INTERVIEWING SCHEDULE
SPRING 2015

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.

MARCH 3
Travelers Insurance (www.travelers.com)
Hiring Auto Claim Representatives for Wyomissing, PA
Summary: Investigate, evaluate, negotiate and resolve claims on losses of lesser value and complexity. Complete formal training program for consideration of advancement to claim representative position. Differences in settlement authority would be based on local discretion and product line guidelines. Provide outstanding customer service. Primary Duties and Responsibilities: Participate in on-going training sessions for specific line of business. Provide voice-to-voice contact within 24 hours of first report. Obtain facts from insurers, injured workers, claimants, agents, witnesses, attorneys and/or underwriters. Maintain contact throughout the life of the file, as needed. Determine coverage/ compensability, facts of loss and degree of liability/exposure. Work closely with Unit Manager or mentor to promptly resolve claim issues. Refer claims as appropriate, based on exposure and established guidelines. Maintain quality claim files in accordance with appropriate best practices, recognize and implement alternate means of resolution. Provide customer service contact to give, receive or exchange information.
All Majors Eligible.
RESUME DEADLINE: February 27

MARCH 12
Maxim Health Care (www.maxhealth.com)
Hiring Health Care Recruiters for Reading, PA
Your core responsibilities will include: support and sustain Maxim’s commitment to compliance; adhere to federal and state laws, relevant healthcare program requirements and Maxim’s business policies and Code of Conduct; participate in core compliance training and activities; identify and communicate areas of risk and potential improvement opportunities; recruit potential caregivers; locate healthcare professionals through various sources, including the internet, referrals, nursing schools, direct mail, and job fairs; evaluate candidate resumes against position requirements; facilitate the hiring process; present qualified candidates to clients; assist in the Sales Process Consult with clients to identify and understand the needs of patients and to provide the appropriate staffing solutions; identify and/or resolve client customer service issues; assist Accounts Manager in business development efforts; learn and manage office operations; manage healthcare professionals and place them on top medical assignments; perform office operational tasks geared for successful future management of those tasks; analyze financial reports and edit weekly payroll
Seeking Business Administration and Communication Majors.
RESUME DEADLINE: March 5

MARCH 12
McAdam (www.mcadamfa.com)
Hiring Financial Advisors for Philadelphia, PA
Choosing to become a financial advisor is an exciting and fulfilling decision. We also understand that it can be a daunting one. That’s why we work to provide you with everything you need to get your career started on the right foot. We’ll help you acquire the skills you need and then let you go out and use them. Access to Leaders: We’re large enough to give you access to a national network, but not so large that you won’t have access to senior advisors and leaders that you can learn from. Upon passing your exams you’ll be matched-up with senior advisor who will show you the ropes and guide you through your first few months on the job. From there you’ll continue to be able ask questions and gather advice as you continue to grow. Marketing Training and Tactics: We’ve developed proprietary marketing tactics and training methods to help you build your client base quickly and effectively. Our completely integrated CRM system allows you to track your progress and set individual benchmarks. Fast Track to Advancement: We don’t believe in the hierarchical structures that prevent you from growing your practice or arbitrary time stamps that determine your promotion date. All Majors Eligible.

RESUME DEADLINE: March 5

MARCH 13

Lin care (www.linecare.com)
Hiring Center Manager for York, PA
Summary: Interview, hire, train, and supervise quality candidates, controls inventory and does purchasing of equipment and supplies through the central purchasing function, responsible for growth of the patient base through excellent customer service, for the profitability of the center and for implementing and direct cost controls, for assuring the accuracy of public information materials, for maintaining a fleet of leased vehicles including establishing a routine preventive maintenance program. May be required to perform equipment set-ups in patient homes and perform on-call duties on a rotational basis with other employees in the center. Must live within 30 miles of company or be willing to relocate within 30 miles.
All Majors Eligible.
RESUME DROP: March 13

MARCH 23

Life Choice Hospice (www.lifechoicehospice.com) for Counties of Berks and Schuylkill areas
Hiring Assistant Hospice Volunteer Coordinator Interns
As an Assistant Hospice Volunteer Coordinator you will be training to do the following: Preparation and assembly of applications and orientation packets, go on patient visits, monitoring volunteer requirements and time sheets, volunteer recruitment and education, reach out to schools in the health care fields which have field placement requirements for their students, research colleges and maintain a calendar of volunteer fairs. Flexible hours during the work week; 5 hours/week minimum. This is an unpaid internship and we work with college credits.
Seeking Psychology, Communications and Business Administration Majors.
RESUME DEADLINE: March 16

MARCH 24

Enterprise Rent-A-Car (www.go.enterprise.com)
Hiring Management Trainees and Management Trainee interns for Allentown, PA
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. 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.
Seeking Economics, Business Administration, and Communications Majors.
MARCH 26
DabrianMarketing Group (www.dabrianmarketing.com)
RESUME DEADLINE: March 19

MARCH 27
Reese (www.reeseadv.com)
Hiring Public Relations Interns, Marketing Interns, Advertising Interns for Wyomissing, PA
Seeking Psychology, Business Administration, Communications, and Digital Media and Digital Communications Majors
RESUME DROP: March 27

APRIL 8
Unique Pretzels (www.uniquesplits.com)
Hiring Marketing Intern for Reading, PA
Looking for a creative, self-motivated intern with good computer skills and an exceptional work ethic to help with social media projects and different promotional events and sales needs. Potential growth within the company
Seeking English, Communications, Digital Communications, and Digital Media Majors
RESUME DEADLINE: April 1

APRIL 10
SEI (www.seic.com)
Hiring Fund Accountants for Oaks, PA
SEI (NASDAQ:SEIC) is a leading global provider of investment processing, fund processing, and investment management business outsourcing solutions that help corporations, financial institutions, financial advisors, and ultra-high-net-worth families create and manage wealth. 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.

Seeking: Accounting, Economics, Finance, Business Administration, Mathematics Majors
RESUME DEADLINE: April 3

APRIL 15

RIG Financial Solutions (www.rigfinancialsolutions.com)
Hiring for Lebanon, PA
Seeking Accounting, Economics and Finance, IT, Communications and Digital Communications majors.
Research client and financial data in order to provide up to date information. Collaborate with team on seminar and marketing projects. Produce power points for seminars and marketing presentations. Develop marketing plans for business based customers. Provide marketing insight on various projects and customer plans.
RESUME DEADLINE: April 8

APRIL 23

Philadelphia Police (www.phila.gov/personnel)
Hiring Police Officers for Philadelphia, PA
Seeking Crime and Justice and Criminology majors.
RESUME DEADLINE: April 16