

Following is a list of job postings the Career Services Office receives from area employers. For more information, contact Heather Hilgendorf-Cooley at 800-242-4153, ext. 3510 or by email, careerservices@ashford.edu. This is a free service for our current students, alumni and the community. If you are an employer wanting to post a job, please email the details to the Career Services Office.

AccessDubuque.com Jobsite (full-time and seasonal)

Visit the <http://www.accessdubuque.com/> jobsite, a service of the Telegraph Herald in Dubuque, IA. This is an excellent resource for college students who are looking for full-time careers or seasonal employment.

Accountant/Auditor I

The Iowa Insurance Division has an opening for an Accountant/Auditor I in Des Moines, Iowa. This entry-level position will work on a team assigned to conduct financial and compliance examinations of insurance companies. Must possess excellent written and verbal communication skills and be able to work in a team environment, prioritize tasks and learn statutory accounting principles. Bachelor degree in Accounting preferred. Travel is required. The State of Iowa offers a competitive benefit package. To apply, please log on to http://das.hre.iowa.gov/state_jobs.html and complete an application. Additionally, please send a resume to Mark Brandhorst, Iowa Insurance Division, 330 Maple Street, Des Moines, Iowa 50319.

Administrative Assistant I (Testing Center/Student Services)

Eastern Iowa Community College District has an opening for an Administrative Assistant I in their Testing Center/Student Services at their Scott Community College campus. Minimum of a high school diploma or equivalent. Prefer post secondary clerical/secretarial training. Must have general clerical and office organizational skills and be able to work evenings, and Saturdays as needed. Direct Responses and Inquiries to: Human Resources Department, Eastern Iowa Community College District, 306 West River Drive, Davenport, IA 52801-1221. (deadline: 5/2)

Affirmative Action Register (various openings)

The National Affirmative Action Register has all job postings available on the World Wide Web at <http://www.aar-eeo.com/>. The National EEO Recruitment Publication is directed toward females, minorities, veterans and disabled persons, as well as to all employment candidates.

Assistant/Morning Show Coordinator/Producer

Spanish Broadcasting System/WLEY is looking for a self-starter that can be counted on, is full of ideas and can work with different personalities. Must be vibrant, full of energy and able to keep up with a fast-paced environment. You must be excited about helping out the staff of La Ley's new morning show and working with our new morning personalities. MUST BE COMPLETELY FLUENT IN SPANISH. This is a great opportunity for someone that is starting out in the media field and wants to see how a morning show operates. Send resumes to: Mmuller@sbschicago.com; or fax, 312-920-9510, Attn: Marcia Muller/Business Manager. No phone calls, please.

Biology Instructor

Eastern Iowa Community College District has an opening for a Biology Instructor at their Muscatine Community College campus. Master's degree required, including 18 hours in a biological science area. Civic Community involvement is desirable. Direct Responses and Inquiries to: Human Resources Department, Eastern Iowa Community College District, 306 West River Drive, Davenport, IA 52801-1221. (deadline: 4/25)

Bookstore Assistant

Eastern Iowa Community College District has an opening for a Bookstore Assistant for their Scott Community College campus. Must have a high school diploma or equivalent. Must possess demonstrated public relations skills and the ability to communicate with the college staff, students, and members of the public. Knowledge of general bookkeeping, office procedures and money handling is necessary. Computer knowledge with regard to keyboarding and data entry is required. Must be able to physically lift 70 lbs. Must have good memorization skills, good math skills and be willing to work flexible hours. One year of experience in a retail setting with point of sale system preferred. Direct Responses and Inquiries to: Human Resources Department, Eastern Iowa Community College District, 306 West River Drive, Davenport, IA 52801-1221. **(deadline: 5/2)**

Broadcast Engineer

Broadcast engineer needed for **Great Plains Media**. Part time or Full time 20 –40 hours per week. Requirements 24/7 for emergency response, minimum 5 years experience with RF and studio operations. IT experience helpful. FCC and SBE certification is a plus. Please reply to: Great Plains Media, 108 Boeykens Plac, Normal, IL 61761, Attn: Kevin Trueblood.

Customer Consultants

AT&T is now hiring Customer Consultants. These men and women sell products and services to customers while handling service orders and billing inquiries. Starting wages are up to \$53,000 base plus commission. Competitive benefits, paid training and discounts on AT&T products and services are just a few of the reasons to apply. If you're interested, please go to our corporate career website at www.att.jobs to apply online.

Executive Assistant

Eastern Iowa Community College District has an opening for an Executive Assistant for their Scott Community College campus. Must have a high school diploma or equivalent with two years of college or associate degree preferred. A minimum of two years secretarial and accounting (budget) experience required. Experience with Microsoft Office and Datatel (mainframe) preferred. Experience in an educational institution is preferred, but not required. Possession of English language skills, grammar, and spelling is important, along with competency in operation of usual office equipment. Ability to communicate and relate well with faculty, administrators, students and the general public. Must be detailed oriented, able to work independently with a high degree of initiative, and able to maintain confidentiality. Must demonstrate ability to handle multiple tasks simultaneously. Direct Responses and Inquiries to: Human Resources Department, Eastern Iowa Community College District, 306 West River Drive, Davenport, IA 52801-1221. **(deadline: 4/25)**

General Assignment Reporter

CBS4 in Rock Island, Illinois, seeks a general assignment reporter. At least one year of reporting experience is required. You will be required to shoot and edit your stories, and front them live. This position is an excellent opportunity for someone looking for their second job in the business. Qualified candidates send cover letter, resume and tape to: CBS4, Attn: HR, 231 18th Street, Rock Island, IL 61201. **(deadline: 5/15)**

Independent Living Providers

Easter Seals Iowa is a non profit organization that works to create solutions that change the lives of children and adults with disabilities and their families. Each year Easter Seals serves over 5,000 Iowans of all ages with all types of disabilities. Easter Seals' inclusive programs enable them to become involved in the community, enjoy recreational activities, work competitive jobs, and, ultimately, achieve greater independence. Easter Seals is currently looking for Independent Living Providers. There are both full-time and part-time positions available. This position has very flexible schedule which includes evenings and weekends. Qualifications for Independent Living Providers include: High school diploma or equivalent; Experience working with persons with disabilities preferred. Possession of valid driver's license and good driving record, ability to work non-traditional hours as required, including weekends and evenings. Benefits available to employees include: \$1,000 Sign-on Bonus; Medical, Dental, and Life Insurance (Full Time Only); Paid Holidays, Vacation, and Sick Leave (Full Time Only); Fun work

environment. For Application/Interview Contact: Ryan Uetz, Employee Recruiting Coordinator, ruetz@eastersealsia.org, 515-289-1933 x267

IT Consultants

Optima Technology Partners, Inc., an IT consulting firm, has successfully hired over 25 fresh University grads in the last 8 months. We are looking to aggressively recruit 40+ new grads in the next 3 months. If you are looking to make a career in the IT consulting world, then OPTIMA is the right choice for you. We will train you. Please email resumes to resumes@optima-sys.com or fax: attn: HR to 973-442-9224.

Lifeguard

Clinton Parks and Recreation has openings for lifeguards for Riverview Pool and other Summer jobs including; Cashier, Concessionaire, Building Supervisor, Summer Camp Staff, Softball Umpire, Softball Scorekeeper, Water Safety Instructors. Apply at the Clinton Dept. of Parks and Recreation Administrative Office, 1401 11th Avenue North, in Clinton, weekdays, 8:00 a.m. to 7:00 p.m. or phone 243-1260 for more information.

Local Sales Manager

CBS4 in the Rock Island, IL, is seeking a **Local Sales Manager** who can motivate, train and develop local sales staff and build relationships with local clients and agencies. Requires a well-organized, detail-oriented individual with strong negotiation skills, computer skills, forecasting, inventory and account management with a track record in new business development and NTR. Minimum of 3 years experience in broadcast sales. Send resume and cover letter to: CBS4, Attn: HR, 231 18th Street, Rock Island, IL 61201. Fax 309-788-4975. Email humanresources@cbs4qc.com. (deadline: 4/29)

Management Trainee (full-time)

At **Enterprise Rent-A-Car**, you can go as far and as fast as your talent will take you. We're looking for entrepreneurial people who want to learn every aspect of running a business, from customer service to sales and marketing that possess the energy and ambition to join us as Management Trainees. Our comprehensive training program and our promote-from-within policy will spearhead your career growth. To qualify, you must possess proven leadership and communication skills, a good driving record and the desire to succeed. To apply, please contact: Kara Lindsey, 4141 Merle Hay Rd., Des Moines, IA 50310; phone, 515-202-0854; fax, 515-727-1434; email, Kara.R.Lindsey@erac.com. Or apply online at www.enterprise.com/careers

Outside Sales Representatives

Hudson's Sales & Marketing has been engaged to find Outside Sales Representatives for a national leader in the facility services industry. Our client serves more than 200,000 customers throughout North America and offers their employees quality careers in sales. Our client is seeking, on a nation-wide basis, aggressive college graduates who want to work for a growing company, get their career in sales started, and want to put a lot of money in their pocket. Requirements: 0-4 years sales experience in a business to business environment; Bachelor degree required; Excellent verbal and written communication skills; must be passionate about sales; must be high energy and driven to develop new business. If interested, please send your resume to Nate Shuga at nate.shuga@hudson.com.

Phone Screener (part-time)

Spanish Broadcasting System/WLEY is looking for a vibrant, full of energy person that can help out the morning show answering and screening phones calls. You must be a self-starter, excited about helping out the staff of La Ley's new morning show and working with our new morning personalities. **MUST BE COMPLETELY FLUENT IN SPANISH.** Hours: 5:00am-12pm. This is a great opportunity for someone that is starting out in the media field and wants to see how a morning show operates. Send resumes to: Mmuller@sbschicago.com; or fax, 312-920-9510, Attn: Marcia Muller/Business Manager

Pretreatment Technician

The **City of Clinton** is seeking qualified applicants for the position of Pretreatment Technician with the Public Works Department, Water Pollution Control Division. Duties include industrial and commercial inspections, sampling, and monitoring; storm water sampling and monitoring; installs, operates, and maintains monitoring and analytical equipment and instruments. Must have a high school diploma or GED. Good driving record mandatory. Possession of a valid commercial driver's license including tanker and air brakes endorsement at time of employment or within 90 days after employment. Possession of a Grade III Wastewater Treatment Plant Operator's Certificate issued by the Iowa Department of Natural Resources; maintenance of both licenses required throughout period of employment. Must be a United States citizen and an Iowa resident upon employment. Post offer physical examination required, including test for illegal drugs. Non-user of tobacco products. Apply to: Clinton City Hall, PO Box 2958, 611 S. 3rd St., Clinton, IA 52733-2958 or at Iowa Workforce Center, 2740 S. 17th Street, Clinton. Only completed City of Clinton applications will be considered for the position. **(deadline: 5/2)**

Prevention Specialist

New Directions/ASAC is hiring a Substance Abuse Prevention Specialist for their Clinton office. Duties include facilitating youth groups, training adults and working with community groups. Applicants must be able to multi-task, be flexible and have strong interpersonal skills. BA in a related field preferred. Competitive and Comparable pay. Please send resumes c/o Leslie to 217 6th Ave. South, Clinton, IA 52732.

Producer

CBS4 in Rock Island, Illinois, seeks a line producer. We're looking for a hard worker with the gift of imagination and the will to use it. The goal here is to serve the viewers. Duties include formatting, writing, and editing. It's a good shop to improve your craft and have some fun. Send your VHS tape or DVD and resume to: News Director, c/o HR Director, CBS4, 231 18th Street, Rock Island, IL 61201 **(deadline: 4/25)**

Retail Management Trainee

Walgreens, the nation's premier retail drugstore, has opportunities nationwide. With 7,000 stores planned by the year 2010, we're creating opportunities for talented, ambitious individuals to be ready to contribute to future success. This position is designed to provide extensive training, both on-the-job and through company training programs, to give you the management and technical skills necessary to become a Walgreen Store Manager. Each Management Trainee works one-on-one with experienced store managers, spending time in each department learning to manage the day to day store operations. Management Trainees will learn management responsibilities, merchandising, advertising, inventory, bookkeeping, and human resources. Promotion is based on performance and productivity without regard to seniority. College Degree & Retail Experience preferred. Salary - Approximately low to mid \$30,000., Opportunity for paid overtime, Medical and Dental Coverage. For the fastest response, complete our Walgreens Online Application. Simply go to www.walgreens.jobs and select "Retail Management". For additional information, contact us at: Walgreens Retail Management Trainee, c/o Recruitment & Diversity Services, 300 Wilnot Road, #3129, Deerfield, IL 60015; phone, 1-866-967-5492, ext. 3; or email us at retail.management@walgreens.com

Sewer Maintenance III

The **City of Clinton** is seeking qualified applicants for the position of Sewer Maintenance III with the Public Works Department, Water Pollution Control Division. Duties include cleaning city sewer lines, cleaning and rebuilding catch basins and manholes, installing and repairing city sewer lines and assist with other duties related to flood control. A high school diploma or GED required. Preferably some experience in equipment operations or truck driving. Good driving record mandatory. Possession of a valid Class A Commercial Driver's License including Tanker and Air Brakes endorsement at time of employment or within 90 days after employment. Maintenance of the license is required throughout the period of employment. Must be a United States citizen and an Iowa resident upon employment. Must comply with the City's residency policy of 20 miles from their place of employment. Post offer physical examination required, including test for illegal drugs. Non-user of tobacco products. Apply to: Clinton City Hall, PO Box 2958, 611 S. 3rd Street, Clinton, IA 52733-2958 or at Iowa Workforce Center, 2740 S.

17th Street, Clinton. Only completed City of Clinton applications will be considered for the position. **(deadline: 5/2)**

Summer Production Positions

Elkay Manufacturing Company will have a need for temporary summer production assemblers for both first and third shift. – High School diploma or GED required. We offer competitive wages as well as shift premium for the third shift. All interested applicants should apply either in person to complete an application at: Elkay Manufacturing Company, 6400 Penn Avenue, Savanna, IL 61074 or call 815/273-7001 and we will mail you an application to complete and return.

Truck Driver

The **City of Clinton** is seeking qualified applicants for the position of Truck Driver with the Public Works Department – Street Division. Duties include driving medium to heavy duty trucks, snow plows, garbage packers, recycling trucks, and heavy equipment. Performs minor maintenance work including repairing, painting, and cleaning duties of buildings and grounds. A high school diploma or GED is required. Preferably some experience in the operation of automotive equipment or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Good driving record mandatory. Possession of a commercial driver's license prior to the completion of the probationary period and maintenance of the license required throughout the period of employment. Must be a United States citizen and an Iowa residence upon employment. Non-user of tobacco products. Post offer physical examination required, including test for illegal drugs. Apply to: Clinton City Hall, PO Box 2958, 611 S. 3rd Street, Clinton, IA 52733-2958 or at Iowa Workforce Center, 2740 S. 17th St., Clinton. Only completed City of Clinton applications will be considered for the position. **(deadline: 5/2)**

Veterinary Technology Instructor

Eastern Iowa Community College District has an opening for a Veterinary Technology Instructor for the Muscatine Community College campus. Must have a minimum of a Certified Veterinary Technician (CVT) and a graduate of an AVMA Accredited program. Doctor of Veterinary Medicine (DVM) preferred. Teaching experience at the post-secondary level preferred. Teaches courses in and coordinates the Veterinary Technology program. Civic Community involvement is desirable. Direct Responses and Inquiries to: Human Resources Department, Eastern Iowa Community College District, 306 West River Drive, Davenport, IA 52801-1221. **(deadline: 4/25)**

Videotape Editor (part-time)

WCAD-TV, Moline, Illinois, currently has an opening for a part-time Videotape Editor. An editor is responsible for editing video from feeds, archives, and local photographers for presentation during newscasts. This person works with producers to coordinate the editing, organization, and the playback of video clips in the newscasts. The person in this position is in contact with engineering, programming, and promotion department employees as well as fellow news and production department workers. If interested in this position, please send resume and tape to Andy McKay, Chief Photographer, 3003 Park 16th Street, Moline, IL 61265; phone, 309-764-8888.

Web and Catalog Development

Iowa 80 Group is searching for that right person to help us with our catalog and E-Commerce web site. We require a 2-year degree or the equivalent of education/experience in Design Production and/or Graphic Design, Web Site development experience in Dreamweaver and HTML, proficiency in Photoshop and Illustrator, photography experience. Must be able to travel overnight as needed. For more information, contact Iowa 80 Group, Jenny Stoltenberg, PO Box 639, 515 Sterling Drive, Walcott, IA 52773; fax, 775-854-7917; e-mail, jenny.stoltenberg@iowa80group.com

Various Positions (full-time or part-time)

Accountemps, a Robert Half Company, is the world's first and largest specialized financial temporary staffing firm for accounting and financial professionals. Our office in Davenport, Iowa, currently has the following positions available: Bookkeeper, Payroll Clerk, Collections Specialist, Purchasing Assistants,

Accounts Payable Specialist, Accounts Receivable Specialist, Finance Specialists, Accounting Manager, Cost Accountant, Staff Accountant, Controller, Analyst. For more information, Call Accountemps today at 563.359.3995 or look us up on the web at www.accountemps.com

Ashford University lists any current job openings on its Career Listings page: <http://www.ashford.edu/careers>.

Bright Horizons Family Solutions is the world's leading provider of employer-sponsored child care, early education and work/life solutions. Conducting business in the United States, Europe, and Canada, we have created employer-sponsored child care and early education programs for more than 400 clients, including 84 of the Fortune 500. Bright Horizons manages more than 550 child care centers for many of the world's leading corporations, hospitals, universities, and government agencies. All of our child care centers are designed to meet the standards of excellence set by the National Association for the Education of Young Children (NAEYC). We have several openings at the present time which include: Associate Teachers for Preschool (7-9 am) and Toddler (3:30 to 6 pm) at Eagle's Loft CCC Ames, IA ; Associate Teachers and full-timed Preschool Teacher at ISU Child Care Center at Veterinary Medicine Ames, IA; Part-time Associate Teacher and Full-time Director for School Age Program (3 to 6pm); Full-time Teacher for Pre-Kindergarten at University of Iowa Hospitals and Clinics Child Care Center, Iowa City, IA; Full-time Teachers for Twos (4 – 10 hr days) and Full-time Teacher for Toddlers (4 – 10 hour days) at Uncle Sam's Federal Child Care Center Des Moines, IA. Please contact: Dawn Kepley, Recruitment Coordinator; Email, dkepley@brighthorizons.com; Phone: 515-232-9525; Fax, 515-232-9545; or visit our website at www.brighthorizons.com.

Children and Families of Iowa has various positions open in their offices. Some positions available are Assistant Teachers, Youth Service Worker, Trackers, Accounts Payable/Payroll Specialist, Family Violence Center Outreach Coordinator, Family Violence Hotline/Volunteer Coordinator, Child and Family Resource Specialist, Residential Family Therapist, Aftercare Therapist (part-time), Part-time Family Therapist. Send cover letter and resume to Kathryn Brown, Human Resource Coordinator, Children and Families of Iowa, University Ave, Des Moines, IA 50314; phone, 515-288-1981 ext. 344; Fax, 515-288-9109; email, kathrynb@cfiowa.org or visit their website at www.cfiowa.org

Community Care, Inc. is a nonprofit organization that offers services to assist persons with disabilities. Please apply at or send resume to Community Care, Inc., 108 Industrial St., DeWitt, IA 52742 or visit us online at www.communitycareonline.com.

Handicapped Development Center in Davenport, IA, has a variety of job openings. The Handicapped Development Center is a non-profit organization whose purpose is to plan, establish and operate programs which provide opportunities and assistance to persons with disabilities in and around Scott County, Iowa. Check out the postings at <http://www.handicappeddevelopment.org/>. **(deadlines apply)**

The Iowa Department of Public Safety is now accepting applications for important positions: Special agents; Division of Narcotics Enforcement, Division of Criminal Investigation; State Troopers, Divisions of the State Patrol; Arson Investigators and Inspectors; Division of the State Fire Marshall; and Casino Gaming Enforcement Officers. If you've ever dreamed of a more rewarding career – making a more significant contribution to your community – here's your opportunity. Consider a career as a state peace officer – here at home in Iowa. Enjoy a variety of opportunities, job stability and security while you're helping keep Iowa safe. If you're ready for a new challenge, call 866-895-2457 or visit our website at www.dpscareers.com.

Iowa East Central T.R.A.I.N. is a nonprofit corporation established in 1966, and is the designated Community Action Agency for Scott, Clinton, Cedar and Muscatine Counties in Iowa. The purpose of the corporation is to provide services and assistance to low-income, elderly and handicapped persons, and to engage in other activities to alleviate or eliminate poverty through developing, employment opportunities, improving human performance, motivation and productivity, or bettering the conditions under which people live, learn and work. To see a current list of job openings, visit our website today at www.iowatrain.org. **(deadlines apply)**

John Deere has various positions open for qualified candidates. Visit their website at www.JohnDeereCareers.com for more information.

To view current job openings at **MediaCom**, visit their website at www.mediacomcc.com and at www.onmediaadsales.com.

For information on Job Openings at **Mercy Medical Center-Clinton**, please visit our website at www.mercyclinton.com. Mercy is a mission-driven organization encompassing the values of compassion, respect, concern, excellence and stewardship.

New Choices, Inc. has immediate job opportunities helping people with disabilities to gain independence in their homes or communities. Apply today at 1485 Main Street, Clinton, IA 52732, call 563-243-6771 or visit their website at www.newchoicesinc.com.

Pathway Living Center, Inc. has various career positions open for persons trained in social work, psychology, human services or education. Our psychiatric rehabilitation agency provides a variety of support services in Clinton County, which promote hope and recovery for adults with mental illness. The culture of the agency promotes teamwork, professional development and empowerment as well as an excellence in quality service provision. For more information, please contact 563-243-7987. You may apply in person at 562 2nd Avenue South in Clinton or send a resume to P.O. Box 1896, Clinton, IA 52733-1896; email pathwayliving@mchsi.com.

Per-Mar Security has various job openings available. Per Mar Security is the Midwest's leading full service Security Company, in business since 1953, with nineteen branches located throughout Iowa, Illinois, Wisconsin, Minnesota and North Dakota. Their more than 1800 Security professionals provide custom designed security solutions including burglar and fire alarm systems, integrated access control and CCTV systems, uniformed Security Officer services, special events personnel, business investigation services, and security consulting to a wide variety of clients. If interested, call Nick at 563-326-6292 or send resume to Per Mar Security Services, 5424 Tremont Avenue, Davenport, IA 52807.

Professional Building Services of the Quad Cities, Inc., currently has openings for several positions in Clinton. Positions available are Janitor: \$7.50/hr., (part-time), Monday through Friday, plus some rotating week-end short shift work, 15+ hours per week; Team Leaders: \$8.00 to \$8.50/hr., (part-time), will work and oversee team members at 1 site; Supervisors \$10.00 to \$11.50/hr., (part-time/full-time), experience preferred, must have a valid driver's license, flexibility, strong leadership skills, will oversee multiple sites. Must be dependable and have reliable transportation. Apply at Clinton Workforce Center.

Rock Island Arsenal has various positions open for qualified candidates. Visit their website at www.ria.army.mil for more information.

RuffaloCODY is looking for motivated individuals for a variety of positions at our Cedar Rapids, IA location. RuffaloCODY provides colleges, universities and other non-profit organizations, with marketing and software solutions for fundraising, membership and student recruitment programs. For additional organizational information and online application submission, visit our website at www.ruffalocody.com. **(deadlines apply)**

The State of Iowa has many job openings. For a list of State of Iowa jobs that are currently available, visit their website at http://das.hre.iowa.gov/state_jobs.html.

Target is looking for applicants to be part-time workers in their Clinton, Iowa, store. All Target positions require applicant(s) to be fast, fun and friendly; team-oriented; cheerful and helpful attitude towards guest and other team members; able to work a flexible shift. Positions available include: Cashier/Guest Service Team Member, Sales Floor Team Member, Logistics Backroom/Flow Team Member, Food Avenue Team Member. If interested in a position with Target, please stop into the store and complete

and online application at our kiosks. When that is completed, you will receive an on the spot interview! For questions, please contact Carrie at Target at 243-9909.

Volunteer Opportunities

Beacon of Hope Hospice, Inc., of Davenport, IA, is looking for Hospice volunteers. Caring, compassionate, friendly individuals needed to spend time with hospice patients. Other volunteer opportunities are also available. Call today at 563-391-6933 or toll free at 888-932-2732.

Children's Discovery Center has volunteer opportunities available. If interested, contact Theo Smith at 563-243-3600 or 563-243-3356.

Members of the **Mercy Auxiliary** are looking for volunteers who have an interest in helping to provide services to Wyndcrest and Bluff Terrace Nursing Homes in Clinton, IA. Duties include delivering mail, fresh ice water, reading to residents, shopping (if needed) and assisting with special activities. Two-hour morning or afternoon shifts are available and can be adapted to meet your schedule needs. If you have an interest in joining the Mercy Auxiliary and becoming a volunteer, please contact Mary Jane Kampling at 563-242-8980 for more information. **(open)**

Visiting Nurse Association (VNA) is looking for persons for the Caregiver Respite Program who would be interested in volunteering for 1 to 4 hours a week. Volunteers are needed to relieve persons who are taking care of home-bound relatives and need to run errands or just need some time away from the home. Training provided. If you are interested, call Helen Buckley/Respite Volunteer Coordinator at 242-7165 ext. 3003.

Volunteers needed! Are you a caring, compassionate individual? Join the team as an advocate at the **YWCA Domestic Violence/Sexual Assault Resource Center**. Training provided, so call now! Contact Cheryl at 563-242-2118. **(open)**

SEASONAL EMPLOYMENT AND/OR INTERNSHIPS

Big Brothers Big Sisters of Rock Falls, Illinois has several internship positions available. All internships are unpaid for the Fall and Spring Semesters. Flex hours are between 8 am and 4 pm Monday through Friday with possible evening and weekend activities. Must be able to complete Big Brothers Big Sisters volunteer requirements, which include: police background check, provide three references, valid driver's license and valid vehicle insurance. Contact Information: Keri Olson, Big Brothers Big Sisters, 300 1st Ave., Suite 220, Rock Falls, IL 61071; phone 815-626-2227

Children's Discovery Center has opportunities for internship. Applicants should enjoy working with and relates well to children. There are many opportunities at the Discovery Center for interns. There are activities every Saturday morning, an early Wednesday out reading program for early elementary children, and a Wiggles and Tunes time for pre-school children on Fridays. There may also be an opportunity for a marketing student. If interested, contact Theo Smith at Children's Discovery Center, 501 11th Avenue South, Clinton or call 563-243-3600 or 563-243-3356.

Children and Families of Iowa, Iowa's premier private non-profit family and children's agency, has an internship opportunity for a student interested in Foster Care & Adoption. Gain valuable job experience by working with workers and learning the foster care and adoption process. Appropriate majors include, but are not limited to Psychology, Sociology, Child & Family Services, Human Services, & Social Services. Hours are flexible during a regular business workweek. This is an unpaid opportunity, available for the fall and/or spring semester(s). Interested students seeking on the job experience and who want to be a part of improving the well-being of children and supporting the healthy development of families. Send resume and cover letter to: Kathryn Brown, Human Resource Coordinator, Children and Families of Iowa, 1111 University Avenue, Des Moines, Iowa 50314.

Farmers National Bank of Prophetstown, IL, is seeking an internship candidate for its growing Morrison branch. The candidate should have an interest in banking while pursuing a degree in Finance, Business, and/or Accounting. The bank is seeking a senior (or a possibly a junior) to "intern" during the spring. The opportunity for a full-time position will follow a successful intern period. A complete job description will be available after the initial internship. Please contact David Matthews, Executive Vice President, Farmers National Bank of Prophetstown at (815)537-2348, or email davem@fnbptown.com.

Girl Scouts of the Mississippi Valley, Rock Island, Illinois, has several opportunities for internships. Positions available include: **Adult Development Internship:** Responsible for assisting with preparation of training seminars and other presentations; **Equestrian Internship:** Responsibilities include: Basic care of horses, teaching girls horse riding lessons, horse training. Equestrian or prior horse experience preferred; **Fund Development Donor Research Intern:** This person is in charge of special event planning, prospect research, donor communication. **Information Technology Intern:** Responsible for Assisting in network management/web design and updating; **Membership Recruitment Intern:** This person markets Girl Scouting in schools and communities to increase membership, provides program opportunities in targeted areas to increase retention. **Outreach Intern.** This person assists in program planning and facilitation of after-school programs for at-risk girls, assists in the creation of marketing materials such as flyers, newsletters and permission forms; **Outdoor Education Intern:** This person creates and manage outdoor/environmental education curriculum, coordinates outdoor/environmental education events, coordinates volunteers and resources for specialized activities and camping events at Camp Conestoga, assists with implementation of events for girls in grades K-12; **Sports and Health Intern.** This person manages established health & wellness grant program(s), coordinates sports-appreciation events and assists with implementation of events for girls in grades K-12; Fax or e-mail resume and/or description of relevant coursework, writing sample and experience to: Deb Hall, 2011 Second Ave., Rock Island, IL 61201; phone, 309-788-0833; fax, 309-788-0836; email, debh@gsmv.org or visit our website at www.gsmv.org.

Kemin Food Ingredients is seeking a student willing to serve as a summer intern. The Research & Development Intern will be a working scientist, provided with their own bench space in the Kemin Food Ingredients lab. They will be performing duties needed to further Kemin's goals of improving the quality of life by touching half the people of the world. They will work with Kemin's lab equipment, learn Kemin's proprietary procedures, and gain valuable experience with a number of cutting-edge project experiences in the science field. The intern should expect to gain real-world industry knowledge about conducting a systematic research and learn to successfully operate analytical instruments, and to analyze the experimental data and make interpretation of the data. The student is expected to make good observations of the experiments and make judgments based on the results. This research study involves solving problems, therefore creative thinking is essential. They are expected – and encouraged-- to try new ideas to solve problems. The guiding scientist will evaluate the ideas and approve for experiments. Will last from approximately May 12, 2008 through approximately August 15, 2008 (up to 14 weeks). This is a paid full summer internship based in Des Moines, Iowa. Housing is available for students through collaboration with Grandview College and the Greater Des Moines Partnership. Interested applicants should submit a resume and cover letter to: Human Resources, Kemin Food Ingredients, 2100 Maury Street - PO Box 70, Des Moines, IA 50306-0070; email, jobs@kemin.com.

Lutheran Brotherhood is a financial services organization that helps people link their faith, values and finances. An internship with Lutheran Brotherhood will give you a chance to develop your unique talents. Your experience will help you discover what your passions in life are and how they relate to your professional and personal goals. An experienced professional will help you learn about personal financial management and a mentor will partner with you for client appointments. In addition to your career experience, you'll also receive: a monthly stipend and course credit at most colleges, an opportunity to earn commission income in addition to your stipend, the education and financial support to help you earn insurance and securities licenses, a laptop computer to use during your internship, an expense-paid trip to Lutheran Brotherhood's headquarters in downtown Minneapolis, MN., and an opportunity to choose a rewarding and fun volunteer activity. To be a Lutheran Brotherhood intern, you must be in good academic standing, a member of a Lutheran Church and at least 18 years-old. For more information about internship opportunities, contact Lutheran Brotherhood, Field Recruiting Department, 625 Fourth

Ave. S., Minneapolis, MN 55415 Email – field.opportunities@luthbro.com; Visit our website – www.luthbro.com/careers (PIN 100-007); Phone -- 800-688-6027 or Fax – 612-340-7142. **(deadlines apply)**

Prodigy Corporation is a reputed Organization offering Software Consulting Services and in-house Product development. We are mainly focused in developing enterprise applications for our various clients which includes Finance, Mortgage and Insurance Industry. We are currently in the process of hiring qualified Interns for our projects. Work responsibilities include involvement in different phases of Software Development life cycle and in assisting our Senior Consultants. Areas we are focused on include: Java Technologies, .NET, QA and Testing. Contact: Kiran, HR Manager; Phone, 703-584-7117; Fax, 703-940-7707; E-mail, kiran@prodigycorp.com; or visit our website at www.prodigycorp.com

Rock Falls Chamber of Commerce is offering internships. Areas of focus can include: Basic office skills, Graphic design/desktop publishing, Client relations, Marketing and advertising, Website maintenance and much more! This internship is open to all majors and can provide hands-on experience, working with a friendly staff, flexible schedule, creative and free thinking environment, working with area businesses and community leaders and developing your current skills and creating new ones. If interested, please call 815-625-4500.

Senator Tom Harkin's Washington D.C. office is looking for bright students from all academic majors to apply for internships. Internships in Senator Harkin's office are an excellent opportunity for a valuable and unique education about the federal legislative process. Interns assist the Senator's staff in the areas of legislation, press, and communications. Intern responsibilities include performing office duties, writing and researching current legislative issues, and acting as general project support to our staff. The intern program is specifically designed for college undergraduates. The internships are open on a rotating basis for the spring, summer and fall. To apply please visit our website and fill out the online application at <http://harkin.senate.gov/internship/index.cfm>. Then fax or email us your resume, a short writing sample, and two letters of recommendation. Contact Information: Grant Gustafson, Intern Coordinator, 731 Hart Senate Office Building, Washington, DC 20510. Phone: 202-224-3254, fax: 202-224-9369. Grant_Gustafson@harkin.senate.gov.

Quad City Steamwheelers are proud of the successful internship program they have operated since the team's inception in late 1999. The team offers both paid and unpaid internships. Unpaid internships are normally part-time opportunities for shorter periods of time, usually provided to underclass students. Paid internships are designed primarily for upper classmen who are close to graduation or have recently graduated. Qualified interns who demonstrate proper capabilities will, in most cases, receive a staff title/position after a short term trial period to gauge skill set capabilities, work ethic quality and accountability. A number of paid interns have successfully integrated into the staff operations during their tenure as an intern. Internship work areas include: Marketing, Media Relations, Financial, Merchandising, Game Operations. Applicants will be required to submit a letter of application accompanied by an up-to-date resume. Please contact Jim Foster or Shawn Brown at 463-624-4888 or 888-STEAMTIX.

The Swiss Colony has an internship opportunity for their Peosta, IA location as an Assistant Supervisor. This is a full-time, paid position with a salary of \$2,500 per month from June to August, 2008 or from June to December 2008. The Assistant Supervisor Intern Maintains the facility safety records and coordinates efforts to ensure compliance with safety audits. Works closely with the facility manager and safety supervisor to ensure safe operations at the Peosta facility. Promotes continued safety awareness and maintenance. Formulates and implements item profiling using WMS (Warehouse Management System). Analyzes SKU position and the logistics of product in the ship alone fulfillment picking area. Maintains and updates several WMS reports. Please submit application/resume on-line at www.theswisscolony.net (click on Career Center link). If you have questions, please feel free to contact Sara Anderson at (608) 324-6099.

The Swiss Colony has an internship opportunity for their Clinton, IA location as an Assistant Supervisor. This is a full-time, paid position with a salary of \$2,500 per month from June to August, 2008 or from June

to December 2008. The Assistant Supervisor Intern supervises the inspecting, processing, auditing and distribution functions of the returns merchandise for all non-food catalog customer returns. Communicates frequently with other departments and completes the necessary related paperwork for returns. Monitors the accurate movement of product into and out of the Fulfillment area through the supervision of Dock Workers and Forklift Operators. Supervises 30 Temporary employees. Position may be required to work second shift hours (Noon - 8:00pm or 10:00am – 6:00pm). Please submit application/resume on-line at www.theswisscolony.net (click on Career Center link). If you have questions, please feel free to contact Sara Anderson at (608) 324-6099.

Target Stores offers internship opportunities as Executive Interns. The objective of the Executive Internship is to give you an overview of Target Stores operation and company programs while strengthening your leadership skills, enabling you to be an effective leader and strategic business partner for the Stores pyramid. As a Store Executive, you will receive support from all leadership areas within the store as you rotate through each executive position. If you are looking to pursue a career in business management, have strong leadership and decision-making skills and strong organizational skills with the ability to multi-task, this may be the opportunity for you. We will provide you with a 10-12 week internship program training and will ask you to commit to a total of 400 hours for the internship program. Following your internship, you will have an opportunity to interview for an executive position with Target Stores. For more information, please log on to our website at target.com/careers.

Trinity Regional Health System has an opening for a Corporate Communications Intern. Successful candidate will work in the Internal Corporate Communications Department. Duties may include supervised work with a variety of staff members on public relations/media relations, events, community classes, internal and external publications and marketing research. Full-time preferred, but scheduling may be flexible. A small stipend is available. Candidate should possess a working knowledge of Microsoft Word, Excel and PowerPoint, good organizational skills, creativity and attention to detail, the ability to handle multiple projects at one time, strong written and verbal communication ability. Some marketing or communications coursework is preferred. If interested, please send resume and cover letter to Erin Lounsberry, Media Relations Specialist at lounsberrye@trinityqc.com or call 309-779-2981.

Trinity Regional Health System is seeking a Graphic Design Intern to learn under lead graphic designer for internal Corporate Communications department at one of the largest Quad-City employers. Duties may include supervised design of flyers, brochures, newsletters, advertisements, and other internal health system printed materials. Full-time preferred, but scheduling may be flexible. A small stipend is available. Candidate should possess a working knowledge of Quark Express & Photoshop, good organizational skills, creativity and attention to detail, and the ability to handle multiple projects at one time. Knowledge of Illustrator is beneficial. Completion of some graphic design coursework is preferred. If interested, please send resume and cover letter to Erin Lounsberry, Media Relations Specialist at lounsberrye@trinityqc.com or call 309-779-2981.

Walgreens, the nation's premier retail drugstore, has opportunities nationwide. With 7,000 stores planned by the year 2010, we're creating opportunities for talented, ambitious individuals to be ready to contribute to future success. At Walgreens, you have the best of both worlds: the training, support and resources of one of America's largest retail organizations behind you, plus the encouragement to be a true entrepreneur. Because we want you to succeed in your retail career, we've created a comprehensive, step-by-step retail management training program that will equip you to become a Walgreens store manager, and from there — depending on your career goals — to move into higher levels of retail management at Walgreens. The internship program is designed for college students to complete during the summer between their junior and senior years in school, exposes students to management skills and a full range of retail operations at Walgreens. Interns will work with experienced store managers to learn about store operations, management responsibilities, merchandising, advertising, inventory, bookkeeping, and human resources. Training includes research projects with on-the-job training. Interns are expected to complete written projects and research topics. By the end of your ten-week internship, you'll know just what it means to manage a Walgreens store. It's also an opportunity for us to seek exceptional students, prior to their senior year of college, to train for future management consideration. Get paid to learn! The internship is conducted between the months of May through August. Interns are paid hourly, rates vary

from \$12.00 up to \$14.00 per hour and are scheduled for 40-hour work week. For the fastest response, complete our Walgreens Online Application. Simply go to www.walgreens.jobs and select "Retail Management". For additional information, contact us at: Walgreens Retail Management Internship, c/o Recruitment & Diversity Services, 300 Wilmot Road, #3129, Deerfield, IL 60015; phone, 1-866-967-5492, ext. 3; or email us at retail.internship@walgreens.com.

Walt Disney World College Program offers a range of Advanced Internships in Marketing and Hospitality to Human Resources and Finance. Visit the website at wdwcollegeprogram.com. **(deadlines apply)**

Washington, DC Internships, Academic Seminars, Financial Assistance, Housing and Academic Credit information can be found at <http://www.twc.edu/>. Fill out The Washington Center's Request for Information (RFI) form on the website. **(deadlines apply)**

Waterloo Bucks Baseball has an internship opportunities for 2008-2009. As an intern with the Waterloo Bucks, you will actively be a part of all facets of running a minor league baseball organization. The Bucks have an internship program that encompasses all three traditional semesters: summer, fall, and spring. The summer internship program will consist of stadium operations interns, merchandising interns, electronic media interns, game operations interns, media relations interns, press box interns, and ticket office interns. The fall internship program will include, but not be limited to: Post-season customer relations, Database marketing, Season ticket sales, Television ad production. The spring internship program will consist of general interns and sales interns. Interested candidates should call to set up an appointment with the Bucks front office at 319/232-0500. Resumes and cover letters may be sent to P.O. Box 4124, Waterloo, IA 50704.

YWCA of Clinton, IA is looking for a Marketing Intern. Responsibilities include: creating commercials, working on a marketing plan for both the childcare and YW and other projects. For more information, contact Heather in Ashford's Alumni & Career Services Office at 800-242-4153, ext. 3510 or via email heather.hilgendorf-cooley@ashford.edu

Updated April 22, 2008