

H TLINE

A Bulletin of Career, Educational, & Re-entry Information & Opportunities for RPCVs

HOT Resources

For more information on interviewing, see the books listed below:

Interview for Success (\$15.95 plus \$5 shipping) or *101 Dynamite Answers to Interview Questions* (\$12.95 plus \$5 shipping) are available in bookstores or directly from Impact Publications at the following address:

Impact Publications,
9104-N Manassas Drive
Manassas Park, VA 20111
Phone: 800-361-1055
Fax: (703) 335-9486

Web site:

<www.impactpublications.com>

E-mail:

<krannich@impactpublications.com>

Other book titles from Impact Publications:

Dynamite Networking For Dynamite Jobs

Dynamite Résumés

Dynamite Salary Negotiations: Know What You're Worth and Get It!

High Impact Résumés and Letters

Dynamite Cover Letters

Shanta Swezy, RPCV Kazakhstan
Hotline Editor

Jeffrey McWilliams, RPCV Kenya
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

Do You Talk Too Much In Interviews? Silence Can Be Golden

by Caryl and Ron Krannich, Ph.D.s

Interviewers often eliminate a candidate from consideration because he or she “talked too much” during the job interview. Indeed, excessive talkers irritate potential employers. The silent types often have a major advantage in job interview situations, and especially if they know how to use silence to their financial advantage!

Some people feel uncomfortable with silence—especially when we are with people we do not know very well. This is exactly the situation you find yourself in at many interviews. It is almost certain to be true at a job interview. If you are afraid of silence, you are likely to rush to fill the void with verbiage. This could be your undoing. If you can become comfortable with silence, or at least mentally accept that it is okay, it will work to your advantage.

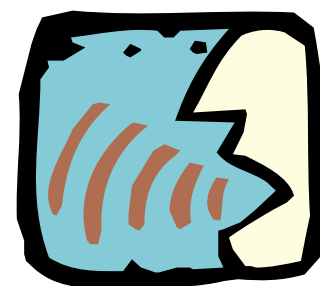
Don't Jump In Too Soon or Talk Too Much

The interviewer asks you a question. Though you do not want to pause for so long a time the interviewer becomes uncomfortable or thinks you have entered a catatonic state, feel free to take a few moments to consider your response. Be careful that you don't jump in too soon with your response. A moment's pause to compose your thoughts will work to your advantage.

Be careful not to talk too much. Some applicants talk on and on because they are afraid of silence. In a

common scenario the candidate finishes his thought and pauses waiting for the interviewer to assume the lead, but the interviewer says nothing. The applicant begins to feel uncomfortable after a minute or two, so he decides he had better say something more. The “something more” may tell the interviewer far more than the well composed comments the candidate offered initially. The interviewer may simply be formulating his next comment or question, but he may be purposely confronting you with silence. First, he may want to see how well you handle yourself under the pressure to keep the flow of the interview going by speaking. Resist that pressure. Second, he may wish to see whether you will modify or retract what you have said. Maybe you will provide more information that will help him eliminate you from consideration for the job. A good interviewer will leave silence at the end of your answer. If you ramble on incoherently in order to fill silence you will be rising to his bait.

Of course silence can be uncomfortable. But when you are confronted with silence at the end of your answer, resist the temptation to talk too much. Fools may jump in, but you shouldn't! If the silence drags on for too long a time, you have three options which can reflect positively on you. First, you could ask the interviewer whether you have answered his question. This puts the ball back in his court and at least you should get a sense of what



you should do next. If he asks you to clarify something, then of course do so—taking a moment first to compose your thoughts again. You may need to ask him to clarify what additional information he is requesting. Don't be afraid to ask questions that will give you a sense of the focus the interviewer is interested in hearing. Of course, if the interviewer was just trying to see how you would handle the uncomfortable silence, you have conveyed your ability to remain composed and handle the situation in a positive manner.

A second option is to suggest another question the interviewer might be interested in hearing about: “Perhaps you'd like to hear about . . .” The question you suggest should relate in some way to the question you have just answered and be one of your strengths that you would like to have an opportunity to talk about. Third, you could take the opportunity to ask the interviewer a question. Ideally the question you ask should be related to the areas you have been discussing. And do not ask self-centered questions at this point: no question about salary or benefits, please!

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“Tis easier to know how to speak than how to be silent.”

—Thomas Fuller, M.D.

PUBLIC SECTOR

TECHNICAL TRAINERS • Ecuador

Positions available with Peace Corps Ecuador. Duties: design and implement 12 week pre-service training in: natural resources; animal production; agriculture extension and agribusiness. Qualifications: English and Spanish fluency; educational and cross-cultural experience in the particular area; professional experience in Ecuador strongly preferred. Contract time is 1/22/01 through 5/25/01. Send résumé and cover letter by 11/15/00 to: Peace Corps Ecuador - Training Officer, Casilla 17-03-635 Quito, Ecuador; phone: 593-2-370-864; fax: 593-2-370-197; e-mail: <pccu2@ecnet.ec> or <higillis@pi.pro.ec>.

RESEARCH ANALYST • Alexandria, VA

Position available with the USDA's Food and Nutrition Service. Duties: conducts studies designed to provide assessment of the impact of particular legislation or programmatic initiatives; uses analytic techniques to study questions relating to program goals and objectives in the area of food and nutrition and other social science research; interprets data which leads to the development of agency policy and legislative initiatives; briefs agency and departmental decision-makers on analytic findings and policy implications. Qualifications: bachelor's degree in behavioral or social science; ability to design research and survey projects and interpret data; knowledge of nutrition, food assistance, public health or other social welfare delivery systems. For more information, contact: Gaenor Thompson; phone: (703) 305-2115; or for full announcement and application instructions, visit Web site: <www.usajobs.opm.gov>, announcement # AE 042-00-O.

POLICY FELLOWSHIPS • Washington, DC

Positions available various federal agencies through the American Association for the Advancement of Science. The program is designed to provide each Fellow with a unique public policy learning experience and to bring technical backgrounds and external perspectives to decision-making in the U.S. government. Duties: serve in the Congress and various executive branch offices. Qualifications: U.S. citizenship; Ph.D. or equivalent doctoral-level degree by 1/10/01 from any physical, biological, or social science or from any field of engineering; federal employees ineligible. Benefits: stipends from \$48-52K. For application instructions and more information: phone: (202) 326-6700; e-mail: <science_policy@aaas.org>; Web site: <fellowships.aaas.org>.

*VARIOUS • Washington, DC

Entry-level positions available as economists, computer specialists, and statisticians with the Bureau of Labor Statistics. Duties: monitor consumer prices, producer prices, international prices, locality pay, salaries and benefits, employment for the nation, industries and occupations, productivity for the nation and industries occupational health and safety statistics, and characteristics of the employed/unemployed. Qualifications: noncompetitive eligibility; US citizen; BA/BS in appropriate field; math and statistics courses required. Send cover letter and résumé to: Angela Mason, Bureau of Labor Statistics, 2 Massachusetts Ave., NE, Room 4280, Washington, DC 20212-0001; phone: (202) 691-6615; fax: (202) 691-6610.

PRIVATE SECTOR

OFFICER • Research Triangle Park, NC

Position available with Family Health International (FHI), an international research and technical assistance organization working in contraception, reproductive health, STDs, and AIDS prevention. Duties: provides backup support for the program officer for Eastern and Southern Africa. Qualifications: BS/BA in public health or other health-related field and minimum of two years work experience or MS/MA in public health or other health-related field; minimum of one-year work experience, indicating necessary skills and abilities; work experience or training involving report writing and working in a team environment is required; international living or work experience highly desired. Send résumé to: Human Resources Representative, FHI, PO Box 13950, RTP, NC, 27709; e-mail: <urhodes@fhi.org>.

CASE WORKER • Buffalo, NY

Position available with Journey's End Resettlement Services to assist in the resettlement of Cubans and Haitians in the Western New York area. Duties: performs a wide array of services related to the resettlement process; maintains case files, reports, evaluations, and records. Qualifications: BS/BA in related field; own transportation; fluency in Spanish and English required. Salary: \$9 per hour plus benefits. Send résumé to Robert Roggie, JERS, PO Box 885, Buffalo, NY 14213; phone: (716) 882-4963.

ANALYST • Baltimore, MD

Position available with the Southeast Asia Team of Catholic Relief Services. Duties: manages the review and submission of centrally-funded U.S. government grants; negotiates agreements with USAID and USDA; ensures compliance with USG reporting requirements. Qualifications: BA/BS, master's in relevant field preferred; two years of work experience, preferably one year in a developing country; experience managing financial and material resources; fluency in French preferred. Apply online through Web site: <www.catholicrelief.org/jobs/jobs.cfm> using source code PEAC; or fax: 800-383-0969; e-mail: <crs@rpc.webhire.com>.

DEVELOPMENT AGENT • Antigo, WI

Position available with the University of Wisconsin. Duties: performs community outreach to build the leadership capacity of local citizens, governmental officials, business owners, and economic development organizations; researches, plans, teaches and evaluates on topics such as land use issues, strategic planning, economic development, tourism, environmental quality, and community resource development. Qualifications: master's degree required, educational experience a plus. Request required application materials from CE Personnel; phone: (608) 263-1945; e-mail: <hrdpers@admin.uwex.edu>; Web site: <www1.uwex.edu/ces/personnel>. Applications must be submitted by 11/08/00.

Just Out Business Careers Manual, 2000 Edition

Returned Volunteer Services recently published a new career publication for recently returned Peace Corps Volunteers who are interested in exploring business careers. For a complete copy of the manual, please send your request via e-mail to: <rsvs@peacecorps.gov>.

PEACE CORPS JOBLINE

For a listing of Peace Corps staff positions and a vacancy announcement, call INFOWORX at: (800) 818-9579. NOTE: New job vacancies posted by close of business on Fridays.



Check it out online!

All worldwide positions are listed on the World Wide Web at: <www.peacecorps.gov>.

WILDERNESS INSTRUCTORS • Various

Positions available with Hurricane Island Outward Bound School in Florida, Maine, and Maryland. Duties in Maine and Maryland: instruct students ranging in 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 please 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>; Web site: <www.hurricaneisland.org>.

DATA ASSISTANT • Philadelphia, PA

Position available with Congreso de Latinos Unidos, Inc., a community-based organization that provides innovative bilingual/bicultural social services. Duties: helps to define data requirements and develops methodologies to collect data from clients; investigates indicators that measure success. Qualifications: bachelor's degree with one to two years' experience in program management, data analysis, or indicator development; proficiency in database software and Internet research; Spanish skills desired. Send cover letter and résumé to: HR Manager, Congreso de Latinos Unidos, 719 W. Girard Avenue, Philadelphia, PA, 19123; fax: (215) 763-8876; e-mail: <natashas@congreso.net>. Deadline: 10/31/00.

WEB SPECIALIST • Washington, DC

Position available with an information unit of the Academy for Educational Development (AED), which focuses on development in Africa. Duties: performs site maintenance, expansion, and content development on external and internal U.S. government Web site; assists USAID Washington staff and missions overseas with the development of country, regional, and sector Web sites. Qualifications: bachelor's degree in international relations, computer/information sciences, African studies, or a related degree, master's degree preferred; two to four years' experience related to electronic communications and computerized information services; good team and interpersonal skills; experience with Internet Web page development and management, HTML/Web editors, and graphics preparation packages; experience in or knowledge of international development issues and Africa a plus. For a full job description visit Web site: <www.aed.org/employment/openings/grade5/0292-5.html>. Send résumé with cover letter referencing position KV0292pc to: AED/HR, 1825 Connecticut Avenue, NW, Washington, DC 20009; fax: (202) 884-8413; email: <employ@aed.org>.

SPECIAL ED. TEACHERS • Thoreau, NM

Positions available with Thoreau High School. Duties: implement students' individual educational plans; manage a caseload of special education students. Qualifications: bachelor's degree; teaching experience preferred but not necessary. Opportunities to further education. For more information contact: James Pina or Rick Horacek at (505) 862-7488; or write to: Thoreau High School, P.O. Box 96, Thoreau, NM 87323.

***ENVIRONMENTAL • Various**

Positions available with World Wildlife Fund (WWF), including the following: manager, reporting and analysis; Web content developer and editor; manager, network services; regional development officer; director, Latin America secretariat; senior education specialist; regional representative, Central Africa; regional forest coordinator, Latin America and Caribbean Program; Alaska field coordinator. Qualifications: dynamic; results oriented. For more information about these and other job opportunities, please visit the Web site: <www.worldwildlife.org>.

***TEACHERS • U.S. South**

Positions available through Southern Teachers Agency for public and private schools, especially small, rural districts. Duties: teach K-12 classroom assignments. Qualifications: BA; teacher certification preferred. Salary: \$26K and up. Contact: Southern Teachers Agency, 7 Elliewood Ave., Suite 2A, Charlottesville, VA 22903-2603; phone: (804) 295-9122; fax: (804) 295-6448; Web site: <www.southernteachers.com>.

ENGINEERS/MANAGERS • Rosslyn, VA

Positions available with civil, electrical, and mechanical divisions of Contrack International, Inc., an international construction firm. Duties: performs all aspects of management for various international construction projects. Qualifications: BS degree, one to two years of relevant experience; knowledge of Windows-based software applications; experience with project management; strong technical and cross-cultural skills. Salary: \$40-50K with benefits package. Send résumé to: Tim Rodriguez, Contrack International, Inc., 1001 N. 19th Street, Suite 1220, Arlington, VA 22209; fax: (703) 358-8808; e-mail: <trod@contrack.com>.

DIRECTOR • Washington, DC

Position available with the Food for Development program of ACDI/VOCA. Duties: identifies potential new food aid monetization programs; performs strategic planning; travels to project countries to assess project options; manages proposal development; oversees budgets; supervises staff; provides support to overseas offices; markets and promotes program. Qualifications: BA in related field; two or more years' experience with international development programs, including project operation and proposal preparation; monetization experience; excellent communication skills. Send résumé, cover letter and salary history to: HR/FFD, PO Box 77316, WDC, 20013; fax: (202) 638-7477; e-mail: <openings@acdivoca.org>. Web site: <www.acdivoca.org>.

EXECUTIVE DIRECTOR • Lincoln, NE

Position available with Organic Crop Improvement Association (OCIA) International. Duties: oversees the process of organic certification, using the talent of staff and volunteers. Qualifications: ability to build positive relationships with learning; experience with budget development, policy creation, and accreditation is required. This position may involve light traveling. Submit application and résumé to: HR Manager, 1001 Y Street, Suite B, Lincoln, NE, 68508; phone: (402) 477-2323; fax: (402) 477-4325; e-mail: <careers@ocia.org>.

ASSISTANT • Washington, DC

Position available with the Institute for Public-Private Partnerships, Inc. (IP3). Duties: provides communications and marketing research support to a number of international training related activities. Qualifications: BA/BS; able to work independently; international background and experience in MS Access highly desired. Send résumé with salary history to: HRD, IP3, 1120 20th Street, NW, Suite 850-S, WDC 20036; e-mail: <a_latrielle@ip3.org>; Web site: <www.ip3.org>.

OFFICE MANAGER • Seattle, WA

Position available with the Student Conservation Association Northwest (SCA NW), a nonprofit organization. Duties: performs operational and fiscal administration, and budget forecasting; maintains equipment and computer network; supports users; supervises part-time receptionists; provides HR support and executive assistance. Qualifications: bachelor's or associate's plus course work; three to four years of progressively responsible office experience. Send cover letter, résumé and three references to: Office Manager Search, SCA NW, 1265 South Main St., Suite 210, Seattle, WA 98144; fax: (206) 324-4998.

COMM. COORDINATOR • Sacramento, CA

Part-time position available with Mercy Charities Housing California, a nonprofit housing and community development organization. Duties: organizes residents; supervises volunteers and youth activities. Qualifications: must have experience in community organizing; bilingual Chinese or Vietnamese preferred. Position includes benefits package. Send résumé and cover letter by 10/20/00 to: Lauraine Weekly, MHC, 3120 Freeboard Drive, Suite 202, West Sacramento, CA 95691; fax: (916) 414-4490; e-mail: <lbaty@mercyhousing.org>.

SR. RESEARCH SPECIALIST • Stillwater, OK

Full-time professional research position in forest economics/biometrics available with the Department of Forestry at Oklahoma State University. Duties: assists in initiation, execution, and completion of research, data collection, analysis/reporting of results, and supervision of temporary personnel. Qualifications: BS in forestry with one year related experience required, MS preferred; MS may be substituted for experience. Salary: \$20-30K plus benefits. Send letter of application, résumé, university transcripts and names of three references by 12/15/00 to: Dr. David Lewis, OSU Dept. of Forestry, 008C Ag Hall, Stillwater, OK 74078; phone (405) 744-6723; e-mail: <dklewis@okstate.edu>.

PROJECT DIRECTOR • Dallas, TX

Position available with The PLAN Fund, a micro-credit program. Duties: performs fundraising, budget oversight, staff and volunteer management, media/community relations, and program evaluation. Qualifications: knowledge of micro-credit; fluency in Spanish preferred; computer literate; successful track record of fundraising in the public and private sector. Fax résumé and writing sample to: (214) 948-4830; or e-mail: <dlevy@brixnstix.org>.

PROGRAM SPECIALIST • Fayetteville, AR

Position with National Center for Appropriate Technology (NCAT). Duties: responds to farmer, rancher and agricultural educator questions on sustainable agriculture practices through written responses and publications. Qualifications: farm-based experience and an MS degree (or equivalent) in one of the following fields: horticulture, agricultural business development, pest management, agronomy, animal science, or a related field in agriculture; excellent communication and computer skills; teamwork and organizing skills; demonstrated interest in sustainable agriculture. For more information, contact Marlene; phone: (501) 442-9824.

PROGRAM ANALYST • Chevy Chase, MD

Position available with Mendez England & Associates (ME&A), a USAID contractor supporting food aid programs. Qualifications: excellent organizational skills; knowledge of budgets; strong writing and computer skills essential; experience with PVO/NGO programs desirable. Salary to high \$20Ks. Send or fax résumé to: HR Manager, Mendez England & Associates (ME&A), 5550 Friendship Blvd., Suite 230, Chevy Chase, MD 20815-7201; fax: (301) 652-3733.

ORGANIZER • Billings and Helena, MT

Position available with Northern Plains Resource Council, an organization that works to protect Montana's environment, family-based agriculture, and citizens' access to government. Duties: develops citizen leaders; plans and implements strategy; conducts research. Qualifications: good people skills vital; political experience helpful. Salary: \$15-25K, plus insurance, vacation. For more information, call: (406) 248-1154; or visit Web site: <www.nprcmt.org>.

MANAGERS • Norfolk, VA

Positions available with Operation Smile, an international nonprofit organization. Conference manager duties: plans, executes, and evaluates conferences, retreats, and workshops. Volunteer manager duties: manages volunteer programs. Qualifications: minimum five years experience in event planning or minimum five years experience developing and implementing successful volunteer recruitment, recognition and retention strategies; bachelor's degree; excellent written/verbal communications skills; outstanding organizational and time management skills. Send résumé with salary history to: Search Committee, Operation Smile, 6435 Tidewater Drive, Norfolk, VA 23509; fax: (757) 321-7660; e-mail: <dhuffman@operationsmile.org>.

AADMIN. ASSISTANT • Washington, DC

Position available with Trak Staffing. Duties: assists chairman of the board with administrative details. Qualifications: excellent administrative skills; lots of savvy and initiative; graciousness and poise to be a liaison with other corporate CEO's, senators, media types and others; a sense of responsibility and a sense of humor. Salary: \$35-40K plus benefits. For more information, contact: Rhonda Mask; phone: (202) 466-8850; fax: (202) 296-6120.

ASSISTANT • Washington, DC

Position available with Trak Staffing. Duties: assists chairman of the board with administrative details. Qualifications: excellent administrative skills; lots of savvy and initiative; graciousness and poise to be a liaison with other corporate CEO's, senators, media types and others; a sense of responsibility and a sense of humor. Salary: \$35-40K plus benefits. For more information, contact: Rhonda Mask; phone: (202) 466-8850; fax: (202) 296-6120.

***SUMMER STAFF • Various**

Positions available with VISIONS, which offers co-ed summer programs for teenagers blending construction-based service work, intercultural living, and outdoor adventure. Programs in impoverished communities in Alaska, Montana, South Carolina, Caribbean, and Peru. 25 participants and 6 staff live together in a community building. Duties: mentor teens; help supervise project sites; work on recreational activities and cross-cultural experiences. Qualifications: at least 22; experience with teenagers; strong interpersonal skills; team player; interest in cross-cultural living; minimum standard first aid, CPR, water safety; advanced safety certifications, construction skills, experience living in different cultures are pluses; language fluency required for some programs. Benefits: room, board, travel, and salary. Employment: 6 to 10 weeks beginning mid-June. Contact: VISIONS, PO Box 220, Newport, PA 17074; phone: (717) 567-7313; fax: (717) 567-7853; e-mail: <visions@pa.net>; Web site: <www.visionsadventure.com>.

ENVIRONMENT EDUCATOR • Denver, CO

Position available with WIN-WIN, an urban wildlife conservation education program. Duties: prepares and presents lessons to urban elementary students; handles live animals. Qualifications: English-Spanish bilingual; bachelor's degree in science, education or a related field; knowledge of natural and environmental sciences; experience teaching in a formal or non-formal setting; experience in curriculum development. Full-time from 11/20/00 to 6/8/01. For more information, or to apply by 11/1/00, contact: Matt Herbert, Denver Zoo, 2300 Steele Street, Denver, CO 80205; fax: (303) 376-4839; e-mail: <winprograms@denverzoo.org>.

INTERNATIONAL**TECHNICAL TRAINERS • Guatemala**

Four-month positions available with World Learning, an organization contracted by Peace Corps/Guatemala to provide pre-service/in-service training. Duties: performs planning, implementation, facilitation evaluation, and reporting. Qualifications: must be fluent in Spanish; possess technical expertise in agriculture, agroforestry, appropriate technology, environmental management, small business, or health/nutrition; living experience in rural Central America (preferably Guatemala). Send cover letter indicating area of expertise from above list and résumé to: Peace Corps Technical Trainer Recruitment, World Learning, 1015 15th Street, N.W., Suite 750, Washington, DC, 20005; fax: (202) 408-5397; e-mail: <recruitment@worldlearning.org>.

HOT! OPPORTUNITIES**SCHOOL OF ADVANCED INTERNATIONAL STUDIES • Washington, DC**

The Johns Hopkins School of Advanced International Studies (SAIS) offers a concentration in Social Change and Development that may interest RPCVs. To find out more about the program and other concentrations, attend information sessions scheduled from 5 p.m. to 6:30 p.m. on November 17 and December 1 and 8. All information sessions are held in the Kenney Auditorium of the Nitze Building at 1740 Massachusetts Ave., NW. For more information visit the Web site: <www.sais-jhu.edu>.

TEACHING/EDUCATION PROGRAM • Chicago, IL

Positions available with Teachers for Chicago for non-education majors seeking a career change. Duties: teach full-time in Chicago public schools. Qualifications: strong sensitive person; bachelor's degree (not in education); min. 2.5 GPA; desire to teach. Receive: mentor support; tuition grant for university coursework that meets certification and master's degree requirements in education. Upon completion of the three-summer, two-year program, you must commit to teach in Chicago for another two years. Application fee: \$35. Positions start 5/01. Apply by 12/29/00: Teachers For Chicago, Chicago Public Schools, 125 S. Clark St. 9th Floor, Chicago, IL 60603; phone: (773) 553-2032.

TEACHER • Gifu, Japan

Position available with Kokusaika English School. Duties: teaches up to 30 hours per week. Qualifications: BS/BA; teaching experience; good English skills. Send cover letter, photo, copy of degree, and résumé to: Mike Lyons, Kokusaika English School, 1501-601 Omori, Kani, Gifu, Japan 509-0238.

NURSING INSTRUCTORS • Saipan, MP

Positions available with Northern Marianas College, one position available 1/01, and the other available 8/01. Qualifications: bachelor of science degree in nursing, NCLEX-RN and a current licensure; master's degree preferred; two years' teaching experience at the post secondary level, including nursing theory and clinical in a specialty area; exceptions will be considered for a minimum of four years' recent clinical experience in a specialty area; areas of practice should include medical/surgical nursing; experience in the Pacific/Asia area or other international setting with ESL students is helpful. Send résumé to: Human Resources Office, Northern Marianas College, P.O. Box 501250, Saipan MP 96950; fax: (670) 234-0759; e-mail: <hro@nmcnet.edu>; or for a complete vacancy announcement contact: Polly Deleon Guerrero; phone: (670) 234-5498 ext. 1021.

COORDINATOR • Mozambique

Position available with Save the Children, an international nonprofit working in relief and development around the world. Duties: works in close collaboration with Ministry of Health counterparts at the provincial level to oversee a comprehensive health program (reproductive health/family planning, child survival, nutrition, etc.) implemented in one of the priority provinces of Mozambique; plans and manages activity implementation; supervises health staff; monitors budget. Qualifications: MPH or equivalent; several years experience managing district or provincial health programs in developing countries; management experience and familiarity with USAID grant compliance; fluency in Portuguese strongly preferred. Fax résumé to Save the Children, Attention: Mozambique, at (202) 637-9362.

POPULATION FELLOWS • Various

The Population Fellows Programs offers two-year professional fellowships in Africa, Asia, and Latin America to individuals with advanced degrees in population and development-related areas. Two types of fellowships are available: Population Fellows are placed with organizations working to improve family planning and reproductive health programming in the developing world. Population-Environment Fellows work on projects that combine assistance for threatened environments with attention to the population dynamics and reproductive health needs of the communities living within them. Fellows receive a stipend and benefits. Please contact: The Population Fellows Programs, University of Michigan, 109 Observatory, SPH II, Ann Arbor, MI 48109-2029; phone: (734) 763-9456; fax (734) 647-0643; e-mail: <pop.fellows@umich.edu>.

DEMOCRACY FELLOW • Bangkok, Thailand

Position available with a USAID funded constitutional education project of the Solidarity Center (AFL-CIO) and King Prajadhipok Institute (research arm of Thai parliament). Duties: researches democratic participation tools (public hearings, referendums, etc.) used internationally; helps adapt practices for use in Thailand; assists ongoing education activities. Qualifications: fluency in Thai strongly preferred; background in political science, development, or human rights helpful. Salary: 40,000 Thai baht. Send résumé with three references to Philip Robertson, PO Box 1068, Silom Post Office, Bangkok 10500, Thailand; phone/fax: 66-2-238-5335; e-mail: <ubon@m Mozart.inet.co.th>; or Michael Nelson; e-mail: <mhnelson_kpi@hotmail.com>.

***MASTER TRAINER • Paraguay**

Position available with CHP International, Inc. in the training center it operates for the Peace Corps in Paraguay. Duties: designs training; supervises staff; evaluates program and trainee progress. Qualifications: three years of progressively responsible positions in training and development activities in Latin America; two years in senior training positions and training management including designing and conducting training of trainers events; one year experience as a Peace Corps trainer; demonstrated competency in adult education and experiential learning principles and methods; Peace Corps volunteer or comparable service; advanced degree in adult education, international training or relevant social science (substantial experience may substitute for the advanced degree); fluency in English and Spanish, Guaraní helpful but not required. Send cover letter, résumé, three references and salary history for past three years to: Jim Kelly, CHP International, Inc., 1040 North Blvd., Suite 220, Oak Park, IL 60301; fax: (708) 848-3191; e-mail: <ADMT@chpinternational.com>.

HEALTH COORDINATOR • Thailand

Position available with American Refugee Committee. Duties: develops, implements and evaluates maternal and child health, family planning, and reproductive health services; conducts initial and in-service training; completes reports on a monthly and quarterly basis. Qualifications: degree in medicine, midwifery/nursing; knowledge and sensitivity to women's issues; strong communication skills; ability to work in a team focused on preventive/promotive health care; previous work experience in a refugee setting strongly preferred. For more information contact: Kristin Morgan; phone: (612) 872-7060; or send résumé and cover letter to: American Refugee Committee, 2344 Nicollet Ave. S. Suite 350, Minneapolis, MN 55404; e-mail: <archq@archq.org>.

SOCIAL POLICY DIRECTOR • Georgia

Position available with Management Systems International. Duties: supports new legislation; improves public education on social issues; enhances cooperation between NGOs, private and public sectors. Qualifications: regional experience and a background in civil society advocacy and social policy reform are essential; training and regional language skills a plus. Send CV and cover letter to: Eric Shank; fax: (202) 488-0754; e-mail: <eshank@msi-inc.com>.

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Focused Silence in Salary Negotiations Can Add \$\$\$

If you can train yourself to be comfortable with silence, you may be able to add dollars to the salary the employer was initially planning to offer you. When the employer indicates the dollar amount of the starting salary in the job interview or the raise you are being offered in your performance review, your natural inclination is to respond. Whether that inclination is to respond by accepting—eagerly or not—the amount offered or whether your inclination is to try to negotiate a higher amount, don't jump in too fast. Be silent. Wait. You may be surprised how often the employer will feel uncomfortable with the silence at this point and jump in with a higher figure—without your having to say anything! And believe it or not, if you still remain silent, the employer may raise the figure yet again!

After the employer has increased your salary as a result of nothing but your silence, you still have the option of using whatever supports you have gathered for negotiating a higher salary. At this point, your starting figure may be several thousand dollars higher before you even begin negotiating!

Selected points of silence can work for you. If you find it impossible to sit there and say nothing as you look into the eyes of the employer, try taking out your note pad and pen and begin jotting numbers down on the notepad. This will give you something to do that will help you feel less uneasy and may further disarm the employer who assumes you are not satisfied with his offer and are working with figures that are an increase in the salary.

For further information on strategies—both verbal and nonverbal—or for negotiating the best possible salary in the job interview, see Krannich's book *Dynamite Salary Negotiations* (Impact Publications). If you are preparing for a performance review, you may wish to look at another book entitled, *Get a Raise in 7 Days: 10 Salary Savvy Steps to Success*.

If you recognize how you can make use of silence in positive ways—from the silent rather than vocalized pause in the moments after you have answered a question to your silence after the employer indicates the amount of salary or salary increase—you will have become a more savvy interviewee.

Reprinted with permission from the authors. Original source: Caryl and Ron Krannich, *Savvy Interviewing: The Non-verbal Advantage* (Manassas Park, VA: Impact Publications, 2000), pp. 83-86. \$10.95; phone: 800-361-1055; Web site: <www.impactpublications.com>.

COMMUNITY ACTION DIRECTOR • Various
Position available with the Institute for Sustainable Communities (ISC), a nonprofit organization helping communities address environmental, economic, and social challenges. Duties: works with staff in Vermont and ISC's overseas offices to provide technical support on U.S. community action projects and development of new projects. Qualifications: experience managing U.S. community projects; familiarity with sustainable development practices; background in community organizing; successful proposal writing; relevant advanced degree; ability to travel three months per year. For more information, visit Web site: <www.iscvt.org>. Send cover letter, résumé, salary history, and requirements by 11/3/00 to: "Community Action Director Search," ISC, 56 College Street, Montpelier, VT 05602; fax: (802) 229-2919; e-mail: <isc@iscvt.org>.

DIRECTOR • Macedonia and Kosovo

Position available with Project HOPE, a nonprofit international health and education foundation. Duties: provides programmatic oversight and full administrative support; plans, organizes, and supervises the development, implementation, and monitoring of education projects for health care professionals; assesses the need for and coordinates shipments of humanitarian assistance; maintains close contact with key national authorities, as well as international health care agencies and private sector organizations; prepares reports for headquarters. Qualifications: previous experience working with health education programs in the region; supervisory experience; ability and willingness to work as part of a team; master's degree in appropriate field preferred. Send résumé and cover letter referencing Job # 94 - PC to: Cindy Marino, Project HOPE, Carter Hall Lane, Millwood, VA, 22646; fax: (540) 837-1813; e-mail: <recruit@projhope.org>.

EDUCATION

***BUSH SCHOOL • College Station, TX**

The George Bush School of Government and Public Service at Texas A&M University offers a two-year, masters-level professional education for individuals interested in a public service career leading and managing organizations in the public, nonprofit, or private sectors. Graduates of this degree program emerge with a strong foundation of the knowledge needed for a successful career in public service as well as gain leadership experience and specialized instruction in one of the following applied areas: public management, business and government interface, environment and natural resources, health policy and management, and international affairs. Bush Fellowships are offered to those students who best demonstrate the combination of academic ability, commitment to public service, and leadership potential. Deadline to apply for fall 2001 admission is 1/31/01. For more information, please call The Bush School at (979) 862-3476; e-mail: <admissions@bushschool.tamu.edu>; Web site: <bush.tamu.edu>.

***SAINT LOUIS UNIVERSITY • St. Louis, MO**

The Department of Mathematics/Mathematical Computer Science of the Saint Louis University offers MA and Ph.D. degrees in mathematics. Financial assistance is awarded through a teaching assistantship which carries a stipend of \$10,500, full tuition remission, and medical benefits. Teaching assistant teaches one course per semester. The department has a nationally and internationally recognized mathematics faculty whose members conduct teaching and research in algebra, analysis, geometry, and topology. For more information, call: (314) 977-2444; e-mail: <mathcs@slu.edu>; Web site: <euler.slu.edu>.

UNIVERSITY OF IOWA • Iowa City, IA

Applications are being accepted by the University of Iowa's Third World Development Support master's degree program for Fall 2001. This program offers a graduate degree in conjunction with International Programs and the Graduate College. Students may pursue an MA degree through a program of study designed especially for individuals who plan to pursue or are already embarked on careers in forming and implementing development strategies. For more information, contact: Graduate Admissions, 107 Calvin Hall, University of Iowa, Iowa City, IA 52242; Web site: <www.uiowa.edu/~intl/links/pds/pds_home.htm>.

***ANTIOCH UNIVERSITY • Seattle, WA**

Antioch University offers a Master of Arts degree in environment and community for professionals working, or planning 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 and human communities by emphasizing social-science perspectives and natural science literacy. Two options are available for regional, national, and international students: 1. Seattle Weekend Option that meets in Seattle for one weekend each month over two years; and 2. Limited-Residency Option that meets for two-week intensives, three times over two years. Accepting applications for both. For information, contact Dr. Jonathan Scherch via phone: (206) 441-5352, ext. 5211; e-mail: <schersch@antiochsea.edu>; Web site: <www.antiochsea.edu/ec>.

***BRANDEIS UNIVERSITY • Waltham, MA**

The Heller Graduate School at Brandeis University offers a Master's Program in Health and Human Services Management combining management training and social policy analysis for graduates to design effective programs and lead organizations into the future. The Master of Management and MBA (human services) are offered on a full- and part-time basis and begin in June 2001. Students can concentrate in a number of policy areas including health, child, youth and family services, and elder and disabled services. Applications for the full-time master's program will be accepted through 2/15/01. Heller also offers a Ph.D. in social policy. RPCVs are entitled to waive the \$50 application fee. For more information call Lisa Hamlin Sherry, Admissions Officer, at 800-279-4105, or e-mail: <helleradmissions@brandeis.edu>; Web site: <heller.brandeis.edu>.

***UNIV. OF S. CAROLINA • Columbia, SC**

The University of South Carolina has fellowships for RPCVs fluent in Spanish to pursue a graduate degree and work with an innovative community development project empowering the growing Latino population in South Carolina. Duties include: development of cultural competency training, statewide workshops, Spanish interpretation, and translation. Fellowship includes monthly stipend and tuition reduction. Qualifications: bachelor's degree; RPCV; fluent in Spanish; experience working in Latino communities. Contact Wendy Sellers Campbell, HABLA Project, Center for Child and Family Studies, College of Social Work, University of South Carolina, Columbia, SC 29208; phone: (803) 777-8127; e-mail: <habla@gwm.sc.edu>.

OHIO UNIVERSITY • Athens, OH

The Ohio University Center for International Studies offers an interdisciplinary Master of Arts in International Affairs degree, which attracts a variety of RPCVs each year. Students may select an area studies program, concentrating on Africa, Southeast Asia or Latin America, or follow a program with an international thematic focus such as international development studies or communication and development studies. The school's location in Appalachian Southeast Ohio offers many opportunities to work on community development and issues of social justice. The Center offers scholarships and graduate assistantships to qualified applicants. Foreign Language Area Studies (FLAS) scholarships are available for the study of siSwati, Swahili, Indonesian, Thai, or Vietnamese. For more information, visit the Web site at: <www.ohiou.edu/~intsdept>; or contact the center at: phone: (740) 593-1840; fax: (740) 593-1837; or send an e-mail to the following address: <international.studies@ohio.edu>.

***UNIV. OF MARYLAND • College Park, MD**

Graduate assistantships available in the College of Journalism at the University of Maryland. Applications accepted for public affairs reporting (PAR) program. Completed in as little as 12 months, PAR graduates move on to reporting positions at major metropolitan dailies, magazines, or online media outlets. For more information, contact: Greig Stewart, Associate Dean, 1117 JRN, University of Maryland, College Park, MD 20742-7111; e-mail: <gstewart@jmail.umd.edu>; Web site: <www.umd.edu/jour>.

INTERN/VOLUNTEER

VOLUNTEERS • Boston, MA

Position available with One With One, an organization that trains and pairs tutor/mentors with international newcomers. Duties: partner and work with a newcomer enrolled in the Office Skills Training Program; help to improve student's English and develop the skills and confidence needed to excel in the workplace. Partners meet for three hours/week for nine months, in the evenings or weekends. Weekend training workshops are offered to prepare tutors. For more information, please call (617) 254-1691; or e-mail: <cateowo@aol.com>.

VOLUNTEER MENTOR • Washington, DC

Position available with Higher Achievement. Duties: work with up to three gifted DC middle-school students in English, math or technology from 6:15 p.m. to 8 p.m. once a week. Qualifications: fluent in English, bilingual in Spanish a plus; university degree (or in pursuit of)/ equivalent experience as well as strong planning and organizational skills; background and/or interest in education, multi-cultural community building, community organizing, mentoring, tutoring, and youth development. High energy, dynamic, positive personality a must. For more information call 202-842-5116, or send résumé to John at: fax: (202) 842 5123; e-mail: <jbranam@higherachievement.org>; Web site: <www.higherachievement.org>.

PROJECT INTERNS • Washington, DC

Two paid internships available with The Synergy Project, a communications division of an international HIV/AIDS project. Duties: one intern responds to information requests and assists with mailings and researches requests (\$10 hourly rate); the second intern assists with database maintenance and answers e-mail inquiries for project's resource center (\$8/hour). Qualifications: ability to work independently; excellent communication and organizational skills; interest in international public health a plus. Both positions are part-time; hours are flexible. Send résumé to Julia Ross, The Synergy Project; fax: (202) 842-7646; e-mail: <julia@tvtassociates.com>.

AMERICORPS/VISTA

VOLUNTEER LEADERS • Maine

Positions available throughout state with the Maine Conservation Corps. Duties: recruit volunteers for water quality stewardship projects; conduct environmental education in local communities and schools. Qualifications: four-year degree (preferably in related field) or equivalent experience; desire to work with the public and teach environmental education; self-motivated and able to take initiative; work well with minimal supervision; desire to learn; outgoing and flexible; one-year commitment required. Positions begin ASAP and run through August 2001. Benefits: living stipend; health insurance; deferment of student loans; post-service educational award of \$4,725 upon completion of service. For more information, contact: Christine Wolff, Maine Conservation Corps, 124 State House Station, Augusta, ME 04333; phone: (207) 287-6914; e-mail: <christine.wolff@state.me.us>.

TEACHERS • Various, U.S.

Position available with Teach For America. Duties: commit two years to teach in under-served public schools. Qualifications: all academic majors are welcome; no previous education coursework required. Salary: ranges from \$21K to \$36K. Benefits: AmeriCorps education award of almost \$10,000 over two years. For more information, call: 800-832-1230, ext. 225; or apply online at: <www.teachforamerica.org>.

PROJ. COORDINATORS • Rochester, MN

Positions available with Teaming for Technology, a national partnership with IBM, the United Way of America, and AmeriCorps VISTA. Duties: facilitates programs that enhance the technical efficiency of nonprofits. Benefits: training, stipend, education award. Contact Hilla Cline, executive director, United Way of Olmsted County; phone: (507) 253-2001; e-mail: <hilla_c@uwolmsted.org>; Web site: <www.uwolmsted.org/teamtech>.

VISTA LEADER • Baltimore, MD

Position available with a local nonprofit. Duties: serves as role model, trainer, and resource provider; strengthens and expands the capacity of VISTA members, VISTA projects, and community residents. Qualifications: must have served one VISTA or Peace Corps term and possess excellent communication and organizational skills. Benefits: leaders earn a subsistence allowance (greater than *VISTA allowance), and receive training. For more information, please contact: Susan Fleischmann, VISTA Coordinator; phone: (410) 261-3503.

VISTA LEADER • St. Paul, MN

Position available with the Minnesota Housing Partnership, a nonprofit organization working to alleviate the shortage of affordable housing. Duties: supports up to 25 Vista volunteers; identifies training needs and creates training activities; recruits, selects and places Vista members in housing organizations statewide; undertakes special projects when needed. Qualifications: completion of one year AmeriCorps Vista service or two years as a PCV; strong communications skills; ability to relate well to people of diverse backgrounds; knowledge of or interest in community organizing, housing issues and policies, or nonprofit development; experience recruiting, managing and supporting volunteers preferred. Send cover letter and résumé to: Joanna Brownstein, Organizational Development Director, Minnesota Housing Partnership, 1821 University Avenue West, Suite S-137, St. Paul, MN 55104; phone: (651) 649-1710 or 800-728-8916, ext. 102; fax: (651) 649-1725; e-mail: <jbrownstein@mhponline.org>; Web site: <www.mhponline.org>.



Opportunities For Additional Overseas Experience! CRISIS CORPS IS LOOKING FOR COMMITTED RPCVS

As part of the Peace Corps' commitment to expand its contribution in the fight against the spread of HIV/AIDS, Crisis Corps Volunteers will be sent to a number of African countries throughout 2000 and 2001 to work with a wide range of HIV/AIDS projects. Assignments will encompass a variety of sectors, from NGO strengthening to HIV/AIDS curriculum development, and other activities in support of reducing the incidence and impact of HIV/AIDS in Africa. RPCVs who have served/ worked in Africa and have successfully completed their Peace Corps service are encouraged to apply to the Crisis Corps.

Radio Program Development Volunteer: An RPCV with a background in communications/radio/ health education is needed to analyze and improve the radio media strategy for HIV/AIDS radio shows directed at youth in Zambia. Candidates with experience in HIV/AIDS education should apply immediately.

RPCVs interested in these assignments should submit an application and résumé to the Crisis Corps. An application form can be downloaded from the Crisis Corps Web site at: <www.peacecorps.gov/crisiscorps>; or call 800-424-8580, ext. 2250; or e-mail: <crisiscorps@peacecorps.gov> to request an application. For more information on the Crisis Corps, please visit their Web site.

Internet Tips

For interviewing and career information, visit these World Wide Web sites:

<www.usjobs.com/tips.asp>
<www.jobsinplastics.com/intervw.htm>
<www.careercity.com/content/interview/index.asp>

Get your job search on track with Returned Volunteer Services'
Career T.R.A.C.K. **Transitions, Readjustment, Assistance, Careers, Know-how**
<www.peacecorps.gov> (click on "Returned Volunteers")

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. 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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Hotline Back Issues Available Online!

You now have the option of downloading back issues of *Hotline* as a PDF file from the Peace Corps Web site: <www.peacecorps.gov>. (Click on "Returned Volunteers" at the top of the home page.)

November Career Series Presentation

What and When:

Lisa Law, publisher of the International Career Employment Weekly, presents the topic: "The Adventure of Working Abroad."

November 13, 2000, 12 noon – 1:30 p.m.

Ms. Law will provide an overview of international job opportunities and explain how to meet the people behind the names, addresses, and phone numbers provided in numerous international job directories. A discussion on employment and career planning for the experienced and inexperienced international job hunters will include qualifications needed, pay scale, and strategies and tactics for international job seekers.

Where:

Peace Corps
1111 20th St., NW
Shriver Conference Room A
Washington, D.C. 20526

For more information, please contact Elvira May at (202) 692-1445.



2000 CAREER SERIES

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HOTLINE NOTICE

When did you end your Peace Corps service?

Returned Volunteer Services produces and distributes *Hotline* to returned Peace Corps Volunteers for two years following their COS date. If your service ended in October 1998, then this issue of *Hotline* is the last one that will be sent to you.

Please note: The National Peace Corps Association is offering partial subscriptions until 6/1/01 when current *Hotline* issues become available online. For further information, contact the NPCA at (202) 293-7728; e-mail: <n pca@rpcv.org>.