail: [lyonsmik@kani.or.jp](mailto:lyonsmik@kani.or.jp).

#### **FIELD COORDINATOR · Republic of Georgia**

Position available in Tbilisi with Doctors of the World USA. Duties: sets up and manages a field office for a new TB treatment and control program. Position entails oversight of personnel, logistics, finances, and security and liaison with funders, other NGOs, and UN agencies; manages the clinical and program aspects of the project. Qualifications: several years of experience in personnel management, logistics, budgeting, and finance in a field office; experience establishing a new field presence in Eastern Europe or the CIS; M.B.A. or M.P.A., experience in health programming in the Caucasus, and Russian or Georgian language skills preferred. Three-year position contingent on funding with an estimated October start date. E-mail CV and cover letter to

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*Continued from front page*

positive first impression shows you care about your career. What's more, if you decide you like the occupation you are investigating, you could end up interviewing for a job with some of the people you meet. And they might remember you and the impression you made.

*Dress well.* On the day of the interview, dress neatly. A good guideline is to dress how the person you are interviewing would dress on an important workday. Wearing a suit of a conservative pattern and color is the safest choice. For women, skirts should be no more than an inch above the knee, say counselors, and shoes should be polished and have a closed toe. Hair should be pulled back or cut short, and jewelry should be unobtrusive. Be sure to bring a notepad and a pen or pencil, and consider bringing a résumé and a few business cards.

*Be professional.* As in all business meetings, arrive on time, but no more than 15 minutes early. When greeting receptionists, other employees, and the person you will interview, be friendly. Smiling and shaking hands will set everyone at ease.

Standard politeness is essential when meeting for the first time. Don't use first names unless invited to do so. Don't sit before your host does. And avoid slang, smoking, and chewing gum. The goal, say experts, is to be comfortable without being sloppy.

You are leading this interview, so start by thanking your host for his or her time and briefly recounting why you have come. You might mention your goals and interests. Then, ask questions and listen to the answers.

Listening is the foundation of a successful informational interview. If possible, the person

you are interviewing should do most of the talking because you are trying to gather opinions and insights. As he or she talks, take notes to remind yourself of important facts and impressions. And be certain your interest shows.

Allow for casual conversation during the interview, but try to stay on track so that the most important questions are answered. You may need to guide your host gently back to the questions occasionally.

Because you are the interviewer, it is up to you to monitor time and end the interview when you said you would. As the ending point draws near, let your host know. Of course, it is fine to spend more time if your host wants to continue.

Always end the interview by thanking your host and asking two important final questions: Can you suggest other people I could speak to? And may I mention your name when I speak to them? The answers could be the starting point for your next informational interviews.

*Say thank you.* After the interview, show gratitude for your host's generosity by writing and sending a thank-you note within a few days. Counselors agree, the sooner the better. This note can be quite brief, a paragraph or two expressing appreciation for the time spent and advice given and perhaps recalling a particularly helpful piece of information.

#### **Drawing Conclusions**

Hopefully, you'll leave every informational interview with new insights about the career you want. By taking a moment to record your thoughts and feelings about the occupation and workplace of the person you interviewed, you will be able to refer back to the interview when making career decisions. Try to answer questions like the following: What did you learn in the interview? What did you like? What didn't you like? Did you uncover any new concerns about or advantages to the occupation? What advice did you receive? Did you discover another occupation you might want to pursue? How was the work environment at this particular organization? And, finally, do you think you would be happy in this type of job or in this type of organization?

When evaluating an informational interview, counselors warn interviewers not to let impressions of a particular person or company cloud their judgment of an occupation. It is important not to base decisions on the opinions of one individual. Informational interviewers should conduct at least a few interviews in an occupation and try to confirm the information they find with other sources. Information about earnings or education, for example, can be supplemented with data from Bureau of Labor Statistics surveys or from professional associations.

If you decide you like an occupation, the investigation of it doesn't have to end with interviews. You can test it further with more hands-on exploration, including job shadowing, internships, and volunteer work. Early career exploration usually means a better-fitting career later.

humanresources@dowusa.org or fax to 212.226.7026 (Attn: Field Coordinator).

#### **ORTHOPEDIC NURSE · Sub-Saharan Africa**

Three-month position available with Health Volunteers to train personnel at three hospitals in equipment maintenance. Duties: trains personnel; develops systems to inventory materials on hand and identifies items needed; demonstrates routine equipment repairs; writes a report summarizing accomplishments and the status of inventory management. Qualifications: licensed orthopedic nurse or technician; significant experience working with orthopedic instruments and implant; self-organized and patient; experience living and working in the developing world. Round-trip airfare and a small stipend provided. Deadline for applications: 10/5/02. E-mail a CV and letter of interest to Nancy Kelly at n.kelly@hvousa.org.

#### **VARIOUS · Japan**

Positions available as assistant language teachers and coordinators of international relations with the Japan Exchange and Teaching Program, a nonprofit organization whose goal is to promote international exchange at the local level and to enhance foreign language education. Duties for teachers: teach English language and culture in Japanese public schools. Duties for coordinators: work in local government offices in Japan managing international exchange activities in the local community. Qualifications: bachelor's degree; U.S. citizenship; must not have lived in Japan for three or more years since 1993. Coordinator candidates also need Japanese language skills. Japanese language skills and teaching experience are not required for teaching candidates. Salary: approximately \$30K per year, plus health insurance, pension plan, airfare to and from Japan, paid vacation, and training in Japanese language and culture. Deadline for applications: early December 2002. Call 202.238.6772 or e-mail [ejjjet@erols.com](mailto:ejjjet@erols.com); website: [www.us.emb-japan.go.jp](http://www.us.emb-japan.go.jp).

#### **TEACHERS · China and Indonesia**

Positions available with English First. Qualifications: college graduate and native English speaker. Competitive local salary, round-trip airfare, paid accommodations, medical insurance, vacation, and modern, well-equipped schools. E-mail [haviva.cohen@englishfirst.com](mailto:haviva.cohen@englishfirst.com) for more information.

## **EDUCATION**

#### **TULANE UNIVERSITY · New Orleans, LA**

Tulane University School of Public Health and Tropical Medicine has rolling admissions and is now accepting applications from RPCVs interested in public health for spring 2003 entrance. Contact Dr. Elaine Boston, associate dean of student affairs, at 800.676.5389; e-mail: [eboston@tulane.edu](mailto:eboston@tulane.edu); website: [www.sph.tulane.edu](http://www.sph.tulane.edu).

#### **ASSISTANTSHIP · Bowling Green, OH**

Position available with Bowling Green State University. The two-year M.A. program provides practical teaching experience and a strong foundation in both linguistics and TESL theory. The university also offers a course in teaching English to migrant workers, refugees, and other underserved populations. Deadline for applications: 2/1/03. Contact: Dr. Sheri Wells-Jensen, TESL Program, English Department, Bowling Green State University, Bowling Green, OH 43403; phone: 419.372.8935; fax: 419.372.0333; e-mail:

[swellsj@bgnnet.bgsu.edu](mailto:swellsj@bgnnet.bgsu.edu); website: [www.bgsu.edu/departments/tesl](http://www.bgsu.edu/departments/tesl).

#### **MIDWEST TEACHER TRAINING · Madison, WI**

Earn a TEFL certificate in an intensive five-week, on-site teacher training program that prepares trainees to teach English in classrooms overseas. Ten percent tuition discount for RPCVs with proof of service. The program offers a hands-on approach to teaching, practice teaching, classroom observations, job placement assistance, and opportunities to interact with professional teachers and international students. No teaching experience is required. Contact Midwest Teacher Training Program, 19 North Pinckney Street, Madison, WI 53703; phone: 800.765.8577; e-mail: [info@mttp.com](mailto:info@mttp.com); website: [www.mttp.com](http://www.mttp.com).

#### **\*ARIZONA STATE UNIVERSITY · Tempe, AZ**

ASU offers a unique graduate program that especially welcomes RPCV applicants. The global technology and development master's program explores the impact of technological development on social, political, and economic development and change. ASU is a member of the Peace Corps Fellows/USA Program, making RPCVs eligible for these graduate fellowships in which graduate students work in local communities. Contact Dr. Mary Jane Parmentier, Global Technology and Development, College of Technology and Applied Sciences, Arizona State University East, 7001 East Williams Field Road, Mesa, AZ 85236; phone: 480.727.1156/1533; e-mail: [mj.parmentier@asu.edu](mailto:mj.parmentier@asu.edu); website: [www.east.asu.edu/ctas/gtd/index.html](http://www.east.asu.edu/ctas/gtd/index.html).

#### **ANTIOCH UNIVERSITY · Seattle, WA**

Antioch University Seattle offers a master of arts degree in environment and community for anyone working, or wanting to work, in the environmental or community development fields. The program provides a unique focus on the relationships between the natural environment 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. E-mail: [admissions@antiochsea.edu](mailto:admissions@antiochsea.edu) or [jjoichi@antiochsea.edu](mailto:jjoichi@antiochsea.edu); website: [www.antiochsea.edu/ec](http://www.antiochsea.edu/ec).

#### **UNIV. OF S. CALIFORNIA · Sacramento**

Earn a master's degree in health administration or public administration at the School of Policy, Planning, and Development while working full time. The programs 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 ongoing throughout the year. Inquire about the special tuition discount for RPCVs. Phone: 916.442.6911; e-mail: [sacto@usc.edu](mailto:sacto@usc.edu); website: [www.usc.edu/sacto](http://www.usc.edu/sacto).

#### **BEN GURION UNIVERSITY · Beersheba, Israel**

In collaboration with Columbia University's Health Sciences Division, BGU 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. Department of Education for participation in federally funded student loan programs. Contact the admissions office in New York at 630 West 168th Street, PH15E-1512, New York, NY 10032. Phone: 212.305.9587; e-mail: [bgcu-md@columbia.edu](mailto:bgcu-md@columbia.edu); website: [cpmcnet.columbia.edu/dept/bgcu-md](http://cpmcnet.columbia.edu/dept/bgcu-md).

#### **\*U. OF NOTRE DAME · 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 M.S.A. 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 18 and 48 months. Contact Kimberly Brennan at 574.631.3639; fax: 574.631.6532; e-mail: [brennan.53@nd.edu](mailto:brennan.53@nd.edu); website: [www.nd.edu/msa/020328/index.html](http://www.nd.edu/msa/020328/index.html).

#### **UNIVERSITY OF VERMONT · Burlington, VT**

The field naturalist and ecological planning master's degree programs at the University of Vermont provide collaborative, integrative, multidisciplinary field training in landscape ecology, environmental problem solving, and ecology-based land-use planning. Students work on real-world problems in the field and learn approaches to understanding how ecosystems work. Field naturalists focus mainly on integrating ecology, botany, zoology, geology, hydrology, and soil science; ecological planners focus on integrating the social dimensions of environmental understanding with the field naturalist approach. RPCVs are encouraged to apply. For more information, contact the Field Naturalist/Ecological Planning Program, Department of Botany, University of Vermont, Burlington, VT 05405. Phone: 802.656.2930; website: [www.uvm.edu/plantbio/grad/fn/index.html](http://www.uvm.edu/plantbio/grad/fn/index.html).

### **August Event Negotiating Federal Government Contracts**

Diana Mukitarian, chief of the small business office at the National Institutes of Health will discuss how to conduct business with the federal government.

You will learn how a small business gets started in federal contracting, how to navigate the federal contracting arena, and where to find federal and private resources to help you translate your Peace Corps experience into business opportunities.

When and Where:

**August 21, 2002**

**Noon to 1:30 p.m.**

**Paul D. Coverdell**

**Peace Corps Headquarters**

**1111 20<sup>th</sup> Street, NW**

**Shriver Conference Room A**

**Washington, DC 20526**

*For more information, please contact Elyira May, RVS, at 202.692.1445.*



## Crisis Corps Recruiting Short-Term Volunteers

### Africa HIV/AIDS 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

1. HIV/AIDS awareness educator for a Kenyan NGO, OSIENALA (aka Friends of Lake Victoria), to work with communities of fishermen and women (experience teaching life skills or similar curriculum and HIV/AIDS transmission and prevention); 2. Voluntary counseling and testing and home-based care trainer for the Foundation Agency for Rural Development (counseling degree, monitoring and evaluation experience, and knowledge and experience in home-based care activities required); 3. HIV/AIDS pre- and post-test counseling volunteer for Meru Red Cross Society and Kenya Methodist University (counseling and training experience and a degree in counseling or clinical social work, or an M.P.H., required); 4. Laboratory blood safety volunteer for Family Health International (three years of experience as lab manager or technologist and experience setting up quality assurance programs); 5. Blood donor recruitment volunteer for Family Health International (health degree and two years of social marketing or community mobilization experience with a public health department or agency).

#### Lesotho

Food monitor for the World Food Program to work with local communities in response to severe food shortages. RPCV from Lesotho or Botswana; experience with community meetings, interacting with local officials, and computer literacy required; experience with business management and ability to ride horses helpful.

#### Malawi

Positive living nutrition trainer Volunteer for a local program, Nkhotakhota AIDS Support Organization, to work with the program coordinator teaching and planning sessions regarding the utilization of local plants and animals for nutrition and medicine, and planning ahead to ensure that nutritious foods are available year-round. Nutrition background with knowledge of positive living for people with AIDS and experience with an HIV/AIDS organization required.

### Upcoming Africa Assignments

We encourage RPCVs to submit their application materials as we anticipate additional HIV/AIDS assignments over the next several months. In the next week or two, we anticipate assignments in Guinea working as food monitors with the World Food Program.

*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](mailto:crisiscorps@peacecorps.gov). An application and additional position information can be downloaded from the Crisis Corps website at [www.peacecorps.gov/rpcv/crisiscorps](http://www.peacecorps.gov/rpcv/crisiscorps); or call 800.424.8580, ext. 2250.*

## INTERN/VOLUNTEER

### HOST FAMILIES · Nationwide

Make a difference in a young person's life by hosting a foreign exchange student. Students are available from Russia and all of the Newly Independent States, Germany, Argentina, Hungary, Brazil, and many more. This is an opportunity to share the richness of American culture with a young ambassador. Host families must provide a loving home, meals, and emotional support. All students speak English and come with medical insurance. They are between 15 and 18 years of age and will attend the local high school in the host family's community. To learn more about this educational opportunity, contact Dawna at 800.637.0217; e-mail: [dawna@azmail.net](mailto:dawna@azmail.net).

### DEV. VOLUNTEERS · Kosovo and Ukraine

Position available with Freedom House, a nongovernmental organization that promotes NGO law as an important mechanism toward the development of civil society and freedom of association in Kosovo. Duties: assists in the development of the NGO's organizational capacity;

works in the areas of NGO legal reform and legal infrastructure for public participation. Freedom House also seeks an experienced public relations volunteer to train Ukrainian NGOs on how to evaluate and present the results of their projects to the Ukrainian press, government officials, and donor organizations. Qualifications: two or more years of professional experience relevant to legal reform; ability to commit to three to 12 months of service (occasional exceptions); resourceful, innovative personality; U.S. citizenship or extensive U.S. experience; overseas experience, particularly in transition countries, preferred. Travel expenses and daily living/housing stipend provided. Apply to Freedom House, Attn: Kendra Zaharescu, AVID Program, 1319 18th Street, NW, Washington, DC 20036; e-mail: [zaharescu@freedomhouse.org](mailto:zaharescu@freedomhouse.org); fax: 202.296.5256. You can also download the application from [www.freedomhouse.org](http://www.freedomhouse.org).

### DEVELOPMENT VOLUNTEER · Namibia

Position available with Deep Roots. Duties: works closely with the development committee to explore and secure fundraising for continued scholarships to deserving secondary school students in Namibia. Qualifications: experience with fundraising; willingness

to learn or knowledge of the Namibian educational system and learner needs; willingness to make formal presentations as necessary to secure funding. Free access to the Internet. Commitment of five to 10 hours per week. E-mail [heatherb@deeprooots.org](mailto:heatherb@deeprooots.org) or [elizabeth@deeprooots.org](mailto:elizabeth@deeprooots.org); website: [www.deeprooots.org](http://www.deeprooots.org).

## AMERICORPS/VISTA

### ENTREPRENEURIAL EDUCATION · Various

Positions available in California, Ohio, Texas, North Carolina, and Pennsylvania with the National Community Reinvestment Coalition, in partnership with several NGOs, 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 our financial system, or improve loan programs and technical assistance to small businesses. Modest living allowance; health care and educational award provided. Deadline for applications: 8/30/02. Contact Mark Schlink at 202.628.8866 or [mschlink@ncrc.org](mailto:mschlink@ncrc.org).

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 nor over the phone. Please allow four to six weeks for any changes to take effect.

## HOTLINE NOTICE

Returned Volunteer Services produces and distributes *Hotline* to returned Peace Corps Volunteers for two years following their COS date. If your service ended in August 2000, then this issue of *Hotline* is the last one that will be sent to you.

Please note: Current *Hotline* copies are now available online free of charge. Go to [www.peacecorps.gov/rpcv/hotline/index.html](http://www.peacecorps.gov/rpcv/hotline/index.html) to download issues in portable document format (PDF). Because *Hotline* is now online, the National Peace Corps Association is no longer offering paid subscriptions.

## From Peace Corps to Graduate School

### Panel Discussion/Reception

Thinking about graduate school or how to build upon your Peace Corps experience?

Peace Corps Fellows/USA, the Rosslyn Recruiting Office, and the RPCVs of Washington, D.C., invite you to attend an informational session for RPCVs and prospective PCVs.

- Learn about RPCVs' **lifetime eligibility for graduate fellowships**. Fellows/USA programs combine course work and practical internships in underserved U.S. communities in a wide range of subject areas.
- Hear from Peace Corps Fellows and program coordinators representing four of the more than 30 Fellows/USA programs: George Mason University, The George Washington University, Johns Hopkins University, and the Shriver Peacemaker Program at University of Maryland, Baltimore County.
- Afterward, enjoy **hors d'oeuvres and beverages!**

**Wednesday, September 4, 2002, from 6 p.m. to 8:30 p.m.**

**Peace Corps Headquarters, 1111 20<sup>th</sup> Street, NW, Washington, DC, Shriver Hall A & B**

*Please call 202.692.1058 to RSVP by August 30.*

### AMERICORPS/VISTA POSITIONS • WA

Serve needy students in rural schools and community agencies where poverty and language barriers (Spanish) impact students' success, beginning 9/4/02. Sixty positions available in four different projects. Qualifications: interest in personal and professional growth; positive interpersonal skills; organizational and time management skills; and dependability, confidence, determination, flexibility, and adaptability. For more information, contact Jason Smith at 509.682.4550, ext. 27, or [imac@ncesd.org](mailto:imac@ncesd.org); website: [www.intermountainac.com](http://www.intermountainac.com).