DID YOU KNOW THAT...

...The Bureau of Labor Statistics (BLS) released the new Occupational Outlook Handbook (OOH) online at www.bls.gov/ooh. The 2012-13 OOH introduces these major changes:

**Presentation and readability**

Occupation profiles consist of eight separate “pages”: a summary page highlighting key characteristics of the occupation and seven additional pages, each describing one aspect of the occupation (such as pay or job outlook).

A “Quick Facts” table on the summary page shows median wage, typical education needed for entry, required work experience, type of on-the-job training, employment, and job outlook.

At least three pages of each profile include color photos of workers in the occupation.

The information is presented in a reader-friendly, writing-for-the-Web style, which includes the use of headings and subheadings, bulleted lists, and shorter sentences and paragraphs.

Each profile includes charts showing median pay and job outlook in relation to other occupations.

**Search options**

An occupation finder makes it easy to search for occupations by median pay, typical entry-level education, typical on-the-job training, projected number of new jobs, projected employment growth, or a combination of any of these characteristics.

An occupation group search allows readers to browse by group of interest. Clicking on an occupation group links to a “landing page” of similar occupations together with their respective job summaries, typical entry-level education, and 2010 median pay.

An A–Z index search allows readers to search by occupation title.
A featured profile on the OOH homepage changes multiple times a day and allows readers to click and learn more about the occupation.

Readers may search by occupation title via the “Search Handbook” box on the homepage.

**Navigation**

Readers may use links on the occupation summary page to navigate to each page of the profile.

Readers may navigate via tabs across the top of each profile. Each tab corresponds to one of eight profile pages.

Readers may use “forward” and “back” arrows at the bottom of each profile page.

**Other features**

New links on the homepage take readers to three distinct pages: highest paying occupations, occupations projected to be the fastest growing, and occupations projected to have the most new jobs.

Certain terms in the profiles—including ones in the Quick Facts table, on the Home Page, and in column headings in tables—have question marks next to them. Users can click on the question mark to read the term’s definition.

Adapted from: *Kristina Bartsch*  
2014

**UPCOMING RECRUITING EVENT!**

**WTBY Campus Mini-Recruiting Day**

Wednesday, April 23, 2014  
11am - 2pm Main Lobby

**Full, Part-time, Summer Jobs/Internships**

Waterbury Home Depot (part-time, summer)

Social Security Administration

Webster Bank
**Part-Time Paid Internship, Waterbury Symphony Orchestra**, Waterbury, CT.
**Requirements:** Successful candidates will have strong interpersonal skills, the ability to work independently, and a basic knowledge of orchestral music performance practices. A major in music management, music performance, music education, or marketing not required; but likely candidate will have some coursework in these disciplines or equivalent experience.
**Responsibilities:** Assist in concert and event production and with miscellaneous general management tasks.
**To Apply:** Email a resume and a one page cover letter no later than May 31, 2014 to: scollins@waterburysymphony.org. No phone inquiries, please.

**Part-Time Cashier, K-Mart Corporation**, Watertown, CT.
**Responsibilities:** Provide excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

**F/T or P/T Corporate Paralegal, Carmody Torrance Sandak & Hennessey LLP**, Waterbury, CT.
**Requirements:** Good communication and organizational skills and attention to detail required. Bachelor's degree and/or paralegal certificate preferred. Large law firm or corporate in house legal department background preferred but not required.
**Responsibilities:** Assist attorneys with preparing corporate documents, creating and maintaining corporate minute books, preparing draft audit letters, and other various duties.
**To Apply:** Please contact Laurie Logan-Priscott at (203) 573-1200 or recruit@carmodylaw.com for more info.
Full-Time Store Manager, K-Mart Corporation, Southbury, CT.

**Requirements**: Must have a Bachelor’s degree or equivalent experience. In addition, successful candidate will have extensive knowledge of store merchandising, operations, and retail management practices and procedures. Effective oral and written communication skills are highly sought characteristics.

**Responsibilities**: Provide disciplined leadership including setting clear expectations and holding the team and self accountable. Select, develop and manage performance of individuals and team, measured by appropriate performance records, training completion, and associate survey results.


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Part-Time Paid Internship, UniMetal Surface and Finishing, LLC, Thomaston, CT

**Requirements**: Must be a progressive thinker with good work ethics, strong computer skills and vast knowledge of social media.

**Responsibilities**: Develop a Facebook company page and marketing content for new products and services. Monitor website traffic and reporting. Assist with website and marketing support for sales and customer service team. Possible transition as an at-home internship.

**To Apply**: Please send resume to George LaCapra at: glacaprajn@unimetal.com. Call (860) 283-0271 Ext. 233 for more info.

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Part-Time Volunteers, Literacy Volunteers of Greater Waterbury

**Requirements**: No prior teaching experience is necessary; but volunteers must be at least 18 years old with a high school diploma or equivalent, possess excellent oral and written English skills, and demonstrate the potential, with some training, to tutor adult learners. The schedule of upcoming trainings, which begin the first week of May, will be available at the orientation.

**Responsibilities**: LVGW trains and supports volunteers who teach adults to read, write, speak, and understand English. Tutors help students work toward their goals, such as securing employment, reading to their children, enrolling in GED classes, and passing the U.S. citizenship test.

**To Apply**: For more information about the program or to register for one of the orientations, please call Vanessa Vowe at (203) 754-1164 or email Lvgw-programs@waterburyct.org.

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F/T or P/T Jobs, or Paid/Unpaid Internships for Applied Behavior Specialist, Connecticut Behavioral Health, LLC, Cheshire, CT.

**Requirements**: Must possess at least an Associate’s degree. Undergraduate student working on/finishing a Bachelor’s degree preferred. All majors accepted but Psychology and Human Development & Family Studies majors are favored. Excellent communication and organizational skills are a must.

**Responsibilities**: Work one-on-one with individuals with educational exceptionalities and/or behavioral needs. Carry out individualized behavior support plans under the supervision of a Behaviorist or Behavior Analyst.

**To Apply**: Email resume to Alyssa Chouinard at: AlyssaC.CBH@gmail.com.
Paid Part-Time Student Worker, fall 2014, Urban & Community Studies Program, Uconn Waterbury Campus

Requirements: Candidates must have good communication skills and experience with Microsoft Office. Experience with community engagement and service learning a plus. Knowledge of Urban and Community Studies subject area preferred.

Responsibilities: Assist the UCS faculty with the planning of student activities and program recruitment events. In addition, students will provide clerical support.

To Apply: Please submit applications by the deadline, April 16, 2014. For full job descriptions and to apply, go to: http://studentjobs.uconn.edu/ Questions? Ruth.glasser@uconn.edu

LOCAL JOBS/INTERNSHIPS:
http://www.waterbury.uconn.edu/career_services/newsletter.html

LINKS TO NATION-WIDE JOBS/INTERNSHIPS:
http://www.waterbury.uconn.edu/career_services/searchJob.html#web