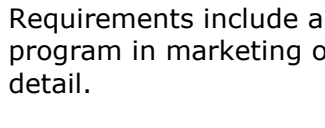




# CSW—Career Services Weekly

Friday, November 18, 2011  
Issue No. 129



## Employment Opportunity

Water Street Design is searching for a part-time office assistant to start immediately. Requirements include a student pursuing a program in marketing or design, and attention to detail.

Water Street Design, a creative firm located in Winchester, is uniquely positioned to serve the marketing needs of those in the manufacturing industry. They help clients bring products to sale, through retail and distribution channels, with clear consistent messaging to represent brand identity.

One assistant is needed to do light office work for about four hours a week. This position offers the opportunity to experience the day-to-day operations of a fast-paced, well-positioned firm in the marketing industry. Tasks will include, but are not limited to, the following:

- Maintain office filing and sample storage
- Monitor and order office supplies
- Distribute/file incoming mail
- Short errands: bank, post office, deliveries, etc.
- Schedule First Friday artists for gallery space
- Perform other tasks as directed by Office Manager

To apply, send a cover letter and resume by email to [info@waterstdesign.com](mailto:info@waterstdesign.com).

### Calendar of Events

**Big Brother Big Sister Information Table**

**Tuesday, November 29**  
Brandt Student Center Lobby  
11 a.m.— 1 p.m.

**Big Brother Big Sister Information Table**

**Wednesday, November 30**  
Brandt Student Center Lobby  
11 a.m.— 1 p.m.

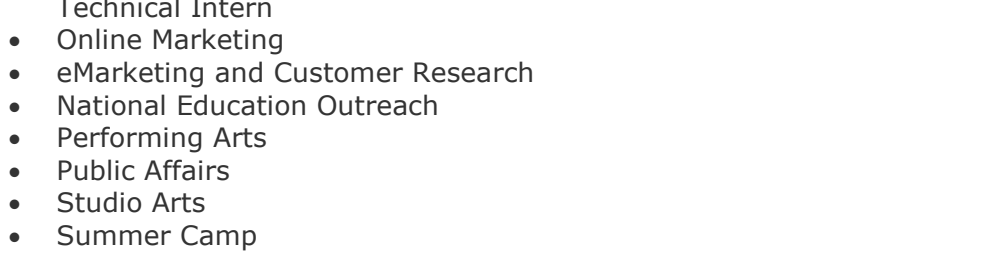
## Job Opportunities with the City of Winchester

The City of Winchester is currently looking for lifeguards, swim instructors, and coaches. Part-time and seasonal positions available. The indoor pool at Jim Barnett Park hosts open swim and a variety of classes for the local community. Lifeguard shifts are quite flexible to fit your schedule.

Lifeguards must have lifeguard training, CPR for the Professional Rescuer, and Standard First Aid. Water Safety Instructor certification preferred for Swim Instructors.

Swim instructors needed to support Competitive Swim Training for 6-17 year-olds. Swim team and coaching experience, and certification in Swim Team Coaching and WSI preferred, but not required.

For more information, please visit the Aquatics website at: <http://www.winchesterva.gov/parks/aquatics.php> or contact Matthew Reges at (540) 667-1615.



## Internships Available

Interns with The Smithsonian Associates (TSA) are offered unique opportunities to learn about all aspects of educational programming for both adults and children, while contributing extensively to one of the world's great cultural institutions. Intern projects are designed to benefit both the Institution and complement the intern's own interests, skills, and experience.

### Eligibility & Qualifications

Internships are open to both undergraduate and graduate students. International students are welcome to participate in most internship opportunities. However, interns coming from abroad will require appropriate visas to enter the United States.

No specific credential or work experience is required; however, applicants should have a strong interest in [TSA's Mission](#) and in informal educational programming. Individual departments may be seeking additional qualifications, they can be found in the respective position descriptions below

### The TSA Internship Seasons

- Fall:** September - December
- Winter/Spring:** January - May
- Summer:** June - August

Internships Available in:

- Development
- Discovery Theatre-House Management, Assistant to the Director, Technical Intern
- Online Marketing
- eMarketing and Customer Research
- National Education Outreach
- Performing Arts
- Public Affairs
- Studio Arts
- Summer Camp

Prospective interns are asked to apply online through the [Smithsonian Online Academic Appointment System](#) (SOLAA). Students should carefully review the position description(s) prior to applying.

### The following items will be required for consideration:

- A current resume
  - A recent writing sample
  - Academic transcript (unofficial are acceptable)
  - Two letters of recommendation from professors or recent employers
- Additionally, candidates will likely be asked to interview (in person or over the phone) for their desired position.

### Deadlines for Applications

- Fall Positions: **July 1**
- Winter/Spring Positions: **November 1**
- Summer Positions: **March 15**

TSA internships are highly competitive and applying early is strongly encouraged.

For more information, please visit <http://www.residentassociates.org>.

## College Central Network: SU's online Job Posting Website



Career Services at Shenandoah University uses an on-line job posting system to alert students to part- and full-time jobs and internships. To join College Central Network, follow the instructions below.

### Login information

1. Go to [www.collegecentral.com/su](http://www.collegecentral.com/su)
2. Click on the Student icon.
3. Choose the link for Register Now.
4. Enter registration information.
5. You can now search job postings online, and post your résumé for employers to see!

Be sure to check out the new jobs that have been posted exclusive for Shenandoah University students!

## CAREER 15



### The Virginia Private College Network

If you're looking for an internship or a job with career possibilities, how do you get noticed by the bigger corporations? The great news is that Shenandoah University is a member of the Virginia Foundation for Independent Colleges. Together the 15 colleges of the VFIC have made expanding your career opportunities a top priority.

Register with CAREER15 at [www.career15.com](http://www.career15.com). You'll file your resume online where participating companies can then review it. While they're learning about you, you can be learning about them and discovering specific opportunities they have posted.

In addition to the online networking, CAREER 15 sponsors interview days and job fairs in conjunction with VFIC member colleges and partner corporations. You definitely want to put yourself in this unique spotlight.

Questions or comments? Email us at [career@su.edu](mailto:career@su.edu) or call (540) 665-5412. [Click here](#) to view the Career Services Weekly online.

