

Typical Entry Level Jobs

DEVELOPMENT ASSISTANT. Assist w/ prep of donor, prospect info, routine administration of gifts, maintain/update donor records, profiles, coordinate correspondence, assist w/ coordination of donor appointments, assist w/ special events, event production. **Requires BA/BS**, admin, info mgmt, finance, public outreach exp, computer, database management, organizational, interpersonal skills, know Word, Excel. Resume/cover letter/writing sample to: Development Assistant Search, Empire State Pride Agenda Foundation, 16 West 22nd Street, 2nd Floor, New York, NY 10010; fax 212-627-4136; email jobs@prideagenda.org. App deadline 08/11/06. (Found on www.graduatejobs.com)

CURATORIAL ASSISTANT. Assist w/ exhibit-related activities, prep for program/exhibition meetings, compile/maintain exhibit red books, prep exhibit texts, labels, checklists, research artists, artworks, duplicate slides, schedule photography of exhibit installations, assist curators in prep of grant proposal narratives, budgets. **Requires BA/BS in Art History** or related major; 1-2 yrs exp, excel communication, organizational skills, computer skills, interpersonal skills, knowledge of visual arts, NY art community, prefer bi/multilingual. Resume/cover letter to: The Studio Museum of Harlem, 144 West 125th Street, New York, NY 10027; email djones@studiomuseum.org. (Found on www.graduatejobs.com)

PROGRAM ASSISTANT: Lawyers Alliance is seeking a Program Assistant to provide program and administrative support with a particular emphasis on responsibilities that further Lawyers Alliance's volunteer recruitment and case placement activities. Responsibilities include:

- Collecting case documents from clients and staff attorneys, sending files out for review by potential volunteer attorneys, generating review and confirmation letters;
- Assisting with ongoing case monitoring projects by corresponding with clients and volunteers directly, and entering substantive information into database;
- Coordinating case closing activity by compiling documents, generating and mailing closing letters, and generating and following up on closing questionnaires to clients and volunteers;
- Conducting research related to law firms and pro bono trends, and preparing statistical and other regular reports on Lawyers Alliance's pro bono efforts;
- Updating marketing materials and preparing packets for visibility events;
- Assisting the Pro Bono Coordinator and management staff meetings and other clerical duties.

Additional Qualifications:

Lawyers Alliance offers the opportunity to be involved in some of New York City's most interesting public interest work. The successful Program Assistant **candidate will have an undergraduate degree**, be highly organized and detail-oriented, have strong word processing and Internet research skills, and be comfortable working in a fast-paced environment.

How to Apply:

This position is available immediately. Salary is \$30,000 per year. Interested applicants should submit a cover letter and resume by email to jobannpa06@lany.org or by regular mail to Lawyers Alliance for New York, "Attn: Program Assistant," 330 Seventh Avenue, 19th Floor, New York, NY 10001. (Found on www.idealists.org)

ABBOTT LABS, Lake County, IL: (from their website: www.abbott.com)

Job Title: Assay Specialist (Marketing/Advertising)

Full-Time

Entry Level

Abbott Molecular Diagnostics

Field Technical Support of Molecular Alliance Products-Training, Troubleshooting, Evaluations, Pre and Post Sales Support.

Minimum of **BS degree in science**, minimum of 2 years Molecular Experience, Medical Technology degree and experience--diagnostic experience a plus.

BS in a Science with Molecular Experience.

LANCASTER POLLARD CO., Columbus, OH (from my Denison e**XP**ERIENCE):

Health Care/Senior Living Analyst

The primary responsibility of this position is to provide the following support: assessment and articulation of health care credit characteristics, preparation of credit enhancement and rating agency packages, interaction with clients and deal participants, review of legal documents and management of the closing process.

The ideal candidate would possess the following core characteristics:

- **Bachelor's degree in business, finance, accounting, economics, political science, sociology or related field**
- Excellent oral and written communication skills
- Ability to multi-task and function under tight timeframes
- Ambitious, detail-oriented, organized and professional
- Familiar with MS Office Suite (Word, Excel, PowerPoint, Access and Outlook)

Compensation is commensurate with background and business potential. The position also offers excellent benefits and an opportunity to work in a fast-paced environment. We are a nonsmoking company and an equal opportunity employer.

For consideration, please submit a resume with cover letter and salary requirements via my Denison e**XP**ERIENCE.