SPRING 2012 RECRUITING GUIDE FOR STUDENTS
(More companies may be added; check back frequently)

EXPRERIENTIAL LEARNING and CAREER DEVELOPMENT CENTER
ALBRIGHT COLLEGE

Geiser House 1817 Linden Street
610-921-7630
E-mail: elcdc@alb.edu
Web page:
http://www.albright.edu/elcdc/cd/index.html
WHAT RECRUITING OPTIONS ARE AVAILABLE TO STUDENTS?

On-Campus Interviewing
An initial schedule of recruiters interviewing on campus for full-time positions can be found at the end of this guide. To view updates to the attached schedule, please visit our web site http://www.albright.edu/elcdc/cd/pdf/On-Campus-Interviewing-Participants.pdf. Information will be updated frequently.

ASK JIM (Jobs, Internships, Mentors) Better than Monster and Career Builder, Albright has its own on-line job search tool. You can search for jobs, internships and mentors as well as post your resume on-line. Go to www.myinterfase.com/albright/student.

Going Global
Accessed through Ask JIM (see website above), Going Global is the leading provider of both country-specific and USA city-specific career and employment information. The database features 33 Country Career Guides, 43 USA City Career guides, corporate profiles for 100,000+ companies and more than 600,000 internship and job listings within the USA and around the world.

National Association of Colleges and Employers (NACE)
We are members of NACE, which gives you access to NACElink. The NACElink Network connects you to thousands of jobs around the country every day. Use the NACElink extended job search for keyword and geographic specific searches. You can store resumes, cover letters and writing samples; create search agents to save your jobs; and mark preferred jobs as favorites. Available to Albright students and alumni from the Center’s website http://www.albright.edu/elcdc/cd/index.html.

Job Binders
The Center receives full and part-time job opportunities that are sorted and posted in our Job Binders in the Center. But most are posted on ASK JIM jobs or in the ASK JIM Resource Library in the folder titled Jobs/Internships Received by Career Development.

Recruiting A La Carte
Employers set up an information table outside the cafeteria during lunch time hours to talk with students about employment opportunities and provide information.

JOB FAIRS

*Horizons 2011 Job and Internship Fair – February 8, 2012
Held on the Albright Campus in the Main Lounge from 10:30 am – 2:00 pm.

LVCCE Job Fair – February 15, 2012
Held at the Holiday Inn, Breinigsville, PA from 12:00 – 4:30 pm.

*Teacher Recruitment Day – March 29, 2012
Albright co-sponsors a regional teacher job fair for teacher candidates. Hosted at Millersville University, this is a must for aspiring teachers. Contact us for more information.

ON-CAMPUS INTERVIEWING PROCEDURES AND POLICIES

Attend a Resume Writing Workshop and an Interview Skills Workshop before registering for On-Campus Interviewing or have an individual appointment. For workshop schedules check our website at http://www.albright.edu/elcdc/cd/index.html.
Meet with a career counselor in Experiential Learning and Career Development to discuss your career goals and your job search options.

Make an appointment to meet with a career counselor to review and revise your resume. After all revisions to your resume are completed, and your resume has been approved by a career counselor, submit your resume to Experiential Learning and Career Development for each employer with whom you wish to interview.

Sign up for an interview time at the Experiential Learning and Development Center. (Geiser House).

Research the organization with whom you will be interviewing and research the organization on the internet.

On the day of your interview arrive at the Experiential Learning and Career Development Center, in professional business attire 10 – 15 minutes before your scheduled appointment.

Cancel ONLY if it is an emergency. Notify the Experiential Learning and Career Development Center immediately and contact the employer in writing to offer an apology. Failure to notify the Center may result in termination from further participation in the On-Campus Interviewing program.

Check the college web site frequently for updated information. Please review the Professional Business Attire information.

PROFESSIONAL BUSINESS ATTIRE INFORMATION

For Women:

♦ Blazers and skirts or suits are appropriate, in a dark color, with a knee length (or below) skirt.

♦ Shoes should be polished and in good condition, with a closed toe and heel. Heel should be a conservative height.

♦ Jewelry and accessories should be kept to a minimum.

♦ All body piercing(s) should be removed, other than earrings (ONE set).

♦ All tattoos should be covered.

♦ Do not wear cologne or perfume (the interviewer may be allergic). Your personal hygiene products will provide enough fragrance.
For Men:

- Traditional 2-piece suits, or sport jackets with dress trousers (NO KHAKIS), in a dark color, along with a freshly pressed shirt.
- Ties should be a conservative print or solid. Theme ties, such as Disney or other character ties, no matter how subdued the print, should be avoided.
- Shoes should be dress shoes, preferably with a hard bottom, and should be polished and in good condition.
- Jewelry should be kept to a minimum.
- All body piercing(s) should be removed.
- All tattoos should be covered.
- Do not wear cologne or aftershave (your interviewer may be allergic). Your personal hygiene products will provide enough fragrance.
- Beards or mustaches should be neatly trimmed.

ON-CAMPUS INTERVIEWS – SPRING 2012

The interviewing schedule for the SPRING 2012 semester is listed below. Please check the Experiential Learning and Career Development Center website (http://www.albright.edu/elcdc/cd/index.html) for additions to this list.

To participate in the On-campus Interviewing process, please attend a Resume Writing Workshop and an Interview Skills Workshop or schedule an individual appointment by calling 610.921.7630. Only finalized versions of resumes will be accepted by the deadline listed for each organization.

If you have an interest in any of the organizations listed below, and your major is not indicated, please consult with the Career Development staff regarding availability to interview with these organizations.

Not all career fields participate in On-campus Interviewing programs. If your career interest or major is not represented by this interviewing schedule, please make an appointment to meet with the Career Development staff to discuss your individual needs.

FEBRUARY

2/29  Boscov’s (http://careers.boscovs.com))
Hiring for Executive Training Program and seeking Summer Interns for Reading, PA
Seeking Business (all tracks) Majors, Fashion Merchandising and Design Majors.
RESUME DEADLINE: February 22

Position Description:
Executive Training Program – Designed for graduating seniors to accelerate the career growth of our carefully selected trainees. Trainees will experience both store management and buying office assignments. Our trainees must possess the same qualities as our top executives: an entrepreneurial spirit, creative problem solving and strategic thinking.
Summer Internship Program – Designed for students who have completed at least their sophomore year. Store internships offer the opportunity to experience and to participate in primary store functions. Corporate Buying Office Internships are designed to provide meaningful exposure to the multi-faceted world of retail buying.
3/5  Devereux (www.devereux.org)
Hiring Mental Health Counselors, Supervisors, Teachers, Psychologists, Social Workers, and Nurses for Glenmoore, West Chester, Malvern, Devon and Berwyn, PA
Seeking Criminology, Psychology, Sociology, and Child and Family Studies Majors.
RESUME DEADLINE: February 27

Position Description:
Devereux is a leading nonprofit behavioral health organization that supports many of the most underserved and vulnerable members of our communities. Founded in 1912 by Helena Devereux, we operate a comprehensive national network of clinical, therapeutic, educational, and employment programs and services that positively impact the lives of tens of thousands of individuals and families every year. We help empower children and adults with intellectual, emotional, developmental, and behavioral challenges to lead fulfilling and rewarding lives. Our Philosophy of Care operates under the core principles of Individualized Services; Effective and Accountable Services; and Positive, Behavioral Approaches. As a Mental Health Worker, you would be responsible for providing quality care and motivation to clients along with maintaining a safe and enjoyable environment. Help us open doors and create independent and productive lives for children and adolescents with behavioral healthcare issues. We have current and upcoming openings for direct care professional positions.
The duties include: Implementing programs designed to meet the social, emotional, physical and personal needs of clients. Ensuring clients are safe, healthy and living in a clean environment. Assisting, supporting and instructing individuals in self-help skills designed to encourage independence. Establishing and maintaining a therapeutic rapport with individuals. Accompanying individuals on community life outings, medical appointments and other recreational activities.

3/8  Sovereign Center (www.sovereigncenter.com)
Hiring Summer Marketing Interns (FOR CREDIT) for Reading, PA
Seeking Business and Communications Majors.
RESUME DEADLINE: March 1

Position Description:
Devereux is a leading nonprofit behavioral health organization that supports many of the most underserved and vulnerable members of our communities. Founded in 1912 by Helena Devereux, we operate a comprehensive national network of clinical, therapeutic, educational, and employment programs and services that positively impact the lives of tens of thousands of individuals and families every year. We help empower children and adults with intellectual, emotional, developmental, and behavioral challenges to lead fulfilling and rewarding lives. Our Philosophy of Care operates under the core principles of Individualized Services; Effective and Accountable Services; and Positive, Behavioral Approaches. As a Mental Health Worker, you would be responsible for providing quality care and motivation to clients along with maintaining a safe and enjoyable environment. Help us open doors and create independent and productive lives for children and adolescents with behavioral healthcare issues. We have current and upcoming openings for direct care professional positions.
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3/20  Maxim Healthcare Services (www.maxhealth.com)
Hiring Healthcare Recruiter and Internships for Reading, PA
Seeking All Majors.
RESUME DEADLINE: March 9

Position Description:
The Healthcare Recruiter position with Maxim is an entry-level position, with significant opportunities for career growth and advancement. As a member of Maxim’s Healthcare Recruiter team, your training will begin in a branch office learning the daily business operations. Maxim is dedicated to the continual professional development of the Healthcare Recruiter staff. As part of that development, you will learn recruiting techniques and strategies, sales training, human resource management, office operations, and customer service. As a full-time Healthcare Recruiter with Maxim, you will enjoy the following: A fast-paced, team-oriented environment Significant relationship-building opportunities Energetic employees An open atmosphere with no cubicles Base salary plus commission 17 days of paid-time off (California residents are eligible for 10 vacation days and seven sick days) Full benefits package Diverse job duties and on-the-job experiences A fast-paced, team-oriented environment

On-Call Responsibilities: Maxim’s ability to offer 24-hour a day, seven day a week service to all clients is what sets Maxim aside from its competition. On-call responsibilities are shared amongst the Recruiters in each branch office. After hours, any incoming calls to the office are automatically rolled over to the Recruiter on call. How often you will be responsible for on-call duties depends on how many Recruiters are working in the office at that particular time. Business Hours: Business hours at Maxim are typically from 8:00am - 6:00pm. As a Recruiter, you may be required to come in early or stay late depending on the need/demands of the office. As a whole, the healthcare industry requires 24-hour service, and Maxim’s Recruiters take that responsibility to heart. Career Advancement: Promotions with Maxim are strictly performance-based, predicated upon a promote-from-within philosophy. Relocation: Relocation is not mandatory. However, if you are flexible and open to relocation, more advancement opportunities may be presented to you more quickly. -There are also internship opportunities available for this position and an HR position.

3/21 **Keystone Financial Management** ([www.keystonefinancialmanagement.com](http://www.keystonefinancialmanagement.com))

*Hiring Sales Representatives* for Allentown, Harrisburg, and Moosic, PA

*Seeking All Business Tracks and Economics.*

**RESUME DEADLINE:** March 9

**Position Description:**
Our career sales opportunity employs a distinctive sales and marketing program focusing on a defined market. Upon successful completion of the required training curriculum and activity expectations, candidates will become financial marketing representatives. We offer a variety of compensation plans and benefits to meet your needs. One should be goal oriented, have uncompromising integrity, a clear vision of your success and enjoy working with people.

3/22 **Primerica** ([www.primerica.com](http://www.primerica.com))

*Hiring Financial Representatives* for Berks and Lancaster counties

*Seeking All Majors.*

**RESUME DEADLINE:** March 9

**Position Description:**
Representative: Meet with clients and assist them in learning to use their money so they can be Properly Protected, Debt Free, and Financially Independent.

3/23 **Enterprise Holdings** ([www.go.enterprise.com](http://www.go.enterprise.com))

*Hiring Management Trainees and Management Trainee Interns* for PA

*Seeking Business and Communication Majors.*

**RESUME DEADLINE:** March 9

**Position Description:**
Management Trainee Enterprise is the largest car rental company in North America, with over 6,900 locations both domestic and internationally located and more than 64,000 employees. Due to the expansion, the company is looking to hire management trainees in their local branches. As a Management Trainee you will learn to run a profit center, manage people and grow your own fast-paced business. You will enjoy big earning potential, with performance-based promotion most MBAs would envy. Plus you’ll find great opportunities, fun people, and an
$11 billion company recognized as one of America’s best to work for and as Business Week’s Best Companies to Launch Your Career 4 years running! Being at the top of an industry comes with a lot of responsibility. At Enterprise, we don't take that lightly and that is why we are using our leadership position to promote the sustainability of the planet as well. If you are focused on your future as you are the planet's future, consider a career with Enterprise. Visit our website at www.go.enterprise.com

3/27  Target (www.target.com/career)
Hiring for Management Training Program for Reading, PA, Eastern PA, and Central/Southern PA
Seeking All Majors.
RESUME DEADLINE: March 20

Position Description:
ETL Common Core Roles: - Perform leader on duty (LOD) duties; ensure the entire team is productive and the store is meeting brand - Own FFF team culture; build the kind of diverse and inclusive team that people want to be on and stay on - Walk the sales floor every day to set daily goals and expectations, coach and follow-up with the team to ensure the goals and expectations are satisfied; quickly identify and implement solutions to any in-stock, presentation, pricing, signing or safety issues - Ensure team members comply with established dress guidelines, including name badge - Champion personal leadership development using company tools and programs and actively seek feedback - Are able to interpret corporate communication, and provide clear direction to others Effectively execute new initiatives; lead and coach team through change - Actively participate in contribution meetings - Be an advocate for well-being and help others - Assess and select top talent at the hourly team member level - Actively participate in the performance management process, which includes recognizing, coaching, providing meaningful feedback, writing and delivering counseling and corrective actions, and writing and delivering performance reviews - Are available to welcome and train new team members; follow up on and assessing the training progress of new team members - Engage in following-up and taking action on Team Commitments - Analyze schedules to ensure proper staffing levels that meet business needs - Develop business leaders using impactful talent management tools, including but not limited to, Leadership Expectations, Leadership Status, GAPs, etc. - Lead a compliance culture to mitigate legal risk - Drive a safe and secure environment focused on incident prevention - Drive a safety culture, lead by example, recognize safe behaviors, coach unsafe behaviors and immediately address safety concerns - Model and drive proactive guest service - Empower teams to deliver a great shopping experience Guarantee a fast checkout experience - Lead a sales culture and drive sales performance; lead and coach the team on ways to increase sales Ensure safe, quality products for the guests all day, everyday Lead a culture of financial accountability - Proactively leverage tools, reports and processes to meet or beat payroll goals Demonstrate awareness, engagement and accountability for gross margin - Appropriately prioritize and drive continuous improvement in the areas of the profit formula to impact total store profitability and company Earnings Before Interest and Taxes (EBIT) - Support the shortage-awareness culture; understand how operational procedures impact profitability; avoid shortcuts; promote theft and fraud prevention through guest service - Drive complete, timely and quality merchandising transitions - Supervise and coach the team to ensure excellent instocks with minimal outs - Hold the team accountable for accurate pricing - Lead the team to own accurate and current signing - Maintain on and off stage brand - Establish and model a great-looking stores attitude; zone to planogram Create a clean, organized, efficient and on-process backroom - Guarantee the interior and exterior of the store is neat and clean

3/30  SEI (http://www.seic.com)
Hiring Accounting Analysts for Oaks, PA
Seeking Accounting, Mathematics, Finance, Marketing, Management, and International Business, DCP Business Administration
Resume Deadline: March 23

Position Description:
Our most common entry-level position is the Accounting Analyst role. Here is a job description: Job Description SEI Investments (www.seic.com) is a leading provider of accounting and administrative services to the alternative investment fund industry. The Accounting Analyst in the Alternative Investment department is
responsible for ensuring the successful and accurate completion of the accounting and administrative servicing requirements for various hedge fund products and structures for assigned funds. The responsibilities for this position may include some of all of the following: Prepare cash and currency reconciliations to all counterparty accounts for each assigned fund on a daily basis. Process funds trade activity and communicate with the funds investment manager on a daily basis. Prepare position reconciliations to all counterparty accounts for each assigned fund. Resolve cash and position reconciling items on a timely basis. Maintain daily accounting records and complete daily roll forward schedules. Process monthly shareholder activity and reconcile back to transfer agent/register. Calculate net assets on a class and series basis as appropriate. Strictly adhere to established departmental fund accounting processing procedures and controls. Perform administrative functions related to Alternative Funds requirements. Perform month-end close process and valuation for assigned funds. Gain a comprehensive understanding of offshore and domestic fund accounting requirements for alternative funds. Problem and error resolution on a timely basis (with documentation). Meet client month-end valuation and reporting deliverables Required Experiences and Skills. BS/BA degree in Business, Accounting, Finance or related field, or the equivalent in education and work experience. Willingness to learn new systems, concepts and broaden knowledge of the fund service industry. Detail oriented. Strong organizational and time-management skills. Excellent analytical and problem-solving skills. Team Player, Flexible, Strong aptitude for numbers. Excellent interpersonal, communication and client service skills. Ability to work under pressure. Knowledge of Excel and Word for Windows. Knowledge and expertise of the SunGard, Invest One, Investier, and Investran systems a plus Physical Demands and Work Environment. While performing the duties of this job, the work environment may require an individual to move around the office and from building to building which may expose the individual to weather conditions outside. The individual has to be able to sit or be stationary at a computer and use computers for extended periods of time and occasionally lift and/or move up to 20 pounds. The noise level in the environment is moderate and the individual must be able to communicate and exchange information with people in person and over the telephone and email.

APRIL

4/3 Lehigh Valley Financial Group (www.lvfinancialgroup.com)
Hiring Financial Services Sales Associate for Lehigh Valley, PA
Seeking All Majors.
RESUME DEADLINE: March 27
Position Description:
Beginning a career as a MassMutual Financial Services Sales Associate offers rewards, both personal and economic. Become part of a company established in 1996 known for its excellent reputation. Opportunities are available for individuals interested in starting a career in financial services, as well as, experienced licensed producers looking for better support, advanced training, compensation and non-captive contract. Associates are key sources that clients turn to for their insurance, investment and financial struggles. Associates are responsible for putting together financial programs that will respond to client needs today and for the future. In this entrepreneurial, consultative sales position, you will build your business by prospecting for clients on a referral basis within clearly defined markets. Qualifications: experience in business sales, marketing, financial services and/or planning, accounting, banking, law. Integrity and strong work ethic, desire to succeed, confidence and resiliency. High energy and excellent interpersonal skills.

4/4 Merrill Lynch (www.ml.com)
Seeking Interns for Wyomissing, PA
Seeking All Majors
RESUME DEADLINE: March 28
Position Description:
Seeking candidates to assist a financial advisory team with research, analysis, database management, and a variety of functions geared toward serving clients with their wealth management needs. The internship will provide an ideal opportunity for a student to understand the broad operations of a financial services firm and to gain valuable experience for future career choices.
**4/18**  The Children’s Home of Reading ([www.childrenshomeofrdg.org](http://www.childrenshomeofrdg.org))

Hiring Full-time and Part-time Youth Care Workers for Reading, PA

**RESUME DEADLINE:** April 11

**Position Description:**
FT & PT Youth Care Workers The Children’s Home of Reading seeks FT & PT Youth Care Workers to mentor youths & continue the success of our residential program. Responsibilities include individual & group interaction, participation in therapeutic/recreational activities & treatment planning. Candidates must be strong role models willing to interact with adolescent children. Bachelor or Associate degree in Human Services area w/ 1-2 yrs related experience required. Ability to work various shifts required. PT positions exist for all shifts. Apply online at [www.childrenshomeofrdg.org](http://www.childrenshomeofrdg.org) EOE.

**4/19**  New York Life ([www.newyorklife.com](http://www.newyorklife.com))

Hiring Full-time Financial Services Professionals for PA
Seeking Accounting, English, Business, all Tracks, and Communications Majors

**RESUME DEADLINE:** April 12

**Position Description:**
Financial Services Professional We are seeking talented, dedicated, and highly-motivated people, including those who come from non-business and non-finance sectors, to join our team of professionals. Our nationwide team consists of leaders in insurance, finance, estate, family and business planning. "New York Life Investments!" is a service mark used by New York Life Investment Management Holdings LLC and its subsidiary, New York Life Investment Management LLC. ** May 4, 2009 Fortune magazine E/O/E M/F/D/V Requirements: We require highly motivated individuals who are willing to invest their time and energy into creating profitable and rewarding careers. Training: At New York Life, we take your training seriously. We offer state of the art marketing support and extensive ongoing training. Mentoring Program: An opportunity to work with successful established agents and managers who will assist you in developing a clientele.

**4/23**  Brenntag Northeast ([www.brenntagnortheast.com](http://www.brenntagnortheast.com))

Hiring Sales Trainees for Mid-Atlantic and New England states
Seeking All Majors

**RESUME DEADLINE:** April 16

**Position Description:**
Position(s): (Attach complete job description if available):

The Sales Trainee’s primary responsibility is learning the overall operating procedures and sales processes of Brenntag Northeast. This would include on the job training then having actual responsibility for certain tasks as assigned by a Department Manager in the following departments: Sales, Customer Service, Materials Management and additional departments. Additional on the job training would be conducted on effective selling skills of chemical distribution and product/supplier information. Once the training period is successfully completed the individual would be promoted to a Sales Representative role in a designated territory. **ESSENTIAL DUTIES AND RESPONSIBILITIES:** Devote your full time to the business and affairs of Brenntag Northeast, and to use your best efforts to perform faithfully and efficiently the responsibilities assigned to you. The following objectives are outlined and will become the basis of your training program: Sales and Product Offering: Travel with Regional Manager/Account Manager making sales calls on customers as directed, Complete sales training courses under the direction of the Vice President of Sales (trainee mentor), Work with key regional managers and sales representatives to gain understanding and knowledge on use of CRM system, Gain knowledge of product offering, competitive materials, and preferred materials for particular industry applications, Inside sales experience, Work with your manager to develop a
process to maximize call frequency at high-potential accounts. Materials Management: Learn who suppliers are, products they supply, contacts, locations, minimum quantities and lead times. Exposure to alternative products, Gain knowledge of Materials Management process, Learn what information is required in order to purchase products, obtain samples and get quotes. Customer Service: Understand the sales order process including checking material availability, scheduling delivery with the warehouse, freight consolidation and customer invoicing, Management of blanket PO\'s and custom stock programs, Learn how pricing is verified, Learn about various value added and special services. Various Departments: Work with accounting and finance department to fully understand the impact of DSO, credit worthiness, and correct invoicing. Understand the integral role of our warehouse and logistic teams, Special company projects.