DO YOU KNOW...

**How to write a good résumé?** Thomas L. Friedman, in “How to Get a Job at Google”, www.NYT.com April, 2014, states the following:

“The key,” he said, “is to frame your strengths as: ‘I accomplished X, relative to Y, by doing Z.’ Most people would write a résumé like this: ‘Wrote editorials for The New York Times.’ Better would be to say: ‘Had 50 op-eds published compared to average of 6 by most op-ed [writers] as a result of providing deep insight into the following area for three years.’ Most people don’t put the right content on their résumés.”

**What’s your best advice for job interviews?**

“What you want to do is say: ‘Here’s the attribute I’m going to demonstrate; here’s the story demonstrating it; here’s how that story demonstrated that attribute.’” And here is how it can create value. “Most people in an interview don’t make explicit their thought process behind how or why they did something and, even if they are able to come up with a compelling story, they are unable to explain their thought process.”

---

**CAMPUS EVENT: Master of Engineering Program**

Representatives will give information and speak to those interested in enrolling in the program or taking classes on a non-degree basis.

Thursday, May 8, 2014
5:00-7:00 p.m.
UCONN Waterbury Campus
Multi Purpose room (MPR) 113
**Full-Time Life Skills Instructor, Ability Beyond,** Southington, CT.

**Requirements:** Must have a valid driver's license. Within 30 days of employment, employee must obtain a Connecticut Public Passenger Endorsement Certificate (PPEC). Candidate may be required to drive personal or agency-owned vehicle. Within 90 days of employment, employee must get State Certification in Medication Administration. CPR certification also required.

**Responsibilities:** Candidates will be responsible for integrating individuals with disabilities into the community to participate in work, recreational, leisure, and volunteer activities. Train and support needs to the individuals at home and in the community.

**To Apply:** [Click here to Apply.](#)

---

**Full-Time School Readiness Teacher, Waterbury Youth Service System,** Waterbury, CT.

**Requirements:** Must have a Bachelor's degree in Early Childhood Education, Child Development, Elementary Education, or Early Childhood Special Education. Interested candidate must be passionate about working with children. Excellent interpersonal communication skills, organizational and writing skills, time management, and computer skills required. Flexible weekday schedule and reliable vehicle mandatory.

**To Apply:** Send a cover letter and resume to: Waterbury Youth Service System, Inc., 83 Prospect Street, Waterbury, CT 06702. ATTN. Human Resources: Fax it to 203-755-4835, or email to employment@waterburyyouthservices.org. Please no phone calls.

---

**Full-Time Child Development Specialist, Waterbury Youth Service System,** Waterbury, CT.

**Requirements:** Must have a Bachelor’s degree in Human Services and have no less than two years experience in the delivery of child welfare services. Interested candidate should be able to meet physical demands of the position and be able to lift up to 50 pounds. Must have Physical and Psychological Management Training. Competence in supervising staff, knowledge of cultural, linguistic, or experiential backgrounds of the children to be served is preferred.

**To Apply:** Send a cover letter and resume to: Waterbury Youth Service System, Inc., 83 Prospect Street, Waterbury, CT 06702. ATTN. Human Resources: Fax it to 203-755-4835, or email to employment@waterburyyouthservices.org. Please no phone calls.
**Child Development Specialist per Diem, Waterbury Youth Service System,**
Waterbury, CT.

**Requirements:** Ability to sit, stand, and bend for long periods of time and lift up to 50 pounds required. A Bachelor’s degree is preferred. Must have a driver’s license and pass a background check.

**Responsibilities:** Provide supervision, care, and teaching of children ages 6-13 who have been taken into custody by the DCF.

**To Apply:** Send a cover letter and resume to: Waterbury Youth Service System, Inc., 83 Prospect Street, Waterbury, CT 06702. ATTN. Human Resources: Fax it to 203-755-4835, or email to employment@waterburyyouthservices.org. Please no phone calls.

---

**Full-Time Administrative Position, Chase Medical Research,** Waterbury, CT.

**Requirements:** Strong oral and written communication skills required. Must be detail oriented, analytical, and have strong computer skills. A background in the healthcare or science field and college degree preferred. Good for someone interested in the pharmaceutical/health care industry.

**Responsibilities:** Register patients and answer multiple phone lines. Assist in the start-up phase of each clinical trial, including the preparation of documentation for regulatory submission, source document development, and data entry of critical trial related information into specific Sponsor/CRO applications. In addition, candidate will assist the Manager of Administrative Services with financial or marketing tasks.

**To Apply:** Please submit resume to Diane Rabideau, RN, Director of Clinical Operations at: drabideau@chasemr.com.

---

**Full-Time Summer Worker Position, Department of Social Services,** Hartford, CT.

**Requirements:** Must have general knowledge of office operations and great communication skills. Those majoring in human services or related area of study will be given preference. **Deadline for applying:** May 2, 2014

**Responsibilities:** Perform clerical tasks such as filing and archiving records, mail processing, answering phones, and assist staff with a variety of projects.

**To Apply:** Go to: [www.das.state.ct.us/exam/default.asp#APPLICATION](http://www.das.state.ct.us/exam/default.asp#APPLICATION) for an application, then MAIL your cover letter, completed application, copy of your unofficial transcript, and the names of three current professional references to:

Ronnell Young, Human Resources Assistant

Department of Social Services

25 Sigourney Street—12th floor

Hartford, CT 06106
**Full-time Summer Worker position available in the Information Technology Unit.**
55 Elm Street, Hartford, CT 06106 11205SLC  8 am – 5 pm
$10.50 - $14.00 **Deadline: May 16, 2014**

**Perform basic information technology support** functions under supervision; provide basic help desk support to end users; refer more complex problems to higher level information systems staff; provide basic support to users in the use of software applications; provide assistance in installation and configuration of local and network printers, scanners and other peripherals.

**Knowledge of Microsoft Office Suite:** ability to operate office equipment, ability to work independently or in a team as required; possess strong work ethic; highly motivated, organized and able to meet deadlines; excellent interpersonal, analytical, verbal and writing skills

**Eligibility Requirements:**
(1). College course work in Computer Science, Information Technology and/or other educational background relevant to functions of the unit.
(2). Undergraduate/Graduate applicants must be in good academic standing.

**To Apply:** submit a cover letter, resume, and an Application for Employment (CT-HR-12) to: Office of the Treasurer Attn: Gail Crockett 55 Elm Street Hartford, CT 06106 Phone: (860) 702-3282 Fax: (860) 702-3003 Gail.crockett@ct.gov

---

**Full-time position:** **Sears, Inc. Merchandising and Pricing Lead.** Reference Code: 323346BR  Brass Mill Center, Waterbury, CT  Assist the Store Manager in the execution of Merchandising & Pricing responsibilities such as ad set-up and takedown, promotional set-up and replenishment of promotional merchandise.


---

**LOCAL JOBS/INTERNSHIPS:**
[http://www.waterbury.uconn.edu/career_services/newsletter.html](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](http://www.waterbury.uconn.edu/career_services/searchJob.html#web)