



Hotline

For Returned Volunteers/
From the Office of Domestic Programs

Hot Resources

Highlights

Feel like a fish out of water?
Register for an RPCV mentor.
For more information, visit
www.rpcvmentoring.org.

Free SIGI3 career assessment
software and
NPCA membership.
For more information, see page 15.

Peace Corps Hotline

Bonnie K. Robinson
Editor
Program Specialist,
Returned Volunteer Services

Jennifer Bream
Graphic Designer
Administrative Assistant,
Returned Volunteer Services

To place job announcements, visit
www.peacecorps.gov/rpcv/hotline
or contact
Peace Corps
Returned Volunteer Services
Phone: 202.692.1430 or
800.424.8580, ext. 1430
E-mail: hotline@peacecorps.gov
Fax: 202.692.1421

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Peace Corps Response

Grad School, Part II: Tips for Applying to Graduate School By Dr. Donald C. Martin



Applying to graduate school is quite an undertaking. If you have taken the time to do your research, you have arrived at a short list of programs you believe would meet your educational and career goals. Now you are ready to make application for admission. Having worked in the field of enrollment management for 28 years, and having been the decision-maker on applications for several graduate programs, I have witnessed quite an array of behaviors on the part of applicants. Based on that experience, here is a suggested list of ten dos and don'ts when applying to graduate school:

1. Do your research!!!! So many prospective graduate students rely on two sources in deciding where they will apply: 1) word of mouth and 2) rankings. And that is it - they go no further! This is extremely dangerous. Just because someone else thinks a certain program is great doesn't make that program right for you. Just because a program is listed in the "top five" or "top ten" doesn't mean that is the best option for you. This is *your* graduate experience and no one else's.

There are literally hundreds of excellent graduate programs out there - do your homework and check them out. Browse websites. Read. Talk with current students and recent graduates. Then take a look at rankings. All of these criteria *together* should be part of narrowing your list down to the schools to which you will make application. Remember: Your success in life is not ultimately dependent on where you attended grad school. It's about who you are, your level of integrity, and your willingness to do what you need to do to succeed.

2. Do read instructions carefully and don't rush. This can make or break an application. Not following directions, whether intentional or not, does not a good first impression make. The admissions committee will assume one of several possibilities, none of which is in your favor: You are deliberately not doing what was asked of you (which could be interpreted as your trying to hide something); you are not very thorough in reading and responding to instructions; you are not able to understand what you read; you

are not that interested in their institution.

3. Do apply when you are ready and don't sacrifice quality for speed. Most prospective graduate students complete more than one application. This is time-consuming and requires a considerable amount of organization, patience, time, and attention to detail. Most admissions offices utilize application deadlines or rolling admissions with one final deadline. Be sure you allow yourself enough time to complete your application(s) with a degree of calm, as opposed to waiting to the last minute, rushing to meet a deadline, and risking missing something or making mistakes.

4. Do evaluate customer service but don't forget that you, too, are being evaluated. The application process is really a two-way evaluation: You are sizing up the institution, and they are doing the same with you. How you are treated as a prospective student and applicant is a good indicator of how you will be treated should you enroll. Likewise, your behavior is being observed, believe me. At one of the institutions where

Public Sector

FINANCIAL MANAGEMENT AND BUDGETING ADVISORS – ACCOUNTING, BUDGETING, PROCUREMENTS, IT, CASH MANAGEMENT • DC

Positions available with U.S. Department of the Treasury. Duties: serve as resident (long-term) and intermittent (short-term) advisors in the areas of budgeting and financial management. Qualifications: BA in accounting or finance with MA in public finance or related field; CPA; five years' financial leadership experience. Salary: \$115,317–\$158,500. Deadline: 3/31/2009. For more information, e-mail franklin.robinson@do.treas.gov; phone: 202.622.0801; website: www.treasuryota.us. To apply, submit a cover letter, résumé, or OF-612 by e-mail to tgray@ota.treas.gov, please reference solicitation number A09-014.

ENGINEERING POSITIONS • Many Farms, AZ; Tuba City, AZ; Shiprock, NM

Positions available with Navajo Area Indian Health Service (NAIHS). Duties: manage a variety of water and sanitation projects on the

Navajo Reservation; supervise engineering, design, and construction supervision. Qualifications: BS or higher in civil, environmental, chemical, or mechanical engineering. For more information and to apply, e-mail: Samuel.Russell@ihs.gov; phone Sam Russell at 928.697.4064; fax: 928.697.4058.

Private Sector

SHORT-TERM RESEARCHERS •

Various locations

Positions available with PassportCareer.com. Duties: Use country profile survey to identify appropriate job search information (web sites, business cultural information, social and business networks, résumé and interview information) relevant to expatriates in various countries. Takes approximately 10-15 hours. Countries include: Angola, Argentina, Austria, Belgium, Brazil, China-mainland, China-Hong Kong, Czech Republic, Denmark, Dubai, Equatorial Guinea, Finland, Greece, India, Japan, Malaysia, the Netherlands, Norway, Philippines, Portugal, Qatar, Saudi Arabia, Singapore, South Korea, Sweden, Taiwan, United Arab Emirates, Venezuela, Vietnam. Phase II will involve most other countries/regions, so apply now if inter-

ested. Qualifications: Must have lived in that country, have extensive experience in the country, or have solid contacts in the country to assist with research. Salary: \$200-300/country (pay depends on number of cities included) for each completed/accepted survey, which must be completed by 12/15/2008. Deadline: 11/21/2008. For more information and to apply, e-mail smu-sich@passportcareer.com and include general qualifications, country(ies) of interest, and ability to meet the deadline.

INTERIM AGRICULTURE EDUCATOR • Iowa County, WI

Position available with University of Wisconsin. Duties: plans, implements, and evaluates educational programs to meet identified needs and interests of individuals, organizations, and communities. Qualifications: BA with content expertise in one or more fields that relate to the responsibilities of this position such as agronomy, dairy science, animal science, soil science, ag economics, ag business, or agriculture education. Salary: \$35K–\$40K; Deadline: 11/25/2008. For more information and to apply, e-mail ces.jobs@uwex.edu; phone: 608.263.1945; website: www.uwex.edu/ces/hr/listing.cfm?PVL=C09029.

GRADUATE TEACHING ASSISTANT • Flagstaff, AZ

Position available with Northern Arizona University. Duties: teaches English composition or ESL in the program in intensive English (support program for international students). Some summer teaching positions available. Qualifications: BA/BS for MA TESL applicants; MA in TESL, applied linguistics, or related field for PhD applicants; teaching experience desirable. Salary: \$11,623; Deadline: 2/15/2009. For more information and to apply, e-mail Fredricka.Stoller@nau.edu; phone: 928.523.6272; website: www.cal.nau.edu/english/tesl_default.asp.

COMMUNITY, NATURAL RESOURCE, AND ECONOMIC DEVELOPMENT EDUCATOR STATE PROGRAM DIRECTOR • Madison, WI

Position available with University of Wisconsin. Duties: provides leadership to the creation and articulation of a collective vision for the CNRED program area, one of cooperative extension's four program areas. Qualifications: PhD or other terminal degree (JD, EdD) from an accredited university or college. Salary: \$90K. Deadline: 1/06/2009. For more information and to apply, e-mail ces.jobs@uwex.edu; phone: 608.263.1945; website: www.uwex.edu/ces/hr/listing.cfm?PVL=C09024.

HOT! OPPORTUNITIES

PROJECT OFFICER • Atlanta, GA

Position available with U.S. Centers for Disease Control-Division of Viral Hepatitis. **NCE applicants only.** Duties: serves as a project officer for cooperative agreements and team member responsible for developing, implementing, and evaluating training and educational materials for the public and health professionals. Qualifications: MPH/MA in health education or related field; experience in training and education; cross cultural competency; strong organizational, oral, and written communication skills; fluency in another foreign language a plus. Salary: \$67K – \$85K. Deadline: 11/24/2008. For more information and to apply, e-mail hepatitis@cdc.gov. phone: 404-718-8534; website: www.cdc.gov.

GUEST ENGLISH TEACHER POSITIONS • Various locations

Positions available with Aclipse. Duties: teach English in state-of-the-art language schools; receive professional development training and academic support. Qualifications: BA or equivalent; two years' teaching experience; TEFL certification (can be completed online); native English speaker; hold a valid passport from USA, Canada, UK, Ireland, Australia, New Zealand, or South Africa; one year commitment. Salary: \$25K-\$30K. Deadline: 12/15/2008. For more information and to apply, esljobs@aclipse.net; phone: 212.907.6541; website: www.aclipse.net.



URBAN FORESTRY INSTRUCTOR • DC

Position available with Casey Trees. Duties: teaches urban forestry focused classes on tree identification, biology, and general tree health; leads monthly tree walks; assists with revision of adult education curriculum. Qualifications: BA; two years' demonstrated success in presenting forestry issues or equivalent experience; professional demeanor; superior written and oral communications skills; proficiency with Microsoft Office (Excel, Word, Outlook, PowerPoint); must be flexible to work evenings, weekends, and extended hours when needed. Salary: \$33K–\$36K. Deadline: 11/21/2008. For more information and to apply, e-mail serhardt@caseytrees.org; phone: 202.349.1903; website: www.caseytrees.org.

PROGRAM OFFICER • Arlington, VA

Position available with Counterpart International. Duties: maintains regular contact with and provides general support to field staff; guides program development of on-going programs; reviews and finalizes field program reports; conducts monitoring and evaluation for on-going programs; monitors program finances and monthly pipelines; implements pre-program assessments. Qualifications: BA/MA in related field; three years' previous work experience, preferably in international development; experience in financial, logistics, and project management; familiarity with USAID and/or other governmental agencies. Deadline: 12/1/2008. For more information and to apply, visit jobs.counterpart.org.

PROJECT ACCOUNTANT • Arlington, VA

Position available with Counterpart International. Duties: reviews field finance reports and supporting documentation, bank reconciliations, accounts receivable, and other financial data received from field operations; prepares journal entries and invoices, and posts into accounting system. Qualifications: BA in accounting or related field; three years' accounting experience; contract and grants experience related to cost project accounting. Deadline: 11/21/2008. For more information and to apply, visit jobs.counterpart.org.

MANAGING DIRECTOR • New York City

Position available with Credit Where Credit Is Due (CWCID). Duties: balances oversight of existing programs along with innovative program and curriculum design and a goal

of program replication; oversees a ten person staff. Qualifications: three years' supervisory experience; familiar with field of asset development and/or economic development; experience in adult education, curriculum development, and evaluation; Spanish fluency; commitment to the mission of financial empowerment; sensitivity to financial experience of the Latino immigrant community. Salary: \$80K–\$90K; Deadline: 11/30/2009. For more information and to apply, e-mail jzinkin@cwcid.org; phone: 212.927.5771.213; website: cwcid.org.

COMMUNITY DEVELOPMENT CREDIT UNION MANAGER • New York City

Position available with Neighborhood Trust Federal Credit Union. Duties: promotes economic empowerment among low-income families in upper Manhattan; oversees all aspects of the credit union, both its social impact and its financial sustainability. Qualifications: five years' relevant experience with solid supervisory skills; strong accounting and financial analysis skills; commitment to community development; bilingual English/Spanish communication skills preferred; desire to develop an innovative business model for a social enterprise. Salary \$70K–\$90K; Deadline: 11/30/2008. For more information or to apply e-mail jzinkin@cwcid.org; phone: 212.927.5771, ext. 213; website: www.cwcid.org/betasite/NTFCU.htm.

OPERATIONS ANALYST • Boston, MA

Position available with Public Consulting Group. Duties: performs activities associated with the day to day operations of the Pennsylvania random moment time study; enters received samples into a database; updates participant rosters each quarter; produces associated reports; generates quarterly random sample; responds to questions from the client. Qualifications: BA preferably in business, social work, public policy, or related fields; excellent communication skills; ability to manage time to meet deadlines; attention to detail; ability to work independently and with a team; experience with Microsoft Office applications including Excel, Access, Word. For more information and to apply, visit https://hostedjobs.openhire.com/epostings/jobs/submit.cfm?version=1&company_id=15972.

CLINIC PHARMACIST • Portland, OR

Position available with Outside In. Duties: serves homeless and uninsured; implements

a new clinical pharmacy practice, including teaching, MTM services, and control of all medications. Qualifications: preceptor license required; self-directed, innovative pharmacist. For more information and to apply, e-mail: apply@outsidein.org; website: www.outsidein.org.

CASE MANAGER • Portland, OR

Position available with Outside In. Duties: provides strengths-based community-based case management and counseling with homeless youth ages 17–25 as part of a multi-disciplinary team providing alcohol and drug treatment, mental health services, and Permanent Supportive Housing. Qualifications: MSW/MA in counseling; at least two years' case management/counseling/treatment experience (dual diagnosis preferred); experience working with homeless populations and/or at-risk youth. For more information and to apply, e-mail apply@outsidein.org; website: www.outsidein.org.

HUMAN RESOURCE GENERALIST • Boston, MA

Position available with William J. Clinton Foundation. Duties: oversees all human resource activities regarding employment, employee relations, documentation and recordkeeping, compliance, and other HR projects including organizational development; interacts directly with country programs and hiring managers across the globe. Qualifications: five years' professional HR generalist experience, preferably in an international organization or nonprofit; flexibility to create policies/procedures based on the organization needs, not solely based on HR best practices; proficiency with Microsoft Office Suite and HRIS database skills; degree in HR preferred. For more information and to apply, e-mail dmendieta@clintonfoundation.org; website: www.clintonfoundation.org.

RECOVERY TRANSITION GUIDE • Portland, OR

Position available with Outside In. Duties: provides skills-training coaching; supports and serves as a peer mentor to a diverse population of homeless youth age 17–25 as part of a multi-disciplinary team providing alcohol and drug treatment, mental health services, and permanent supportive housing. Qualifications: GED or other high school equivalent; knowledge or experience of homeless youth culture and issues related to substance use;

PEACE CORPS Fellows/USA



Peace Corps Fellows/USA works with more than 50 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved U.S. communities. Below is a list of universities and some of the subject areas they offer. For the complete list, visit www.peacecorps.gov/fellows; call 800.424.8580, ext. 1440; or e-mail fellows@peacecorps.gov.

Bowling Green State University

Bowling Green, OH
Master of Arts in Cross-Cultural and International Education (MACIE). Fellows will work with educational organizations in northwest Ohio. Fellows will receive graduate assistantships that include full tuition waivers and stipends.
Contact: Dr. Margaret Zoller Booth
Phone: 419.372.9950
E-mail: boothmz@bgsu.edu

Carnegie Mellon University

Pittsburgh, PA
Public policy/management, arts management, or healthcare policy management.
Contact: David Eber
Phone: 412.268.2164
E-mail: hznadmit@andrew.cmu.edu

Columbia University, Teachers College

New York, NY
Urban education, including Bilingual/Bicultural Education, teaching of Mathematic or Science (Biology, Chemistry, Earth Science, or Physics), Social Studies, ID/Autism, English.
Contact: Shelly Chin, Assistant Director
Phone: 212.678.4080
E-mail: PCFellows@tc.edu

Cornell University

Ithaca, NY
City and regional planning (MS)
Contact: Tina M. Nelson
Phone: 607.255.6848
E-mail: tmn2@cornell.edu

Drew University

Madison, NJ
Master of Arts in Teaching (MAT): Fellows will tutor and teach in the Orange School District. Each Fellow will receive a 40% tuition scholarship.
Contact: Linda Swerdlow
Phone: 973.408.3285
E-mail: lswerdlo@drew.edu

Duke University

Durham, NC
Fuqua School of Business
Master's of Business Administration (MBA) with concentrations in accounting, decision sciences, entrepreneurship and innovation, finance, leadership and ethics, management, marketing, operations management, social entrepreneurship, and strategic consulting. There are also Certificates of Excellence offered in finance and marketing as well as a certificate program in health sector management. Jointdegrees in other professional programs also available. Benefits (financial): up to 25% tuition credit.
Contact: Matthew T.A. Nash
Phone: 919.660.7791
Fax: 919.660.1096
E-mail: mnash@duke.edu

Program in International Development Policy (PIDP) with several concentration options.
Contact: Stephanie Alt Lamm
Phone: 919.613.9218
E-mail: pidpinfo@duke.edu

Sanford Institute of Public Policy
Master of Public Policy (MPP) with option to earn joint degrees in professional or PhD programs.
Contact: Duke MPP Admissions Office
Phone: 919.613.9205
E-mail: MPPadmit@duke.edu

Duquesne University

Pittsburgh, PA
Center for Environmental Research and Education
Environmental science, environmental management, environmental policy: water resources and watershed protection, green building, energy conservation, environmental education, brownfield redevelopment.
Contact: Dr. Stanley J. Kabala
Phone: 412.396.4233
E-mail: kabala@duq.edu

Graduate Center for Social and Public Policy
MA: policy analysis and administration, conflict resolution and peace studies.
Contact: Dr. Evan Stoddard
Phone: 412.396.5179
E-mail: stoddard@duq.edu

Graduate School of Business Administration
MBA/MS/MAcc: sustainable enterprise, information systems management, taxation, accountancy.
Contact: Patricia Moore
Phone: 412.396.5529
Email: moorep@duq.edu

Florida Institute of Technology

Melbourne, FL
Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer).
Contact: Dr. Tom Marcinkowski
Phone: 321.674.8946
E-mail: marcinko@fit.edu

Fordham University

Bronx, NY
MA programs in international political economy and development with specializations in international development studies, international banking and finance, international and development economics, and international political analysis.
Contact: Dr. Henry Schwalbenberg
Phone: 718.817.4064
E-mail: iped@fordham.edu

George Mason University

Fairfax, VA
Elementary education and English as a second language master's programs.
Contact: Lynn Walker Levy

Phone: 703.993.3602
E-mail: lwalker3@gmu.edu

George Washington University

Washington, DC
Transition special education, secondary education.
Contact: Dr. Jeanne Embich
Phone: 202.973.1061
E-mail: jembich@gwu.edu

Georgia College & State University

Milledgeville, GA
Various education degrees, creative writing. Teaching assistants, tutors, special education teacher training, community creative writing program. Benefits include tuition waiver, stipend.
Contact: Dr. Dwight Call
Phone: 478.445.0875
E-mail: dwight.call@gcsu.edu

Humboldt State University

Arcata, CA
Secondary education program with placement at Academy of the Redwoods—an early college high school.
Contact: Keri Gelenian
Phone: 707.826.3738
E-mail: kg5@humboldt.edu

Illinois State University

Normal, IL
Applied economics, political science, sociology, with sequence in applied community/economic development, including community project design and management, topics in administration and planning, and 11-month paid professional internship. Benefits include assistantship with stipend and 2-year full tuition waiver.
Contact: Beverly Beyer
Phone: 309.438.7090
E-mail: StevensonCenter@ilstu.edu

Indiana University

Bloomington, IN
Master of Public Affairs (MPA) with choice of nine concentrations, including comparative and international affairs, environmental policy and natural resource management, policy analysis; and nonprofit management. Master of Science in environmental science (MSES) programs in applied ecology, environmental chemistry, and water resources. Joint master degree (MPA-MSES) and combined master degree with other programs also available.
Contact: Jennifer Forney
Phone: 812.855.2840
E-mail: spea@indiana.edu

Johns Hopkins University

Baltimore, MD
Nursing, public health.
Contact: Mary O'Rourke
Phone: 410.955.7548
E-mail: orourke@son.jhmi.edu

PEACE CORPS Fellows/USA



Kennesaw State University

Kennesaw, GA (Metro-Atlanta)
Master of Business Administration (MBA) and
Master of Accounting (MACC) degrees. Graduate
assistantship assignment to work with International
Centre and a local Mayan community. Benefits
include tuition waiver and stipend.
Contact: Dan Paracka
Phone: 770.423.6732
E-mail: dparacka@kennesaw.edu

Loma Linda University

Loma Linda, CA
Public health, including global health, humanitarian
assistance, and reproductive health.
Contact: Nikki Gray
Phone: 909.558.4902
E-mail: sphpcinfo@llu.edu

Marquette University

Milwaukee, WI
Business, engineering, communication, educational
policy and leadership, English, economics, history,
international affairs, philosophy, political science,
public service, theology. Benefits: full tuition schol-
arship and monthly stipend.
Contact: Carole Ferrara
Phone: 414.288.5861
E-mail: carole.ferrara@marquette.edu

Monmouth University

West Long Branch, NJ
Master of Social Work (MSW) with concentrations
in Clinical Practice with Families and Children and
International and Community Development. Fellows
will be awarded Graduate Assistantships which
include free room and board and 9 credits of tuition
remission.
Contact: Dr. Robin Mama, Dean
Phone: 732-571-3543
E-mail: rmama@monmouth.edu

New Mexico State University

Las Cruces, NM
Degrees in public health, social work, and nursing,
plus joint public health and social work degree.
Contact: Dr. Sue Forster-Cox
Phone: 505.646.2183
E-mail: sforster@nmsu.edu

The New School

New York, NY
Urban policy analysis/management, health services
management and policy, human resources manage-
ment, organizational change management.
Contact: Admissions Office
Phone: 212.229.5400, ext. 1130
E-mail: milanoadmissions@newschool.edu

Northern Arizona University

Flagstaff, AZ
Business and accounting. Career tracks in geographic
information systems (GIS), marketing analysis and
distribution, management, finance, and accounting.
Contact: Jane Thompson
Phone: 928.523.7387
E-mail: mba@nau.edu

Rutgers University

Camden, NJ
Master of Public Affairs in educational policy and
leadership with K-12 teaching position at the LEAP
Academy.
Contact: Sandra Cheesman-Cattefesta
Phone: 856.225.6860
E-mail: scheesma@camden.rutgers.edu

Seton Hill University

Greensburg, PA
Art therapy (counseling specialization), business ad-
ministration, elementary education, inclusive educa-
tion (online), instructional design (online), marriage
and family therapy, special education, popular-fiction
writing. Benefits: 50% tuition discount.
Contact: Bill Byerly
Phone: 724.838.4209
E-mail: wbyerly@setonhill.edu

Southern New Hampshire University

Manchester, NH
Community economic development, international
community economic development, business, Na-
tional Weekend Program.
Contact: Kathleen Kennedy
Phone: 603.644.3103 ext. 2307
E-mail: k.kennedy@snhu.edu

University of Alabama at Birmingham

Birmingham, AL
*In Development: Master of Science in Nursing
(MSN). Fellows will complete internships in area
hospitals and health organizations. Each Fellow will
receive a \$5,000 grant for their first year of study
and a full-time nursing resident's salary in their
second year.*
Contact: Cecelia Ohman
Phone: 205.934.5491
E-mail: caohman@uab.edu

University of Arizona

Tucson, AZ
Criminal justice, community development, environ-
ment, health, nonprofit finance, public policy, and
more.
Contact: Georgia Ehlers
Phone: 520.621.9103
E-mail: rpcf@grad.arizona.edu

University of Cincinnati

Cincinnati, OH
MCP: Economic development planning, environmen-
tal planning, international development planning,
physical planning, urban design. PhD: regional
development planning.
Contact: Johanna W. Looye
Phone: 513.556.4943
E-mail: johanna.looye@uc.edu

University of Colorado Denver

Denver, CO
School of Public Affairs
Master of Public Administration, Master of Criminal
Justice, PhD in Public Affairs. Benefits include paid
internships and \$3,000 scholarship renewable for two
years.
Contact: Dr. Christine Martell

Phone: 303.315.2716
E-mail: christine.martell@
cudenver.edu

University of Denver

Denver, CO
Josef Korbel School of International Studies
International administration, international develop-
ment, international human rights, international stud-
ies, international security, global finance, trade, and
economic integration.
Contact: Nicole Vilegi
Phone: 303.871.3838
E-mail: nicole.vilegi@du.edu

Graduate School of Social Work
Master of Social Work (MSW) degree with concentra-
tion in either clinical or community practice; special-
ized certificates available in social work with Latinos/
as, trauma response and recovery, couples and family
therapy, animal-assisted social work and Jewish commu-
nal service. Benefits include specialized programming
for RPCVs and financial assistance. All applicants to
the MSW program are considered for merit scholar-
ships, which range from \$6,000 to \$12,000 per year for
full-time students. The MSW application fee is waived.
Need-based awards are also available. Those selected for
the Peace Corps Fellows/USA program will receive an
additional \$5,000 scholarship.
Contact: Dr. Julie Laser
Phone: 303.871.2841
E-mail: julie.laser@du.edu

School of Communication
International and intercultural communication.
Contact: Dr. Margaret Thompson
Phone: 303.871.3947
E-mail: mthomps@du.edu

University of Maryland-Baltimore

Baltimore, MD
Obtain an MSW while doing exciting field work.
Fellowship involves working at a community based
placement with marginalized populations. A variety
of fellowships are available, including assistance for
students interested in community development/orga-
nizing and policy development.
Contact: Lane Victorson
Phone: 410.706.5316
E-mail: lvictorson@ssw.umaryland.edu

University of Maryland-Baltimore County

Baltimore, MD
Shriver Peacemaker Program
All programs of University of Maryland-Baltimore
County: education, policy, applied sociology, inter-
cultural communications, etc. Select consortium pro-
grams: social work (MSW), urban studies, nonprofit
management, etc.
Contact: Dr. Joby Taylor
Phone: 410.455.6398
E-mail: joby.taylor@umbc.edu

University of Maryland-College Park

College Park, MD
Degrees in public policy and management, joint
degrees in law, business, engineering, and life sci-

PEACE CORPS Fellows/USA



ences and conservation biology. Benefits include half-assistantships worth \$6,350 per year, 5 credits tuition remission per semester, in-state tuition rates, and eligibility for other merit-based awards.

Contact: Ms. Taryn Faulkner
Phone: 301.314.2486
E-mail: faulkner@umd.edu

University of Michigan

Ann Arbor, MI
Ford School of Public Policy
Master of Public Policy with 14 dual degree programs. Graduate certificates in science and technology policy also available. Benefits include \$10,000 tuition fellowship for each of two years, application fee waiver.

Contact: Beth Soboleski
Phone: 734.765.0453
E-mail: bsobo@umich.edu

School of Natural Resources and Environment
Master of Science in Natural Resources and Environment with 8 concentration options; Master of Landscape Architecture either through a 2-year program for those with a BLA or a 3-year program for those with other undergraduate degrees. Benefits (financial): tuition stipend.

Contact: Sondra Auerbach
Phone: 734.764.6453
E-mail: sondramr@umich.edu

University of Missouri-Columbia

Columbia, MO
Geography, public affairs, political science, rural sociology, social work, agricultural economics. In-state tuition, possibility for assistantships, waivers and additional support.

Contact: Donald Spiers
Phone: 573.882.6131
E-mail: spiersd@missouri.edu

University of Missouri-Kansas City

Kansas City, MO
Master of Public Administration (MPA) with specialties in urban administration, nonprofit management, and health services administration. Benefits include wages from intern stipend, \$10,000; 6 credit hours tuition remission and possibilities for additional assistance.

Contact: David Renz
Phone: 816.235.2342
E-mail: renzd@umkc.edu

University of New Orleans

New Orleans, LA
Public administration, urban planning and urban studies with concentrations in housing/community development, land use/environment, historic preservation, urban anthropology, and nonprofit management.

Contact: Dr. Marla Nelson
Phone: 504.280.3110
E-mail: cupa@uno.edu

University of Oregon

Eugene, OR
Community and regional planning, public administration.

Contact: Field Coordinator
Phone: 541.346.2879
E-mail: rare@darkwing.uoregon.edu

University of Pennsylvania

Philadelphia, PA
Fels Institute of Government
Full-time and part-time Master of Governmental Administration (MGA) degree. Certificates in nonprofit administration, economic development & growth, politics, and public finance. Benefits include a minimum of \$6,000 per year award for Fellows and assistance in paid internship placement.

Contact: Michelle Garcia-Navarro
Phone: 215.746.6684
E-mail: garciana@sas.upenn.edu

University of South Carolina

Columbia, SC
Center for Child and Family Studies
Multidisciplinary program (written/oral proficiency in Spanish required).

Contact: Laura Boudon
Phone: 803.777.5190
E-mail: boudon@gwm.sc.edu

Moore School of Business
International business administration, joint degrees.

Contact: Reena Lichtenfeld
Phone: 803.777.4346
E-mail: gradinfo@moore.sc.edu

University of Southern California

Los Angeles, CA
School of Policy, Planning, and Development
In Development: Master's degrees in Public Administration, Public Policy, Health Administration, Planning, and Real Estate Development. Some Fellows can study at the Los Angeles or Sacramento campus. Each Fellow will receive a \$10,000 scholarship and is eligible for other merit-based awards.

Contact: Marisol Gonzalez
Phone: 213.740.0527
E-mail: marisolr@usc.edu

University of Vermont

Burlington, VT
Community and economic development, entrepreneurship; environment, agriculture, applied economics, management, strategic planning, marketing, public policy, healthcare, leadership, international public administration, human resources, budgeting/finance, organizational development, information technology.

Contact: Ken Bauer
Phone: 802.656.1965
E-mail: Ken.bauer@uvm.edu

University of Wisconsin-Milwaukee

Milwaukee, WI
Nonprofit management, urban studies, economics, geography, history, sociology, political science, English.

Contact: Lisa Heuler-Williams
Phone: 414.229.6155
E-mail: heuler@uwm.edu

University of Wisconsin-Stevens Point

Stevens Point, WI
Fields relating to the environment, including natural resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science.

Contact: Dr. Tim Ginnett
Phone: 715.346.4191
E-mail: tim.ginnett@uwsp.edu

University of Wyoming

Laramie, WY
American studies with concentration in education, geography, history, or literature.

Contact: Dr. Eric Sandeen
Phone: 307.766.3898
E-mail: esandeen@uwyo.edu

Western Illinois University

Macomb, IL
Business administration; economics; geography; health education; political science; recreation, park, and tourism administration.

Contact: Karen Peitzmeier
Phone: 800.526.9943
E-mail: pcf@wiu.edu

Western New Mexico University

Gallup, NM
Elementary, secondary, or special education; counseling; educational leadership, interdisciplinary.

Contact: Dr. Patricia Maguire
Phone: 505.722.3389
E-mail: wnmupcf@hotmail.com

Wichita State University

Wichita, KS
Teacher education: middle and secondary grades, art, music, English, French, Spanish, biology, chemistry, physics, math, TESOL (if already teacher-certified), comprehensive social studies, special education (if already teacher-certified).

Contact: Dr. Judith Hayes
Phone: 316.978.6580
E-mail: judith.hayes@wichita.edu

Xavier University of Louisiana

New Orleans, LA
Fast Track to Teaching Program for those interested in teaching math, science, or special education.

Contact: Dr. Renee Akbar
Phone: 504.520.5389
E-mail: rvakbar@xula.edu

Yale University

New Haven, CT
International relations MA with concentrations in history, economics & political science, joint degrees available in forestry and environmental studies, management, law, or public health.

Contact: Alice Kustenbauder
Phone: 203.432.3418
E-mail: international.relations@yale.edu



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one year clean and sober; CADC I certification or other relevant training/work experience. Salary: \$11/hour. For more information and to apply, e-mail apply@outsidein.org; website: www.outsidein.org.

EMPLOYMENT SPECIALIST • Portland, OR

Position available with Outside In. Duties: partners with homeless youth ages 17–25 to build work readiness skills; obtains and retains employment; builds self-sufficiency as part of multi-disciplinary team providing alcohol and drug treatment, mental health services, and permanent supportive housing. Qualifications: BA/BS; two years' relevant experience required. Salary: \$27K–\$30K. For more information and to apply, e-mail apply@outsidein.org; website: www.outsidein.org.

OPERATIONS RESEARCH ANALYSTS • Cambridge, MA

Positions available with The Volpe National Transportation Systems Center. Duties: provide clients with technical products and services to enhance the capacity, safety, and security of national air traffic management systems such as the enhanced traffic management system (ETMS); develop algorithms for rerouting air traffic and adaptive compression; support next generation aviation programs. Qualifications: background in transportation safety, traffic, and/or transportation operations within the aviation industry (we have multiple opportunities with various levels of education and experience). Salary: \$70K–\$109K; Deadline: 1/30/2009. For more information and to apply, e-mail elizabeth.leon@dot.gov; phone: 617.494.2214; website: <http://jobsearch.usajobs.gov/ftva.asp?seeker=1&JobID=76315014>.

SENIOR RESEARCH ASSOCIATE • Calverton, MD

Position available with Futures Institute. Duties: works on analytical studies in demographic/health issues in developing countries; conducts data analysis and systematic literature reviews; prepares publishable papers and multi-country reports; provides technical analytical assistance to developing country collaborators. Qualifications: PhD in relevant social science or public health field; familiarity with population/health issues; experience with analysis of large survey data sets, multivariate statistical methods, and software, such as STATA, SPSS, or SAS; excellent writing skills; five and a half years' experience post

PhD; French or Spanish; ability to travel. Deadline: 11/26/2008. For more information and to apply, e-mail résumés@futuresinstitute.org; phone: 860.657.5300; website: www.futuresinstitute.org.

DATA ANALYST • Calverton, MD

Position available with Futures Institute. Duties: supports analytical studies on demographic/health issues in developing countries; conducts analysis of large survey data sets using statistical software packages; assists in preparing tabular and graphic materials of statistical data using spreadsheet and related computer programs. Qualifications: MA in social science or health-related field; knowledge of statistical techniques, including multivariate methods; experience using statistical software packages, such as Stata, SPSS, or SAS; experience analyzing data from large social surveys; some travel. Deadline: 11/26/2008. For more information and to apply, e-mail résumés@futuresinstitute.org; phone: 860.657.5300; website: www.futuresinstitute.org.

MANAGER OF OPERATIONS • DC

Position available with Arctic International LLC. Duties: manages administrative operations as well as special projects. Qualifications: attention to detail; ability to track and manage multiple projects; previous office experience (preferably with an accounting or law firm); excellent working knowledge of Windows, Word, Excel, Outlook, PowerPoint; outstanding verbal and written communication skills; knowledge of accounting software preferred; ability to work independently and meet tight deadlines; work efficiently in a fast-paced environment. For more information and to apply, e-mail info@arcticintl.com.

DIRECT SUPPORT PROFESSIONAL • Astoria, OR

Position available with Coast Rehabilitation Services. Duties: lives and works on coast; assists individuals with developmental disabilities meet their life goals. Qualifications: valid driver's license and a good driving record; no prior experience necessary; complete training provided. Salary: \$20K. Deadline: 1/31/2009. For more information and to apply, e-mail ciminello@coastrehab.org; phone: 503.861.3372.

ASIA PROGRAM SPECIALIST • DC

Position available with METI. Duties: works

with U.S. forest service international programs; matches forest service expertise to the needs in South East Asia; networks with key organizations; writes; travels; reconciles budgets. Qualifications: communicates well and works in a team; MA in education, natural resources management, or related fields; knowledge of a South East Asian language is preferred; background and experience living/working in Asia are preferred; U.S. citizenship required. Deadline: 12/15/2008. For more information and to apply, e-mail mro-salez@meticorp.com; phone: 915.772.2253; website: www.meticorp.com.

PROJECT COORDINATOR • Bethesda, MD

Position available with University Research Co. LLC. Duties: liaises between field programs in the LAC region and HQ; requires financial/budgeting, administrative, and strong interpersonal and communication skills; experience with some field work in developing countries. Key countries are Nicaragua, Ecuador, Honduras, and Guatemala. Qualifications: Spanish fluency. Salary: \$35K–\$40K; benefits based on experience with full benefits package. For more information and to apply, send résumé and cover letter to hr@urc-chs.com; website: www.urc-chs.com.

OFFICE ADMINISTRATOR • NY

Position available with Concern Worldwide. Duties: performs general office duties and answers telephones; manages and orders office supplies within the budget guidelines of the organization; prepares monthly cash book reports; coordinates weekly staff meetings; assists with weekly donations; oversees sorting of mail and answers any adhoc telephone or internet queries. Qualifications: previous experience in a similar role; excellent organizational and time management skills with an ability to prioritize effectively; advanced telephone and front desk skills; strong computer skills; excellent communication skills. Deadline: 11/28/2008. For more information and to apply, e-mail info.usa@concern.net; phone: 212.557.8000; website: www.concernusa.org/vacancies.

SPECIAL ASSISTANT • DC

Position available with World Wildlife Fund. Duties: supports both daily activities and long-term initiatives for president and CEO; works in all aspects of conservation leadership by working with the CEO in meetings,

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Peace Corps Response



Eastern Caribbean

The St. Lucia Diabetic & Hypertensive Association is requesting a Peace Corps Response Volunteer to assist the NGO with strengthening their institutional capacity to provide services to targeted community groups who are dealing with diabetes and hypertensive disorders. The volunteer will be expected to provide strategic planning assistance and staff training, implement a resource base for services, draft proposals for funding and provide data collection methodologies.

For more details and to apply, visit www.peacecorps.gov/response.

El Salvador

As a result of the eruption of the Ilamatepec Volcano and the flow of debris provoked by the tropical storm Stan, the **Center for Disaster Protection, CEPRODE**, began operating in the eastern flank of the Ilamatepec Volcano in 2007. **CEPRODE** requests the technical assistance of a Peace Corps Response Volunteer to help promote a culture of risk and disaster prevention with the end result of diminishing the social, ecological and structural vulnerability of Planes de La Laguna: the community most heavily affected by the volcanic eruption and subsequent heavy rains.

Save the Children US is requesting two Peace Corps Response Volunteers to provide support for an emergency preparedness project in the municipality of Izalco in El Salvador for Disaster Preparedness and Mitigation (DPM) program. The PCR Volunteers will support and strengthen existing emergency response teams in nine communities and train the remaining two communities in disaster preparedness activities to include formulating emergency plans, updating risk mapping procedures and risk maps, and conducting emergency preparedness drills. The Volunteers will also be responsible for coordinating all disaster preparedness activities with local government entities and other relevant organizations.

For more details and to apply, visit www.peacecorps.gov/response.

Guyana

Volunteer Youth Corps (VYC), Inc., a local NGO in Guyana, is requesting a Peace Corps Response Volunteer for a six-month assignment to assist the organization with Guyana's rapidly growing Orphan and Vulnerable Children population. The PCRV will be expected to assist VYC in strengthening their mentoring program through capacity building, training, developing a case management system and referral services to support the activities of mentors, teachers, volunteers and OVC.

Merundoi, Inc., a local NGO in Guyana, is requesting a Peace Corps Response Volunteer for a six-month assignment to meet the MARCH project's **monitoring and evaluation** needs. The Volunteer will develop, implement and oversee a scientific assessment of a radio serial drama used to promote and reinforce behavioral change among communities in response to the high incidence of HIV/AIDS.

For more details and to apply, visit www.peacecorps.gov/response.

Jamaica

The **Jamaica Greenhouse Growers Association** is requesting a six-month Peace Corps Response Volunteer to serve as an **Agricultural Disaster Planning Specialist**. Jamaica annually experiences natural disasters that damage crops and livelihoods and drive people from their homes. With much of the island and its economy dependent on the agricultural sector, the greatest impact of disasters is not upon lives but upon livelihoods. Because of the cyclical nature of the hurricane season, the Jamaican government has identified agricultural disaster planning as a high-priority goal. The purpose of this project is to create an overall disaster plan for independent farmers island-wide, especially focused on but not limited to those engaged in greenhouse farming.

For more details and to apply, visit www.peacecorps.gov/response.

Liberia

The Ministry of Health and Social Welfare (MHSW) supports the World Health Organization recommendation of skilled attendance

at every birth. Unfortunately, Liberia has lost hundreds of practicing physicians over the last three decades and are in the process of rebuilding the health sector. Frontline services now rest with the mid-level health professionals. The MHSW has prioritized the training of midwives in meeting the need for skilled attendance at each birth. Two Peace Corps Response Volunteers are being requested to work as **Midwife Program Instructors**.

The Ministry of Health and Social Welfare (MHSW) requests two Peace Corps Response Volunteers (PCRVs) to work as **Training of Trainers (TOT) Instructors** at Phebe Hospital and School of Nursing in Suakoko, Liberia. Over the past three decades the number of practicing physicians in Liberia has dropped from over 800 to less than 50 leaving the majority of frontline services to mid-level professionals. These professionals however have not had the benefit of skills upgrades and trainings. The MHSW has started offering TOT trainings to instructors of health training institutions to upgrade their skills and knowledge.

For more details and to apply, visit www.peacecorps.gov/response.

Malawi *

** This program requires that volunteers serve a full twelve-month term.*

The Ministry of Local Government and Rural Development in Malawi is requesting Peace Corps Response Volunteers to work as **HIV/AIDS Technical Assistants** at the district level beginning in November 2008. The Technical Assistants will provide HIV/AIDS support to the Director of Planning and Development, the District AIDS Coordinator and the Office of Social Welfare; assist with development of Community Based Organizations (CBOs) through capacity building, training, communication and resource identification; creating and modifying M&E tools and financial spreadsheets; and strengthening relationships among stakeholders.

For more details and to apply, visit www.peacecorps.gov/response.

Peace Corps Response



Paraguay

The Municipality of Bahia Negra in Paraguay is requesting a Peace Corps Response Volunteer for a six-month assignment to help prepare the district for ecotourism. The volunteer will assist the City Council by introducing mechanisms to strengthen fiscal responsibility and transparency, provide training through participatory approaches to the local government level and in the community, and develop

neighborhood commissions. Please contact us for the complete project description.

For more details and to apply, visit www.peacecorps.gov/response.

Zambia

The National HIV/AIDS/STI/TB Council is requesting Peace Corps Response Volunteers (PCRVs) to help build the capacity of Provincial AIDS Coordination Advisors and other Provincial staff by supporting an effort

to improve data collection methodologies and reporting structures. The duties and responsibilities of the PCRVs will be to implement effective data collection methodologies and analytical tools, provide training to ensure data integrity and continuity throughout all provinces and districts, and strengthen capacity of reporting capabilities.

For more details and to apply, visit www.peacecorps.gov/response.

How to Apply

For additional assignments and more detailed descriptions of these assignments, including the required qualifications, visit the Peace Corps Response website at www.peacecorps.gov/response; or call 202.692.2250 or 1.800.424.8580, ext. 2250. Applications can be completed online at www.peacecorps.gov/response.

Send Peace Corps Response application, résumé, and Description of Service (if available) to pcresponse@peacecorps.gov; fax: 202.692.2251; address: Peace Corps - Peace Corps Response, 1111 20th Street NW, Washington, DC 20526. To be considered for a specific assignment, indicate the position title on the cover letter or application.

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priorities management, communications, research, and special projects. Qualifications: MA; ability to organize and follow through; strong communication skills; five years' management experience; demonstrated ability to achieve results is a must; conservation and/or environmental experience strongly preferred. For more information and to apply, visit www.worldwildlife.org/about/jobs.cfm.

DIRECTOR OF DEVELOPMENT • NY

Position available with Harris Rand Lusk on behalf of the Worldfund. Duties: focuses on the development vision and manages all fundraising activities. Qualifications: BA; five years' professional experience with a solid understanding of fundraising and development; demonstrated success cultivating major gifts; building corporate partnerships; ability to organize and implement strategic plans; Spanish/Portuguese fluency preferred. Deadline: 12/31/2008. For more information and to apply, e-mail swaterbury@harrisrand.com; phone: 212.808.8080; website: www.harrisrand.com.

ORTHOPEDIC SURGERY PHYSICIAN • Abilene, TX

Position available with Veritas Global Consulting Group. Duties: acts as orthopedic surgery physician. Qualifications: MD/BC/BE required with less than one year of experience. Salary: \$400K; benefits. Deadline: 12/15/2008. For

more information and to apply, send cover letter and résumé to jobs@VeritasConsultingLLC.com; phone: 877.779.7983; website: www.VeritasConsultingLLC.com.

ASSOCIATE DENTISTS • IA, ME, MI, NY, PA

Positions available with Dental Practice. Duties: responsible for general dentistry without staff management responsibilities. Qualifications: DDS; some positions accept new grads, recent residency grad, or accomplished DDS. Salary: \$100K. Deadline: 12/15/2008. For more information and to apply, send résumé and cover letter to inquire@VeritasConsultingLLC.com or fax to 512.410.2357; phone: 877.779.7983; website: www.VeritasConsultingLLC.com.

ADMINISTRATIVE ASSISTANT/ OFFICE MANAGER • Hartford, CT

Position available with Aid to Artisans. Duties: supports the President and the Board of Directors; oversees general office management; provides administrative support to departments on a project by project basis. Qualifications: AA; two years' experience; excellent communication skills. Deadline: 11/23/2008. For more information and to apply, send résumé and cover letter to hr@aidtoartisans.org; phone: 860.756.5550, ext. 454; website: aidtoartisans.org.

EMERGENCY MEDICINE PHYSICIAN • Abilene, TX

Position available with Hospital. Qualifications: MD/BC/BE required; one year experience; no management experience required. Salary: \$400K. Deadline: 12/15/2008. For more information and to apply, send cover letter and résumé to jobs@VeritasConsultingLLC.com or fax to 512.410.2357; phone: 877.779.7986; e-mail inquire@VeritasConsultingLLC.com; website: www.VeritasConsultingLLC.com.

International

TRIP LEADER •

Various international locations

Position available with Adventures Cross-Country. Duties: spends the summer leading, teaching, and inspiring teen-agers while traveling. Qualifications: holds current wilderness first responder, EMT, or WEMT certifications by June 2009 (we offer a WFR course in June for those not already certified); excellent health and physical condition; current driver's license; clean driving record. For more information and to apply, email employment@adventurescrosscountry.com; phone: 415.332.5075; website: www.adventurescrosscountry.com.



DIRECTOR OF FINANCE AND OPERATIONS • Kabul, Afghanistan

Position available with Counterpart International. Duties: supervises the I-PACS finance and internal audit departments; oversees the preparation of internal and donor financial and budget reports; keeps records of and follow-up on all reports submitted to donor by the field office and by HQ. Qualifications: MA in finance/accounting or equivalent; ten years' post qualification experience working with international NGOs in management positions with grants, finance, administrative, and security functions; five years' working internationally, preferably in a conflict zone. Deadline: 11/30/2008. For more information and to apply, visit jobs.counterpart.org.

ASSISTANT TO THE DEPUTY CHIEF OF PARTY FOR ADMINISTRATION AND FINANCE • Iraq

Position available with Management Systems International. Duties: performs administrative support duties for the deputy chief of party including a variety of tasks ranging from routine secretarial through complex administrative; coordinates information and activities among a variety of contacts, including Tatweer units. Qualifications: BA in public, business administration public policy, or closely related field; five years' professional experience in an administrative management/operations capacity; knowledge of organization, procedures, and operating details of large international development project. Deadline: 12/01/2008. For more information and to apply, visit www.msiworldwide.com.

MONITORING AND EVALUATION SPECIALIST • Afghanistan

Position available with Management Systems International. Duties: oversees M&E related functions of the program; serves as resident technical advisor on M&E; works closely with the program team to finalize and implement effective M&E systems and reporting; demonstrates professionalism and leadership with implementing partners and target groups. Qualifications: experience managing performance monitoring and evaluation for international development programs, including performance monitoring plans, research and design, performance indicators, causal linkages, target setting, data quality; seven years' experience designing and managing M & E systems required. Deadline: 12/01/2008. For more information and to apply, visit www.msiworldwide.com.

HUMAN RESOURCES SPECIALIST • Afghanistan

Position available with Management Systems International. Duties: manages employee benefits; maintains HR related files; assists in the hiring and HR orientation of new employees; advises the Chief of Party on Afghanistan's labor and employment laws; assists and advises the chief of party on employee relations issues. Qualifications: five years' HR experience at the management level; prior experience managing HR for an international development organization strongly preferred; fluency in a language common to Afghanistan a plus; experience working/living in Afghanistan a plus; knowledge of Afghanistan's labor and employment laws. Deadline: 12/01/2008. For more information and to apply, visit www.msiworldwide.com.

CONTRACTS SPECIALIST-ENERGY TEAM • Iraq

Position available with Management Systems International. Duties: reviews complex solicitations and prepares specialized and/or non-routine response for proposals, bids, and contract modifications; prepares complex requests for proposals; analyzes significant and/or unique contract requirements, special provisions, terms, and conditions to ensure compliance with appropriate laws. Qualifications: demonstrated knowledge of U.S. government contracting instruments; demonstrated knowledge of AIDAR, FAR, CFR, and other USG regulations; significant experience in procurement with USAID contracts; excellent writing and analytical skills; ability to work within a team and multitask. Deadline: 12/01/2008. For more information and to apply, visit www.msiworldwide.com.

TRAINING AND CAPACITY BUILDING FOR GOVERNANCE SPECIALISTS • Afghanistan

Position available with Management Systems International. Duties: provides training and capacity building for Afghan government ministries focusing on economic growth issues, including ministry of finance, commerce, industry and trade; serves as resident technical expert in capacity building for governance; develops strong working relationships with high-level government officials. Qualifications: MA in related field preferred; experience building capacity within government ministries required; seven years' experience in training or capacity building for governance or other relevant experience; ex-

perience working or living in Afghanistan a plus; experience with USAID or other U.S. government donors. Deadline: 12/01/2008. For more information and to apply, visit www.msiworldwide.com.

MANAGEMENT TRAINING SPECIALIST • Afghanistan

Position available with Management Systems International. Duties: liaises with multi-national advisors on the topic of anti-corruption efforts; liaises with the government of Afghanistan offices responsible for anti-corruption programs; designs and provides training in anti-corruption to Afghan officials and other relevant stakeholders; liaises with program staff. Qualifications: ten years' experience working in anti-corruption programs; advanced degree in either law, government, accounting, or auditing; excellent English writing and communication skills; commitment to live and work in Afghanistan; knowledge of anti-corruption theory and world-wide programs desired. Deadline: 12/01/2008. For more information and to apply, visit www.msiworldwide.com.

SENIOR CHIEF OF PARTY • Southern Sudan

Position available with Academy for Educational Development. Duties: leads and manages the SSTAP; acts as a senior advisor to the central ministry in Juba; leads a team of 20 international and South Sudanese education professionals. Qualifications: based in Juba but will travel extensively in Southern Sudan. Deadline: 11/21/2008. For more information and to apply, send a cover letter and résumé referencing position #MD8396 to employ@aed.org; phone: 202.884.8000; website www.aed.org.

ELECTRICITY ADVISORS • Iraq

Position available with Management Systems International. Duties: supports in Baghdad; serves as technical advisors to the Iraqi ministry of electricity; acts as an electricity subject matter expert (SME) with specialized skills in the project management of capital projects. Qualifications: degree in engineering, business administration, or related field; certification as a certified project management professional (PMP); experience managing the change control process in relation to types of contracts; 15 years' experience supervising the administration of large scale contracts in the energy sector. Deadline: 11/24/2008. For more information and to apply, visit www.msiworldwide.com.



DEVELOPMENT AND FUND RAISING • Bali, Indonesia

Position available with Green School. Qualifications: one year experience in grant writing and research; detail oriented; personable; relates well with a wide range of people; supports the mission of the institution. For more information and to apply, e-mail a cover letter, résumé, and three personal references to careers@greenschool.org; phone: 62 361 469 875; website: www.greenschool.org.

EDUCATIONAL RESEARCHER • Bali, Indonesia

Position available with Green School. Duties: conducts research on the learning environment at our school. Qualifications: have a solid foundation in the latest theories of education and multiple intelligence as well as how they affect the classroom experience. Green School will offer meals, accommodations on campus, and a cost-of-living stipend for a three-month stay or longer. For more information and to apply, e-mail a cover letter, résumé, and three personal references to careers@greenschool.org; phone: 62 361 469 875; website: www.greenschool.org.

PUBLICITY AND MARKETING DIRECTOR • Bali, Indonesia

Position available with Green School. Qualifications: three years' experience with publicity, marketing, networking, and media; detail oriented, personable, and relates well with a wide range of people; supports the mission of the school. For more information and to apply, send a résumé, list of three professional reference, and cover letter to careers@greenschool.org; phone: 62.361.469.875; website: www.greenschool.org.

LEAD TEACHERS AND EDUCATORS • Bali, Indonesia

Position available with Green School. Qualifications: three years' experience in the classroom. For more information and to apply for the above positions, send your résumé and a cover letter to careers@greenschool.org; phone: 62.361.469.875; website: www.greenschool.org.

MANAGEMENT TRAINING SPECIALIST • Afghanistan

Position available with Management Systems International. Duties: coordinates, designs, and delivers all management training programs; attends meetings and coordinates with the Afghan ministry officials and program staff to assess training needs and capacity

development programs and focus on training, coaching, and mentoring Afghan civil servants on project design and management. Qualifications: ten years' experience in international development assistance and training experience preferably in Afghanistan/Middle East; advanced degree in management or related field; excellent English written and verbal communications skills; ability to work with high level government officials; commitment to live/work in Afghanistan. Deadline: 12/01/2008. For more information and to apply, visit www.msiworldwide.com.

SCIENCE, LANGUAGE ARTS, AND MATH TEACHERS • Guatemala

Position available with Colegio Decroly Americano. Duties: teaches middle school level. Qualifications: BA/BS minimum; willingness to maintain accurate records of student's development; write and implement weekly plans; ability to have group control; some experience teaching in a structured environment. Deadline: 11/27/2008. For more information and to apply, e-mail gds@decrolyamericano.com; phone: 01150223802380, ext. 118; website: www.decrolyamericano.com.

CHIEF OF PARTY • Kabul, Afghanistan

Position available with Counterpart International. Duties: manages and supervises the country office and will have primary responsibility for overall coordination and implementation of the project, ensuring full integration of all project components; maintains effective relationships with the donor, local, and international NGOs and host government; provides financial oversight of the project to ensure strict fiscal accountability; seeks new opportunities for program development; plans and reports on all program activities. Qualifications: ten years' international development experience with five years' experience managing internationally funded civil society programs; experience in managing USAID-funded projects; demonstrated knowledge of USAID policies and regulations. Deadline: 12/01/2008. For more information and to apply, visit jobs.counterpart.org.

ASSISTANT LANGUAGE TEACHERS • Tsukuba City, Miyakonojo, Japan

Positions available with Aclipse. Duties: teach English to children in language school settings. Qualifications: BA or equivalent; native English speaker; ten years' education in an English-speaking country prior to college; hold a valid passport from U.S., Cana-

da, UK, Ireland, Australia, New Zealand, or South Africa; interest in Japan and teaching; experience with children preferred. Salary: \$25K-\$30K. Deadline: 12/15/2008. For more information and to apply, esljobs@aclipse.net; phone: 212.907.6541; website: www.aclipse.net.

GUEST ENGLISH TEACHER POSITIONS • Various locations

Position available with Aclipse. Duties: conduct English conversation classes with students and teachers; assist Korean teachers with their English classes and/or jointly conduct classes; prepare teaching materials and activities; assist with activities related to English education. Qualifications: BA; native English speaker; ten years' education in an English-speaking country prior to college; one year commitment; enjoyment working with young children. Deadline: 12/01/2008. For more information and to apply, esljobs@aclipse.net; phone: 212.907.6541; website: www.aclipse.net.

FIELD OPERATIONS MANAGER • Limon Uno, Rivas, Tola, Nicaragua

Position available with Foundation for International Medical Relief of Children. Duties: assists in development of clinic procedures; collaborates with clinic staff in daily operations of primary care clinic; works with U.S. based project staff to improve programming; establishes and implements health education programs; manages accommodations and activities for short-term volunteers. Qualifications: previous international experience; experience managing groups of volunteers or students; exceptional oral and written communication skills; knowledge of principles and procedures related to program management; ability to multi-task; experience working in fast-paced, demanding environment; ability to work independently. Deadline: 12/1/2008. For more information and to apply, e-mail outreach@fimrc.org; website: www.fimrc.org.

TEAM LEADER (BASELINE DESIGN CONSULTANT) •

Various international locations

Position available with Management Systems International. Duties: one to two month consultancy; develops an appropriate evaluation approach for the P4P pilots to ensure that the information necessary to assess outcomes is available; ensures that existing data and national reporting systems are assessed for their relevance; anticipates data quality problems. Qualifications: ex-



perience assessing agricultural projects required; experience performing UN impact assessments required; experience designing, developing, and pre-testing baseline data collection methodology required; ten years' assessment experience strongly preferred. Deadline: 11/24/2008. For more information and to apply, visit www.msiworldwide.com.

PROJECT COORDINATOR • Uganda

Position available with International Rescue Committee. Duties: reports to the Uganda country director; responsible for the overall management, supervision, and implementation of project, ensuring program quality and coordination, meeting the requirements of the donor as well as grant compliance. Qualifications: five years' international experience in child and youth related programming in a context of displacement; demonstrated experience in project design, use of project design, monitoring and evaluation tools and methods; demonstrated project management and direct project implementation experience. Deadline: 1/15/2009. For more information and to apply, visit www.theIRC.org

CHIEF OF PARTY • Almaty, Kazakhstan

Position available with Counterpart International. Duties: manages and supervises country office; oversees coordination and implementation of the project; ensures full integration of all project components; maintains effective relationships with USAID, governmental agencies, local, and international partner organizations; provides financial oversight of the project to endure strict fiscal accountability; seeks new opportunities for program development and plan/report of all program activities. Qualifications: documented technical skills; background in policy reform and advocacy in at least one of the following civil society sector areas: institutional capacity building, civic engagement, media, anti-corruption, policy research and formation, and public dialogue. Deadline: 11/30/2008. For more information and to apply, visit jobs.counterpart.org.

SENIOR CHIEF OF PARTY •

Southern Sudan

Position available with The Academy for Educational Development. Duties: provides leadership; oversees program implementation and management for an education program in Southern Sudan. Qualifications: MA/PhD with at least 13 years' experience working in educational development programs; experience managing USAID funded programs; working in Africa or post-conflict situations. Deadline: 12/19/2008.

For more information and to apply, send a résumé and cover letter to employ@aed.org; website: <http://employment.aed.org/openings/grade8/8396.htm>.

LEGISLATIVE REFORM ADVISOR •

Africa

Position available with Management Systems International. Duties: provides legislation drafting technical assistance and on-the-job training; creates, revises, and teaches judicial skills curricula; advises senior government officials on draft law and legal issues; communicates with civil society on legal reforms, drafts laws & law amendments; creates legislative drafting guides. Qualifications: seven years' experience in legislative reform projects; prior experience managing drafting legislation and providing training in legislative reform; knowledge of U.S. government donor rules and regulations; ability to work quickly and under significant deadline pressure; knowledge of legislative reform issues in Africa; French fluency. Deadline: 11/24/2008. For more information and to apply, visit www.msiworldwide.com.

PROJECT MANAGEMENT ADVISOR •

Iraq

Position available with Management Systems International. Duties: serves as a technical advisor to key Iraqi Ministries and local governments in provinces. Qualifications: advanced degree in engineering, management, or related field; ten years' experience in international development assistance and training experience preferably in Iraq/Middle East; previous USAID experience preferred; written, and verbal communications skills; ability to work with high level government officials. Deadline: 11/24/2008. For more information and to apply, visit www.msiworldwide.com.

TEAM LEADER (M&E SYSTEMS DESIGN CONSULTANT) •

Various locations

Position available with Management Systems International. Duties: validates monitoring system proposed for P4P; develops data collection and sampling instruments and tools necessary to capture changes in the capacity of smallholder/low income farmers, their livelihoods, and market engagement arising from P4P pilots; develops suitable monitoring approach and relevant data collection instrument. Qualifications: experience designing, integrating, or retooling M&E systems required; experience developing monitoring approaches,

data collection, sampling instrument, and tools required; experience developing M&E system training materials required; experience performing UN M&E services required. Deadline: 11/24/2008. For more information and to apply, visit www.msiworldwide.com.

PERFORMANCE MONITORING/REPORTING SPECIALIST • Angola

Position available with Management Systems International. Duties: reviews the guidance on Performance Report preparation that will be provided by USAID/Angola and other relevant information made publicly available; reviews the USAID/Angola strategic plan and the most recent CBJ submissions for USAID/Angola and the State Department. Qualifications: demonstrated expertise and analytical capability to understand detailed planning guidance; synthesize complex information on assistance programs in a variety of areas; 15 years' experience working on USAID and/or other donor planning documents. Deadline: 11/24/2008. For more information and to apply, visit www.msiworldwide.com.

PUBLIC ADMINISTRATION ADVISOR, EXECUTIVE OFFICE •

Iraq

Position available with Management Systems International. Duties: maintains a regular work relationship at least at the chief of staff level; implements and continues updating the three work plans; focuses on institutional change initiatives (organization, systems, and procedures); focuses on budget and human resource management training; brings to closure pending IT systems. Qualifications: post graduate degree in public administration or related field; experience working directly with high level senior government officials; general knowledge and understanding of the Government of Iraq (Gol's) structure and political composition; good command of the Arabic language. Knowledge of basic USAID project requirement. Deadline: 11/24/2008. For more information and to apply, visit www.msiworldwide.com.

Intern/Volunteer

SPRING PROJECT MANAGEMENT INTERNSHIPS • DC

Positions available with Management Systems International. Duties: track project financial management information; research budget information; review field expense reports; coordinate travel; basic translation;



background research to support projects; copy editing. Qualifications: attention to detail; keen interest in international development; ability to prioritize within multi-tasking environment; diplomatic communication skills particularly by e-mail; team focused approach; Microsoft Office skills, particularly Microsoft Excel; secondary language skills. Deadline: 11/24/2008. For more information and to apply, visit www.msiworldwide.com.

GENDER BASED VIOLENCE VOLUNTEER • Ethiopia

Position available with International Rescue Committee. Duties: provides technical support to IRC's Gender-based violence program staff in Shimelba Refugee Camp; helps improve the camp staff's implementation of the community based GBV response and prevention. Qualifications: MA/S or equivalent in health (MPH), social science, humanities, or other related degree; previous experience supervising and managing a multi-disciplinary team in a cross-cultural setting; previous experience in project management in conflict or post conflict situation preferable; two years' experience. Deadline 1/14/2009. For more information and to apply, visit www.theIRC.org.

EDUCATION/INTERPRETATION INTERN • Newport, OR

Position available with Yaquina Head Natural Outstanding Area - BLM. Duties: develops and conducts a variety of education and interpretive programs throughout the park; implements natural and human history programs to elementary/middle-school students and adults. Qualifications: demonstrated enthusiasm; interest for working with children and park visitors; personal vehicle required to drive from housing to work sites. Salary: \$200/week. For more information and to apply, e-mail simpson@blm.gov; phone: 541.574.3122; website: www.blm.gov/or/resources/recreation/yaquina.

GENDER BASED VIOLENCE VOLUNTEER • South Sudan

Position available with International Rescue Committee. Duties: heads the Juba-based Grants Unit (GU) for the IRC program in Southern Sudan. Qualifications: MA preferably in international relations or a social science field, or comparable experience; three

years' international NGO field experience in a similar position: grant management, proposal and budget development, and donor reporting; knowledge of USG (USAID/OFDA/BPRM), EU (ECHO), DFID, and UN. Deadline: 1/15/2009. For more information and to apply, visit www.theIRC.org.

Education

GRADUATE OPPORTUNITIES • Various locations

PhD traineeship opportunities available. \$30K annual stipend plus waiver of tuition and fees; 140 National Science Foundation sponsored programs across the country seek students interested in pursuing graduate degrees in the areas of science, mathematics, engineering, and technology. Integrative Graduate Education Research and Traineeships (IGERT) programs equip PhD scientists and engineers with the technical, professional and personal skills needed to meet the career demands of the future. For more information and to apply, visit www.igert.org; phone: 866.593.9103; e-mail: questions@igert.org.

GRADUATE SCHOOL SCHOLARSHIPS • Brattleboro, VT

Scholarships available with SIT Graduate Institute, formerly School for International Training, a program of World Learning. Scholarships of up to \$10,000 are available for qualified RPCVs. SIT helps RPCVs prepare for careers in international development, international education, conflict transformation, intercultural management, and a variety of international/intercultural fields. For more information and to apply, e-mail admissions@sit.edu; phone: 800.336.1616 or 802.258.3510; website: www.sit.edu/graduate.

MASTERS DEGREE IN GLOBAL AND INTERNATIONAL STUDIES • Santa Barbara, CA

The University of California, Santa Barbara, offers an MA in Global and International Studies. The two year degree program is for students planning further graduate study, or to prepare for employment in international non-governmental organizations (NGOs),

businesses, or government. It is a six month internship. Deadline: 12/15/2008. For more information and to apply, e-mail jmarie@global.ucsb.edu; phone: 805.893.4668; website: www.global.ucsb.edu/magis/.

MICKEY LELAND INTERNATIONAL HUNGER FELLOW •

Latin America, Africa, and Asia

Fellowship available with Congressional Hunger Center. The fellowship is a two-year commitment that begins with a one-year field placement. The second year of the program places Fellows in a policy setting (often in the field organization's headquarters) to focus on public policy and its effects on hunger, food security, and poverty. Interested candidates should review the various fellowship work plan descriptions before submitting an online application. Deadline: 12/01/2009. For more information and to apply, e-mail ewhelan@hungercenter.org; phone: 202.547.7022.24; website: www.hungercenter.org/international.

AmeriCorps/VISTA

PEER REVIEWERS • MD, ME, NJ, VT

Positions available with The Corporation for National and Community Service (CNCS). Duties: serve as peer reviewers for grant competition; engage in community-based service through its Senior Corps, AmeriCorps, and Learn and Serve America programs; serve as peer reviewer for grant competitions. For more information and to apply, e-mail peer-reviewers@cns.gov; website: www.nationalservice.gov/egrants/peer_review.asp.

To submit a mailing address change, visit www.peacecorps.gov/rpcv/info. You can also send address changes to rpcvupdate@peacecorps.gov.

Disclaimer: 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 us.

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I served, we had an inner-office policy known as the “orange sheet.” Any staff member could record her or her impressions of an interaction they’d had with an applicant. This information was written on a bright orange sheet and placed in front of the applicant’s file. When it came time to make a decision on this application, the first part I saw was the orange sheet(s). If the information recorded was negative, that applicant was waitlisted at best.

5. Do be assertive but don’t be arrogant or argumentative. It is one thing to be sure of yourself and to speak up if necessary. It is quite another thing to act as if you are the expert, or to start an argument with a member of the admissions staff. It is possible that something in your application file will be accidentally misplaced or lost entirely. It is possible that a mistake will be made in recording information about you. It is possible that the admissions office will be late in notifying you of a decision on your application. The way to handle any of these situations is to be assertive, and calmly state what you believe to be the truth. Raising your voice, becoming angry and accusatory, and berating a member of the admissions staff does not solve anything. It makes matters worse, and greatly lessens your chances of being admitted even if you are in the right.

6. Do be confident but don’t be conceited. Similar to number five above, it is important that you be confident in the application process. Put your best foot forward, and do nothing less than your very best. Do all you can to portray your abilities, talents, passion, and interest in the institution. You are one of a kind; a unique and special person. Be proud of who you are and what you have accomplished. But remember that you are not perfect, that you are not better than others, and that you will never know it all. Sometimes applicants mistake conceit for confidence. These are polar opposites. Confidence tends to correlate with gratitude and humility. Conceit is usually associated with self-promotion, a chip on the shoulder, and looking down on others. The latter will definitely get you noticed, but not in the way you want to be.

7. Do be persistent but don’t be a pest. Following up on your application(s) is most appropriate, especially if you believe misinformation has been communicated to you, or if a deadline for hearing from the admissions committee has passed. How-

ever, contacting the admissions office every week, or repeatedly sending notes or letters, can result in an impression that you are desperate. During the application evaluation process, admissions staff members are overwhelmingly busy reading all of the files they have received. The more selective the program, the more applications to be read. This takes time, energy, and dedication. You can rest assured that admissions staff takes their evaluation responsibilities very seriously. You can also rest assured that what you have submitted will be evaluated. If you have done your homework, and taken time to do the best job possible on your application, trust that. Contact the admissions office only if you are asked to, or if you believe something needs to be clarified or corrected.

8. Do be yourself and don’t try to fit some sort of fake image. This is a major temptation for applicants. Many make an assumption about what they think the admissions committee is looking for, and then they try to become that person in their application. Others, who may be feeling inferior and nervous about how their application will measure up against others being submitted, put on an act to cover up their feelings of insecurity. Some try to make themselves sound perfect, with little or no hint of being human. Let me ask you a question: Can you usually tell when someone is not being himself? Sure you can. It is usually very obvious. And what is your reaction when you observe this behavior? Are you drawn to or away from this person? Most would answer the latter. So it is with the admissions committee. If you come across as perfect, or as faking it, this will be detected, and the result will not be in your favor. We are all human, and we are all unique. Let both of these shine in your application. The best applications I ever read were presented as if the applicant was saying, “Here I am - this is who I am. I like myself, and confident of my abilities, and hope you will see in me a match with your program. But if you do not, I’ll be fine, and know that something else will open up for me.”

9. Do lighten up and enjoy the process and don’t act as if this is “do or die.” Have fun as you go through this process. Focus on the outcome of what you want - a graduate degree. There are many paths to earning that degree. While you may have one path in mind, do not become so focused on that one path that you cannot see any

other possibility. If the gate to that path does not open to you, all can seem lost. The path to both my master’s and doctoral degrees was quite a bit different than what I’d initially planned. I deferred enrollment for both degrees, changed my focus of study in my master’s program, and ended up completing both degrees on a part-time basis. None of this was part of my original “plan.” But my career path was definitely impacted in the most positive ways due to the timing of completing both my graduate degrees. It has been amazing for me to look back and see how important timing was in my educational journey. Had I not been open to letting a different gate open at times, I would not have had many of the opportunities that came my way. Trust in the timing of things. Let events unfold, and go with the flow. You will succeed, even if the path of your success is different that you originally imagined.

10. Do put your best foot forward but never yield to the temptation to embellish or lie. Of all of the sad experiences I’ve witnessed, having to revoke an offer of admission due to dishonesty has been the saddest. How tragic and unnecessary! You are a very talented individual, and you *will* succeed in your life if you are persistent and determined. You will never succeed by being dishonest. It will always catch up with you, some way and somehow. Do not lie about any part of your application. Do not send in letters of recommendation that were not written by the person(s) listed in your application. Do not claim that you achieved something or received an award if you did not. Don’t do it. It’s heart-wrenching to see a perfectly capable and promising individual lose out because he or she chose to misrepresent the truth. We’re all human, and the temptation to do this will come to all of us. Being tempted is normal; determining how you will respond is what determines your level of integrity.

Dr. Donald C. Martin is an enrollment and student services expert with 28 years of experience in the field of higher education administration at Wheaton College (IL), Northwestern University, The University of Chicago, and Columbia University. His new book, Road Map for Graduate Study: A Guide for Prospective Graduate Students, is available at <http://www.gradschoolroadmap.com> and contains more information on the application process, along with tips for succeeding in graduate school.



Peace Corps' Office of Domestic Programs, Returned Volunteer Services Introduces SIGI³

What is SIGI³?

SIGI³ is a highly interactive career assessment tool that is designed to help you make informed and rational decisions about your field of study and career. SIGI³ can help you assess your work-related values, interests, and skills. SIGI³ will help you examine key motivators and match work-related values, interests, and skills to educational and career pathways. First you will enter your work-related preferences, and then SIGI³ will search its built-in library and find those careers that most closely match your preferences. SIGI³'s library is so large that it may well find career options that you never even considered or knew existed!

How do I register for access to SIGI³?

To access SIGI³, e-mail RVS at rvsinfo@peacecorps.gov with your full name, country and dates of Peace Corps service.

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“The logic of the Peace Corps is that someday we are going to bring it home to America.”
President John F. Kennedy, 1961

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