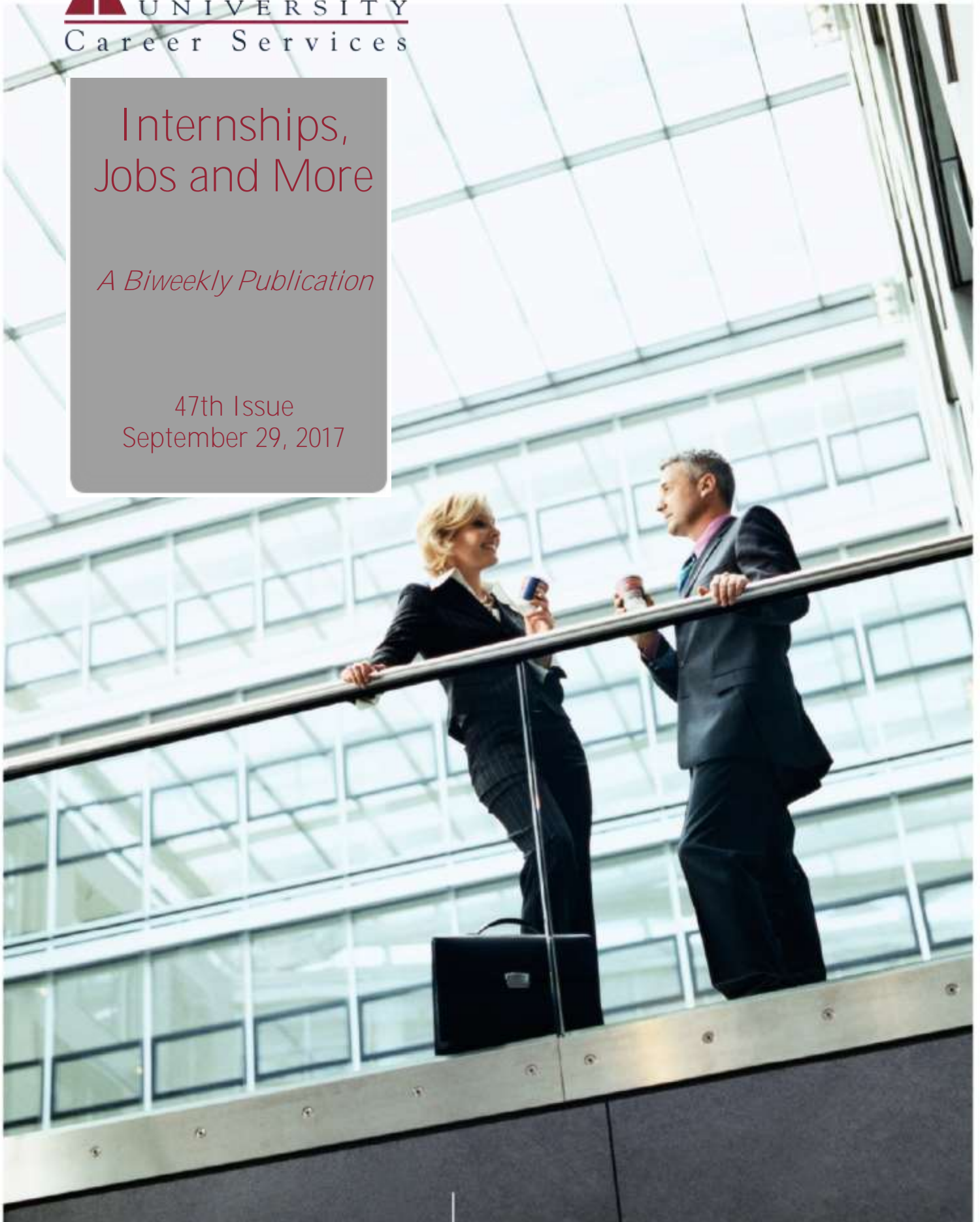


Internships,
Jobs and More

A Biweekly Publication

47th Issue
September 29, 2017





St. Thomas University Schools (www.stu.edu/Academics):

School of Arts and Education
Biscayne College
Gus Machado School of Business
School of Law
School of Science
School of Theology and Ministry

Please contact anyone from our Career Services team for further information on any of the internships, jobs or other opportunities you will find in this newsletter.

Career Services Team:

Cristina C. López, Director of Career Services, cclopez@stu.edu

Lauren D. Rios, Career Services Representative, ldrios@stu.edu

Tatiana N. Hernandez, Assistant, Class of 2020, thernandez2@stu.edu

David J. Hong, Employer Relations Coordinator, Class of 2021, dhong@stu.edu

Federico Moronell, Marketing Coordinator, Graduate student, Class of 2018,
fmoronellaguero@stu.edu

Chelsey Pierre, Executive Assistant, Class of 2020, cpierre@stu.edu

Contact Info, Office Hours & Location:

Telephone Numbers: 305.474.6925 or 305.628.6577

Email: careerservices@stu.edu

Office Hours: Monday-Thursday 9:00 AM to 6:00 PM; Friday 9:00 AM to 5:00 PM

Location: Student Success Center (Mimi Dooner Hall # 117) - Building #1

We do not provide all contact information because we would like to review your job search correspondence and reacquaint you with interviewing techniques before you submit your application to the employers listed in this document.

School of Arts & Education



INTERNSHIPS

1. N/A.

FULL-TIME

1. English Teacher, Cali English, Hong Kong, China.

PART-TIME

1. EFC Substitute Special Education Teacher, Education for Change Public Schools, Oakland, CA.

TEMPORARY AND SEASONAL

1. Haitian Creole Translator and Interpreter, FEMA, Miami, FL.
2. Spanish Translator and Interpreter, FEMA, Miami, FL.

FELLOWSHIPS

1. N/A.

VOLUNTEER

1. N/A.

Biscayne College



INTERNSHIPS

1. Two (2) internship opportunities with One Community One Goal Initiative, Miami-Dade Beacon Council, Miami, FL.
2. Writing Intern, Law Mendel, Miami, FL.

FULL TIME

1. N/A.

PART-TIME

1. N/A.

TEMPORARY AND SEASONAL

1. N/A.

FELLOWSHIPS

1. N/A.

VOLUNTEER

1. N/A.



INTERNSHIPS

1. Hurricane Junior Golf Tour Internship Program, Hurricane Junior Golf Tour, Winter Garden, FL.
Please apply by Nov. 1 (Spring), Mar. 1, 2018 (Summer), or Jul. 1, 2018 (Fall) at www.hjgt.org
2. Spring 2018 Internship, Electronic Transaction Systems Corporation, Ashburn, VA.
3. Administration Internship, G4S, \$12/hour, Miami, FL.

FULL-TIME

1. Business Manager, Network of International Christian Schools, Multiple locations.
Please apply by 10/7/2017 at <https://stu.joinhandshake.com/jobs/44714?ref=postings-search-result>
2. Business Analyst, Lincare, Clearwater, FL.
3. Business Development, Integem, Inc., Cupertino, CA.
4. Sales/Business Development Associate, Labthink International, Inc., Medford, MA.

PART-TIME

1. N/A.

TEMPORARY AND SEASONAL

1. N/A.

FELLOWSHIPS

1. N/A.

VOLUNTEER

1. N/A.

School of Science



INTERNSHIPS

1. Internship with Webmaster of University, St. Thomas University, Miami Gardens, FL.
2. Graphic-Web Design Internship (available Fall, Spring, Winter and Summer terms), Adrienne Arsht Center, Miami, FL.
3. Information Technology (IT) Internship (available Fall, Spring, Winter and Summer terms), Adrienne Arsht Center, Miami, FL.
4. Science Writing Internship, American Physical Society, College Park, MD.
5. Student Trainee (Computer Science), Institute for Telecommunication Sciences, Boulder, CO.

FULL-TIME

1. Social Science Support at EPA, Oak Ridge Associated Universities, Research Triangle Park, NC.

PART-TIME

1. N/A.

TEMPORARY AND SEASONAL

1. N/A.

FELLOWSHIPS

1. N/A.

VOLUNTEER

1. N/A.

School of Science



RECRUITING EVENT

Raytheon IIS is holding a hiring event to find top IT & engineering professionals and new graduates for roles in **Aurora, CO; Dallas/Richardson, TX; and State College, PA.**

- Bring multiple copies of your resume with you
- This event is a Raytheon career fair- meet/speak to our managers 1:1 at our discipline booths!
- No clearance is required to attend
- Raytheon IIS will provide offer letters onsite to qualified candidates.
- Relocation assistance is offered and up to a 10K sign-on bonus for current/active cleared TS/SCI Engineers.

Please share this event with your fellow colleagues & friends.

October 3rd 11am-7pm

Sheraton Fort Worth Downtown Hotel
1701 Commerce St Fort Worth, TX, 76102
Register @ <http://tinyurl.com/yal46gqc>

IMMEDIATE INTERVIEWS: Professional Experienced Roles

SW Configuration Managers	Cybersecurity Engineers	DevOps engineers
Hardware/Infrastructure Engineers	Information Systems Security Engineers	Software Engineers
Systems Engineers	System Administrators	Test Engineers

Can't attend or want to see some of jobs we will be interviewing for?

Professional Experienced:

Aurora, CO – <http://rtn.co/2ybJLVX>

Dallas/Richardson, TX - <http://rtn.co/2ycafa6>

State College, PA - <http://rtn.co/2wtSBIM>

School of Science



RECRUITING EVENT

University Programs majors (graduation within the last 18 months including May 2018)

Aerospace Engineering	Computer Engineering	Computer Science
Cyber Engineering	Information Security	Mathematics
Physics	Software Engineering	Systems Engineering

Can't attend or want to see some of jobs we will be interviewing for?

University Programs:

Colorado - <http://rtn.co/2g8PYyg>

Texas - <http://rtn.co/2g8FrDm>

Pennsylvania - <http://rtn.co/2viP8Sj>

Parking:

- It will be paid for and you will need to pull up to front of the hotel and meet with a Bellman and ask for a parking code.

- The parking code will be to use for the back parking lot.

Applicants subject to a U.S. government security background investigation and must meet minimum eligibility requirements for access to classified information. U.S. citizenship required.

Raytheon is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, disability, or protected Veteran status.

School of Theology & Ministry



INTERNSHIPS

1. N/A.

FULL-TIME

1. Coordinator of Youth Ministry, Mary Help & Christians Catholic Church, Parkland, FL.
2. Coordinator of Youth Ministry, St. Thomas the Apostle Catholic Church, Miami, FL.

PART-TIME

1. N/A.

TEMPORARY AND SEASONAL

1. N/A.

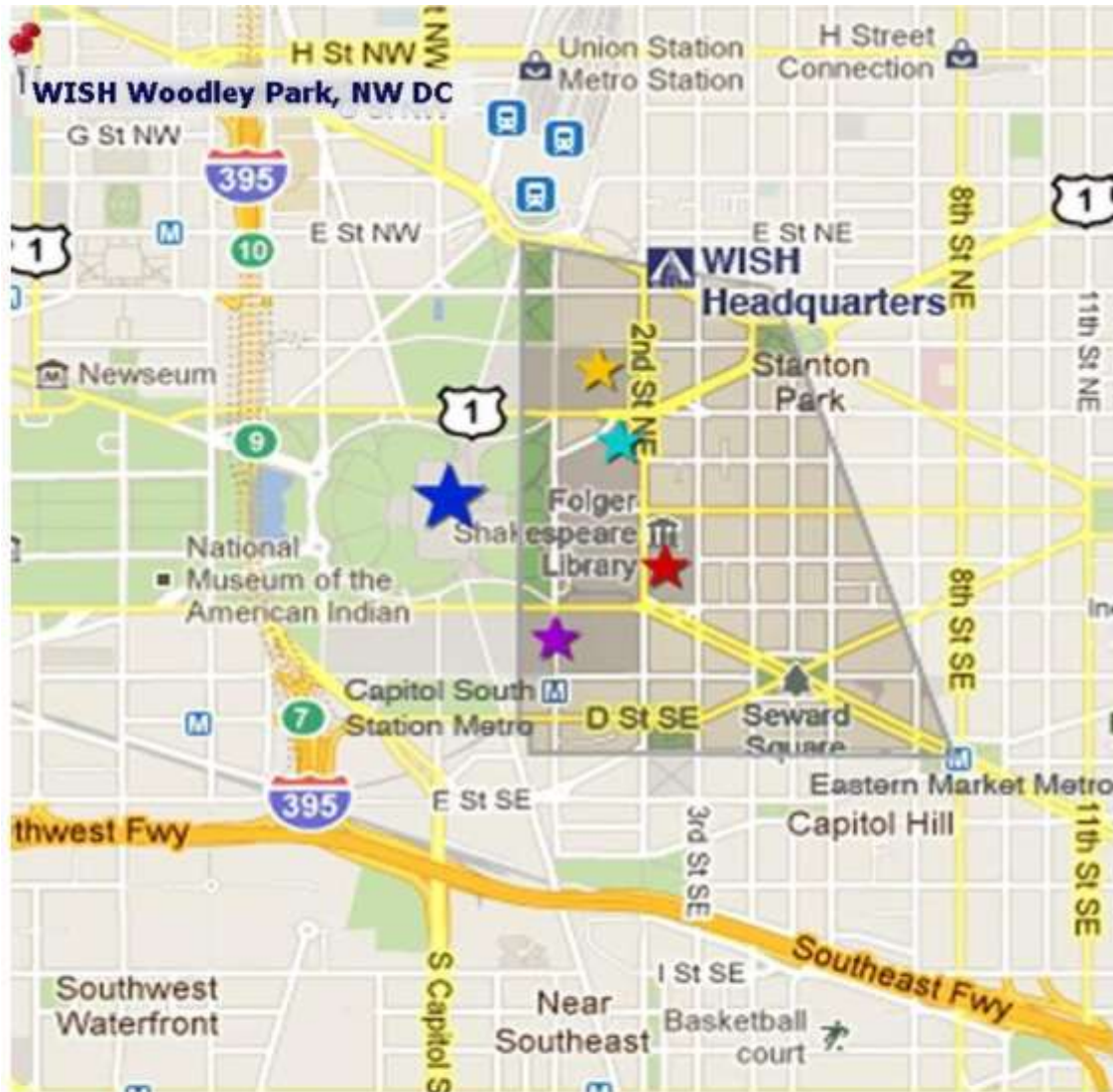
FELLOWSHIPS

1. N/A.

VOLUNTEER

1. N/A.

Doing an Internship in Washington, DC? Consider WISH for housing!



- | | |
|--|---|
|  US Capitol |  WISH Headquarters |
|  Senate |  WISH Housing |
|  Supreme Court | |
|  Library of Congress | |
|  House of Representatives | |

25 Highest-Paying Jobs in America

- 25. Law Professor: \$126,270
- 24. Financial Manager: \$130,230
- 23. Airline Pilot, Copilot, and Flight Engineer: \$131,760
- 22. Lawyer: \$133,470
- 21. Computer and Information Systems Manager: \$136,280
- 20. Natural Sciences Manager: \$136,450
- 19. Marketing Manager: \$137,400
- 18. Podiatrist: \$137,480
- 17. Architectural and Engineering Manager: \$138,720
- 16. Prosthodontist: \$142,830
- 15. Petroleum Engineer: \$147,520
- 14. Nurse Anesthetist: \$158,900
- 13. Dentist: \$166,810
- 12. Specialized Dentist: \$168,580
- 11. Pediatrician: \$175,400



- 10. Chief Executive: \$180,700
- 9. Psychiatrist: \$182,700
- 8. Family and General Practitioner: \$186,320
- 7. Physician and Surgeon: \$189,760
- 6. General Internist: \$190,530
- 5. Orthodontist: \$201,030
- 4. Obstetrician and Gynecologist: \$214,750
- 3. Oral and Maxillofacial Surgeon: \$219,600
- 2. Surgeon: \$240,440
- 1. Anesthesiologist: \$246,320

Source: September 23, 2015. The 30 highest-paying jobs in America. Business Insider.

For more details, please contact STU Career Services :
 Direct: (305) 628-6577 Email: careerservices@stu.edu
 Website: www.stu.edu/career
 Location: Student Success Center (Mimi Dooner Hall)



Park Conservation Corps

The Park Conservation Corps is a signature volunteer group comprised of individuals passionate about serving their community and playing an active role in enhancing Miami-Dade County's park system.

Park Conservation Corps members represent a variety of professions across business, government, education and the non-profit sector. They come together with one goal in mind; to champion for parks, open spaces and the conservation of natural areas in our local community through direct civic engagement.

www.miamidade.gov/parks   

**Participate in
Volunteer Service
Projects**

**Help Make Parks a
Priority in our
Community**

**Connect with Nature
and Discover Miami
Through Parks**

**Enjoy Great
Networking
Opportunities**



JOIN TODAY!

For more information
contact:

Diana Young
DY556@miamidade.gov
[305-861-2281](tel:305-861-2281)



Be a part of the South Florida tradition! The Orange Bowl Ambassador Program presented by Panera Bread is looking for friendly, outgoing, and customer service oriented volunteers to experience everything orange.

Make it Orange.

JOIN THE
**Winning
Team!**

**INTERESTED APPLICANTS SHOULD APPLY ONLINE AT
OrangeBowl.VolunteerMatrix.com**

The OBC is an Equal Opportunity Employer
Contact Us: Phone: 305-341-4748 or Email: volunteer@orangebowl.org



Sponsored by:
Miami-Dade County Public Schools &
The Francine and Herbert Tobin Foundation

Become a Special Volunteer for The Listeners/Oyentes Program

We would like to inform you about a wonderful school volunteer program that will provide great benefits to all students of M-DCPS. This program has successfully been a part of M-DCPS for over 40 years. The Listeners/Oyentes Program is here to support the teachers and counselors by helping to defuse the emotions of the children that our volunteers listen to, so that these students can better absorb the lessons being taught.

The Listeners/Oyentes Program goals are to join the student's world without judgment, to help build positive self-esteem, and to empower them to develop their own excellent problem-solving skills.

- The Listeners/Oyentes Program consistently provides students with the opportunity to communicate with a non-judgmental, non-authority caring adult figure in their lives.
- Listeners/Oyentes are not "fixers" or "rescuers". Instead, they are more like "anchors in their student's storms".
- Any student (K-12) may be selected to participate in the program. The objective is to target students who would just simply benefit from being able to share their feelings with their non-judgmental, non-advice giving Listener.
- The Listener/Oyente, which must be cleared at Level 2, meets with each student approximately 30 minutes per week. Consistency is crucial!!
- In order for Listeners/Oyentes to be placed in a particular school, both the school principal and the participating counselor must agree to accept the volunteer and adhere to the guidelines of the program. Student participants are selected by counselors or by faculty members. Students may also request a Listener by going to our web site. "Listening" may be terminated upon request by the student, listener, counselor, or parent.

Please visit our website, www.listenersprogram.org, for further information on the Listeners/Oyentes Program, or you may call 305.935.0045 or send an email to info@listenersprogram.org.





We're
hiring
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Social Media Assistant
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Please
contact us at
info@flawlesseventsfla.com



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ArtFood Staffing Agency works hand in hand with Major Hotels, Caterers, Restaurants, and Private Residencies in South Florida and the Surroundings.

What are we looking for?

We are seeking up-beat, positive, enthusiastic people who are seeking a part time job or additional income. We work with the higher end companies making all of our events and locations fun and unique.

We seek personnel who strive for success and love to provide exceptional customer service. We hire personnel with experience and those who seek to learn as we train all of our team members.

Positions Available

- Bartenders
- Barbacks
- Runners & Bussers
- Cooks & Prep Cooks

To apply, email your résumé to

Mrs. Deanna Christensen at

1deannachristensen@gmail.com

and Ms. Cristina C. López at

cclopez@stu.edu

Subject of the email must be

"STU Staff Event"

Additional Info

- \$15 per hour
- Minimum of 5 hours payment
- Unpaid 5 hours of training

STU.edu

16401 NW 37 Avenue, Miami Gardens, FL 33054

 **ST. THOMAS**
UNIVERSITY
Career Services

FOR MORE INFORMATION, CONTACT: Cristina C. López; cclopez@stu.edu, 305-628-6577

Disney Internships & Programs



Multiple Internships Available
Please Contact Career Services for more
Information.

[\(https://disneyinterns.thismomentone.com/\)](https://disneyinterns.thismomentone.com/)



TODAY'S INTERNSHIPS TOMORROW'S CAREERS

If you're a dynamic and highly motivated student who'd like to gain a world of experience, join Wyndham Worldwide's Wynthernship program where you'll take on challenging assignments and learn from the best in the hospitality industry.

For more information, email us at university.relations@wyn.com

To apply now, please visit careers.wyndhamworldwide.com and search "Intern"

Paid Summer internships are available in:

- eCommerce
- Finance & Accounting
- Hospitality Operations & Management
- Human Resources
- Information Technology
- Legal
- Marketing & Communications
- Revenue Management
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HOTELS

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VACATION EXCHANGE

VACATION RENTALS



As the world's largest travel company, Marriott International offers unmatched career opportunities and a culture that empowers associates to succeed on their personal journey.

The Marriott Stanton South Beach is seeking candidates to join our team in the following areas:

JOB ID#	JOB TITLE
17001M64	Accountant-General
17001O0W	Housekeeper
17001STA	Maintenance (U)

Where will your journey take you?

MARRIOTT.COM/CAREERS

Volunteers Needed: Civic Engagment



35 YEARS
Empowering Lives

Weekday Evenings & Weekend Mornings

Help students seeking U.S. citizenship by teaching U.S. History and the American Constitution.

Information

malvarado@hispanicunity.org | (954) 342-0418

Training provided | Volunteers needed across Miami-Dade County



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Our company ScribeAmerica hires and trains anyone interested in a career in medicine. We provide paid classroom and clinical training in the medical department to prepare applicants to be Medical Provider Scribes.

The role of a Scribe offers exciting first-hand experience in the department and full one-on-one shifts working with board certified physicians. The job is second-to-none for exposure to medicine, disease processes, medical decision-making and procedures performed in the medical office.

We are looking for motivated, loyal applicants who have a passion for learning about the medical field to join our team- if you are looking to be a part of a professional medical scribe team please apply directly at www.scribeamerica.com today!

We Offer...

- Paid classroom and clinical training
- Competitive pay
- Benefits
- 20-40 hours per week
- Flexible scheduling
- Great learning experience

Doctors save lives, Scribes save doctors

www.scribeamerica.com/how_to_apply.html



SCRIBE

TEACHERS' ASSISTANTS NEEDED FOR IMMEDIATE OPENINGS

OUR TRANSITIONAL LEARNING

ACADEMY IS HIRING Teachers'

Assistants!

United Community Options of Miami's

Adult Day Program is seeking qualified teachers' assistants to assist teachers with teaching our individuals life skills development such as: daily living, adaptive skills, social skills, and employment skills.

In order to be eligible for an interview you MUST create an account on our application site using the link: https://apps.bluefinhr.com/JC_UCP_Miami/JobListings/JobListings.aspx

The location of the Teachers' Assistants will be

1411 NW 14th Avenue Miami, FL 33125

Call us! 305-325-1080



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Say hello to an awesome opportunity

Call Center Sales Representative

If you have a knack for providing great customer service and innovative solutions take a look at our call center opportunities. What does it take to handle customer questions and concerns? Courtesy, professionalism and product knowledge.

On our Call Center team, you'll learn all about the coolest tech and share it with our customers. It's a high-energy environment where you'll be part of a fun team that offers best-in-class service and solutions.

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<http://work.att.jobs/CallFlorida>

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**EMPLOYMENT
OPPORTUNITIES**



UPDATED: 8/18/2017

UNITED Community Options OF MIAMI
1411 NW 14TH AVENUE, MIAMI, FLORIDA 33125
Phone Number: (305) 325-1080 | Fax: (305) 728-1501
[http:// www.unitedcommunityoptionsfl.org](http://www.unitedcommunityoptionsfl.org)

VACANCY LISTING

DRUG-FREE WORKPLACE

To apply for an available position from the list below you can apply online at: www.UCPsouthflorida.org> Employment > UCP of Miami

Direct Link: https://apps.bluefinhr.com/JC_UCP_Miami/JobListings/JobListings.aspx

If you do not have access to a computer with internet, you can come to our center to apply at: 1411 NW 14th Avenue, Miami, FL 33125. Please complete our application including the hiring guideline, "Application Inserts". We complete a criminal background and drug screening for all positions.

**Educational and Certification Credentials pay incentives available for:
H.H.A., C.D.A., C.N.A., AA/AS, BA/BS, MA/MS**

certifications will be verified and subject to the approval of the HR Administrator

TO UCO EMPLOYEES:

If interested in any of the positions listed below, you must first complete an *"Employee Transfer/Interview Request Form,"* which may be obtained from the Human Resources Department; the form needs to be reviewed and approved by the current Supervisor, Director of Program, Associate Director, and interviewing Director for proposed transferred position.

**UCO encourages employees to pursue promotional opportunities. The Agency may consider employees who do not meet requirements with the approval of the Executive Director.*

ADULT DAY PROGRAM / TLA

1411 NW 14th AVENUE – DCF and/or VECHS CLEARANCE

- ◆ **EMPLOYMENT COACH (salary \$8.50/hr.)** - A.A degree in related field or 3 years' experience working with developmentally disabled adults. High School or GED required. Must have the skills to accurately document and observe. Must have the ability to physically intervene with aggressive adults using Team Techniques. Must be able to lift/transfer/carry over 100lbs. with partner. Must pass a background and drug screening.

POSITION CODE
12709.104

DAYS & TIMES
M – F (60HRS PP)

DATE POSTED
11/23/15

INDIRECT SUPPORT

1411 N.W. 14th AVENUE MIAMI, FL 33125

- ◆ **MAINTENANCE ASSISTANT (Salary \$9.50/hr)**– HS diploma or equivalent. Valid driver's license and acceptable MVR, minimum of one year building maintenance experience, plumbing and carpentry preferred. Excellent knowledge of vehicle maintenance, ability to work flexible schedule. Must be able to lift 50lbs without assistance. Must pass a background and drug screening.

POSITION CODE
10527.101

DAYS & TIMES
TBD

DATE POSTED
6/16/2017

EBA CHARTER AND B-2 PRESCHOOL – CIVIC

1411 NW 14TH AVENUE – DCF & MDCPS CLEARANCE

- ◆ **ACHIEVEMENT SPECIALIST (FULLTIME & ON CALL) (salary \$10.00/hr.)** - This position requires, *if hired*, must obtain a 45 hours of childcare courses by their 3 month probation and must be completed by their 1 year anniversary. You must have the ability to bend at the knee and lift a child who weighs up to 40 lbs. Must have a valid driver's license with a good driving record. High School or GED required. Must pass a background and drug screening.

<u>POSITION CODE</u>	<u>DAYS & TIMES</u>	<u>DATE POSTED</u>
CS140.81111	MON-FRI/ 50HRS/PP	7/15/16
CS140.81116	MON-FRI/ 80HRS/PP	9/15/16
11692.118	MON-FRI/ 50HRS/PP	3/2/17
11699.101	MON-FRI/ 50HRS/PP	7/14/17

- ◆ **ACHIEVEMENT COORDINATOR** – Bachelor's degree in Education with pre-school children with special needs preferred. Ability to bend at the knees and comfortably lift a child who weighs up to 40lbs. *Florida Teacher Certificate with certification in Exceptional Student Education* required. Must pass a background and drug screening.

- ◆ **SUB ACHIEVEMENT COORDINATOR**– Associate's degree in Education. Experience with pre-school children with special needs preferred. Experience with developmentally disabled a plus. Candidate must embody strong human skills and be dynamically engaged. *Florida Substitute Teacher Certificate with certification in Exceptional Student Education* preferred. You must have the ability to bend at the knee and lift a child who weighs up to 40 lbs. Must pass a background and drug screening

<u>POSITION CODE</u>	<u>DAYS & TIMES</u>	<u>DATE POSTED</u>
CS120	TBD	11/18/16

HIRE IN PROCESS:
 ACH SPEC **D,H**
 ACH SPEC **J,O**
 ACH COOR **E,B**
 ACH COOR **S,C**
 ACH COOR **J,B**
 ACH COOR **C,C**

EBA CHARTER - NORTH SHORE

985 NW 91ST STREET – DCF & MDCPS CLEARANCE

- ◆ **SUB ACHIEVEMENT COORDINATOR**– Associate's degree in Education. Experience with pre-school children with special needs preferred. Experience with developmentally disabled a plus. Candidate must embody strong human skills and be dynamically engaged. *Florida Substitute Teacher Certificate with certification in Exceptional Student Education* preferred. You must have the ability to bend at the knee and lift a child who weighs up to 40 lbs. Must pass a background and drug screening

<u>POSITION CODE</u>	<u>DAYS & TIMES</u>	<u>DATE POSTED</u>
CS120	TBD	10/21/15

- ◆ **ACHIEVEMENT SPECIALIST (FULLTIME & ON CALL) (salary \$8.75/hr.)** - This position requires, *if hired*, must obtain a 45 hours of childcare courses by their 3 month probation and must be completed by their 1 year anniversary. You must have the ability to bend at the knee and lift a child who weighs up to 40 lbs. Must have a valid driver's license with a good driving record. High School or GED required. Must pass a background and drug screening.

<u>POSITION CODE</u>	<u>DAYS & TIMES</u>	<u>DATE POSTED</u>
116692.106	MON-FRI/ 80HRS/PP	3/24/17
116692.112	MON-FRI/ 80HRS/PP	3/2/17
116692.101	MON-FRI/ 80HRS/PP	3/2/17
CS140.81206	MON-FRI/ 80HRS/PP	3/2/17
CS140.81208	MON-FRI/ 80HRS/PP	3/2/17
CS140.81201	MON-FRI/ 80HRS/PP	3/2/17

HIRE IN PROCESS:
 ACH SPEC **E,G**

DIAMOND MINDS

1160 NW 159 DRIVE, MIAMI GARDENS, FL., 33169

- ◆ **ACHIEVEMENT SPECIALIST**– At least one year experience tutoring grades 6-8 is preferred. Must pass academic test for math and writing. Ability to bend at the knees and comfortably lift a child who weighs up to 40lbs. Must pass a background and drug screening.

POSITION CODE

13759.112
13759.102

DAYS & TIMES

M – F (60HRS PP)

DATE POSTED

2/10/2017

HIRE IN PROCESS:

- ◆ **ADMINISTRATIVE ASSISTANT**– HS diploma or equivalent, A.A preferred. Candidate must have a minimum of 3 years administrative experience. Must be detailed oriented with great organizational and communication skills both verbal and written. Candidate must maintain strict confidentiality with a professional demeanor. Candidate should be able to type at least 40 wpm and proficient in all Microsoft Office programs specifically Excel, Publisher, Power Point and Word. Also, should have good proofreading skills and analytical skills. Must pass a background and drug screening

POSITION CODE

TBD

DAYS & TIMES

M – F (80HRS PP)

DATE POSTED

7/21/2017

HIRE IN PROCESS:

GOLDEN GLADES

16521 NW 1ST AVENUE – NORTH MIAMI BEACH – DCF CLEARANCE

- ◆ **CHILD CARE WORKER (Salary \$8.50/hr +Shift Differential)** – At least 1 year experience in the Medical or Nursing Facility or with developmentally disabled person; college or vocational training may substitute for experience. High school diploma required. Must pass a background and drug screening.

POSITION CODE

03720.101
03720.128

DAYS & TIMES

M – F 4P – 12A (rotating wknds)
M – F 12A – 8A (rotating wknds)

DATE POSTED

1/18/17
1/18/17

- ◆ **RN/LPN (ON-CALL)** – Registered Nurse licensure/LPN in the State of Florida. Knowledge of ventilator and trachs and two years' experience with the developmentally disabled and/or pediatrics preferred (medically fragile and developmentally delayed). CPR Certification and the ability to bend at the waist and lift up to 50 pounds with assistance. Must pass a background and drug screening.

POSITION CODE

TBD

DAYS & TIMES

VARIES

DATE POSTED

3/2/17

- ◆ **RESPIRATORY THERAPIST** - Certified/Registered Respiratory Therapist, licensed by the State of Florida in Ventilator Management. A minimum of 1 year experience in working with the developmentally disabled/Pediatrics. One year Supervisory experience preferred. One year working in a home care setting and the ability to bend at the waist and lift up to 50 pounds with assistance. Must pass a background and drug screening.

POSITION CODE

TBD

DAYS & TIMES

VARIES

DATE POSTED

6/09/17

HIRE IN PROCESS:

CCW ON-CALL D.H
CCW ON-CALL S.C

RESIDENTIAL GROUP HOMES
VARIOUS LOCATIONS-DCF CLEARANCE

◆ **PERSONAL CARE INSTRUCTOR / DRIVER (salary \$8.50/hr – \$9.00/hr):** Must have a valid driver's license with a good driving record and a minimum of 3 yrs of driving experience (except for midnight positions). *One year of experience required* in medical, nurse's aide experience, psychological, child care setting or with the developmentally disabled; college or vocational (30 semester hours or 45 quarter hours or 720 classroom) hours may substitute for experience. Duties include medication administration and overall caretaker duties. High School or GED required. Must pass a background and drug screening.

POSITION CODE	DAYS & SHIFTS	LOCATION	DATE POSTED
02544.103	WED – FRI 7A – 10A & SAT – SUN 3P – 11P	MEMORIAL – 13633 MEMORIAL HWY, NORTH MIAMI	4/21/17
02544.106	SAT & SUN 12MID – 8A	MEMORIAL – 13633 MEMORIAL HWY, NORTH MIAMI	8/18/17
02544.115	SAT 12 – 4P SUN 12 – 8P	MEMORIAL – 13633 MEMORIAL HWY, NORTH MIAMI	1/17/17
07544.102	SAT & SUN 10A – 6P	COLONIAL - 13898 NE 3 RD MIAMI, FL 33161	6/30/17
07544.107	MON – FRI 7:30A – 10A/ 2:00P – 7:30P	COLONIAL - 13898 NE 3 RD MIAMI, FL 33161	6/30/17
07544.110	SAT-SUN 10A-10P MON 6A – 8A 4P – 11P	COLONIAL - 13898 NE 3 RD MIAMI, FL 33161	11/18/16
01544.102	MON – FRI 2P – 10P (LEAD)	SPUR DRIVE - 425 NE 147 TERRACE, MIAMI FL., 33161	7/14/17
01544.107	SAT & SUN 12P – 8:30P	SPUR DRIVE - 425 NE 147 TERRACE, MIAMI FL., 33161	1/19/17
01544.108	MON – FRI 6A – 8A & 5:30P – 8:30P	SPUR DRIVE - 425 NE 147 TERRACE, MIAMI FL., 33161	1/19/17
15544.105	SAT & SUN 12A – 12P WED 2 – 10P	GARDENS--16790 NE8TH AVE. MIAMI, FL 33162	8/03/17
19544.106	SAT – WED 12A – 8A	HOPE- 8730 SW 133 AVENUE RD, MIAMI FL., 33183	1/19/17
19544.114	MON – FRI 4P – 10P/ 5:30A – 7:30A	HOPE- 8730 SW 133 AVENUE RD, MIAMI FL., 33183	5/12/17
19544.115	SAT & SUN 12P-12A	HOPE- 8730 SW 133 AVENUE RD, MIAMI FL., 33183	5/12/17
19544.116	SAT & SUN 12A-12P	HOPE- 8730 SW 133 AVENUE RD, MIAMI FL., 33183	5/12/17
08544.106	SAT & SUN 12MID – 8A	WINDWARD- 1051 NE 175 TH STREET, MIAMI FL., 33162	8/18/17
08544.109	FRI 6A – 8A 4P – 8P SAT – SUN 8:30A – 8:30P	WINDWARD- 1051 NE 175 TH STREET, MIAMI FL., 33162	8/23/16
21544.103	MON – FRI 6A – 10A/ 4P – 8P	SKYLAKE - 2001 NE 171 STREET, MIAMI FL., 33162	8/18/17
21544.107	SAT & SUN 4P – 12A	SKYLAKE - 2001 NE 171 STREET, MIAMI FL., 33162	6/30/17
22544.106	AT & SUN 12A-12P & WED 4P – 12A	KENDALE LAKES – 7100 SW 144 COURT, MIAMI FL., 33183	8/3/17
20620.102	MON – FRI 7:30A – 4P (DRIVER)	RESIDENTIAL PROGRAM SUPPORT	6/16/17
20620.103	MON – FRI 7:30A – 4P (DRIVER)	RESIDENTIAL PROGRAM SUPPORT	6/16/17

HIRE IN PROCESS:
22544.106 **R,R**
02544.105 **D,H**
02544.112 **D,H**
01544.105 **M,M**

SUPPORTED LIVING / IN HOME SUPPORTS

VARIOUS LOCATIONS-DCF CLEARANCE

- ◆ **IN HOME SUPPORT /COMPANION (salary \$8,50/hr.)** – Must have a valid driver's license with a good driving record and minimum of 3 years driving experience. Have a HS diploma or GED and **have at least one year of verifiable experience working directly** with individuals receiving services in a medical, psychiatric, nursing or childcare setting or working with recipients who have a developmental disability. In lieu of the required work experience, providers and employees may have 30 semester hours, 45 quarter hours or 720 classroom hours of college or vocational school. Must pass a background and drug screening

POSITION CODE	DAYS & SHIFTS	LOCATION	DATE POSTED
TBA	5 - 10 HRS PER WEEK AFTER 4P	NORTH MIAMI	3/24/17
TBA	5 - 10 HRS PER WEEK (SCHEDULE VARIES MUST BE FLEXIBLE)	NORTH MIAMI	6/09/17

HIRE IN PROCESS

An Equal Opportunity Employer

United Community Options of Miami is an Equal Opportunity Employer. It is the policy of United Cerebral Palsy of Miami to assure that all employees and applicants for employment shall be afforded equal opportunity in all aspects of human resources management without regard for race, sex, color, national origin, religion, retaliation, age political affiliation, sexual orientation, veteran status, and persons with disabilities, except when age or sex is a bona fide occupational qualification. All department and agency heads are requested to communicate their support for this policy to their subordinates. Applicants may contact Human Resources if accommodations are needed to apply or interview for a vacancy.

Disclaimer: Listings are accurate up to the time of posting. Thereafter, the availability of any posting may change at any given point, without prior notice, until which time the posting is removed or updated. UCDM retains the right to rescind, freeze, delete, and/or revise any vacant position – at any time, to meet unanticipated changes with any given position within our agency, to meet changing needs of our agency and or the ever changing needs of the people we serve.

Military Recruitment



We are hiring leaders.

You led and served America. Now lead and serve with us. We want your talent and skill set.

Career opportunities for veterans, reservists, guardsmen and family members.

During your military service, you learned the value of being part of a winning team, as well as the importance of working together to accomplish an objective. At Bank of America Merchant Services, we work the same way. We're a world leader in the payments industry¹, so global organizations big and small have come to depend on our unique combination of payments consulting with all forms of transaction services to help them better serve their consumers. We value those who thrive in an atmosphere that embraces and encourages teamwork. Since 2009, many individuals transitioning from active duty have begun rewarding careers with us. To help with the transition, we formed a Military Affinity Group to provide opportunities for networking, mentoring and leadership development. We even assign each new hire a sponsor.

At Bank of America Merchant Services, you'll find:

- An environment that values teamwork and leadership.
- A commitment to providing the highest-quality products and services.
- Recognition and reward for talented individuals.
- A company that operates with integrity and responsibility.
- A commitment to supporting a strong military employee network.
- Generous benefits that include medical, 401(k), paid vacation, etc.

If you are interested in learning more about the exceptional careers available at Bank of America Merchant Services, please visit <http://careers.bankofamerica.com/bams>.

Why consider Bank of America Merchant Services?

 **Payment expertise**
We complete payments of virtually any size, at any time, on any device for every business category we serve. We know how to help keep transactions secure and improve the experience for merchants and their consumers.

 **Merchant problem solvers**
Through our consultative sales approach, we help solve merchants' challenges based on business needs. We navigate an increasingly complex world of industry challenges and regulations for merchants of all sizes.

 **Innovators in seamless payment solutions**
We provide easy-to-access emerging technologies and systems that help merchants improve the consumer payment experience. We help clients adapt to the new and ever-changing digital commerce environment.

¹ Based on bankcard, other credit, and PIN debit sales volume and transactions. Per the Nilson Report, March 2016, Issue 1082.
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BAG328 HR-FLY-Military Recruitment -AR6ML5HL-08/2016



Language assistant program in Valencia- Spain



The language and culture assistant program is an initiative of the Spanish Ministry of Education. The program is primarily devoted to foreign students with a Bachelor's Degree or in their last year of studies, interested in Spanish language and culture or teachers who want to retrain in Spanish.

Students will spend a semester, January to June of 2018, in Spain. All the positions are in Comunidad de Valencia, in primary schools.

Its main objective is to provide foreign students (with a native English speaking ability) with the opportunity to teach English in Spain in primary schools (16 hours a week). This program also allows Spanish students the opportunity to get to know a different culture by interacting with English native speakers.

The language assistants receive a monthly stipend to cover accommodation expenses, (1000 euros a month), a medical insurance and an orientation course on arrival. Transportation from and to the country of origin will depend on the selected candidates. Candidates must possess a university degree or be in their final year in college at the end of the current academic year and have a bilingual proficiency in English.



For further information please contact:

norteamericanos@educacion.es

ST. THOMAS UNIVERSITY

 **handshake**

Find your dream job or internship

Highlight to Internships available as of September 22, 2017

For a full list of opportunities available and further information, join Handshake at <https://stu.joinhandshake.com>

Social Media/Online Marketing Intern

Unpaid, The Lighthouse Foundation, Miami, FL

Operations Intern

\$8.50/hour, Cargo 42 (Tech Co), Miami, FL

HR Administrative Intern

\$12/hour, G4S Secure Solutions, Miami, FL

College Sports Agent

Paid, University Sports Program, Miami, FL

Public Relations/ Event Management Intern

\$10/hour, International Event & Exhibition Management, Miami, FL

Accounting Internship

\$11/hour, American Traveler, Boca Raton, FL

Legal Intern

Unpaid, Jurado & Farshchian P.L., Miami, FL

Digital Marketing/ Video Production Intern

Unpaid, Love!, Miami, FL

Apply directly online with your résumé!

For assistance with your résumé and cover letter, please contact Cristina C. López,
Director of Career Services, at 305-628-6577 or cclopez@stu.edu





ST. THOMAS UNIVERSITY

Career Services



Career Opportunities currently available at
Loews Miami Beach Hotel as of
09/14/2017

LOEWS
HOTELS

MANAGEMENT/SUPERVISORY OPPORTUNITIES		Open
F&B Area Manager, Preston's/Miami Joe's	4 year soft F&B Management experience, required. This position is responsible for the overall management of the respective Food and Beverage Areas (Preston's & Miami Joe's) to include: staffing, training, scheduling employees, planning and coordinating all restaurant activities to ensure efficient operation of the department. Producing a quality product which exceeds the guest's expectations and hotel standards and is delivered in a friendly and professional manner.	1
Manager, Front Office	3 years of progressive hotel operations management experience, required. This position is responsible for coordinating the provision of world-class front desk services to hotel guests. Checks the exceptionally friendly, professional, and efficient registration, rooming, account settlement, and Rooms Control services for hotel guests. Ensures prompt and complete satisfaction of guest requests in a professional and timely resolution of guest concerns.	1
PM Manager, Banquets	10 years of experience as a Banquet Captain or F&B Supervisor, required. This position is responsible for all Banquet function activities to include, set up, service and break down. Supervises Banquet functions to ensure that all personnel follow Star Service Standards, and all services, menu items and activities specified on the Banquet Event Order are provided in a manner that exceeds the guest's expectations. Assist Director of Banquets with selection, training and scheduling of all Banquet personnel.	1
FOOD & BEVERAGE OPPORTUNITIES		
Bar/Coffee		
Bar tender	Min. 1 year experience as a bartender in a high volume, upscale establishment required. This position provides courteous, professional preparation of beverages for guests and Beverage Servers. Prepares high quality beverages, both alcoholic and non-alcoholic, to order upon request. Takes orders and serves guests at bar according to Loews Standards and all Local and State legal guidelines.	2
Culinary		
Cook I	Min 3-4 years Culinary experience, required. This position is responsible for maintaining, setting up, producing food and controlling quality of all food items prepared in the cook station.	2
Pastry Cook II	Min 1 year of experience, required. This position is responsible for maintaining, setting up, producing food and controlling quality of all food items prepared in the pastry station. Prepares all volume food items according to standard recipes and specifications to ensure consistency of product. Checks and controls the proper storage and rotation of product, checking on portion control to maintain a quality product. Practices inventory control, including the preparation of and pick up of item from the storeroom. Stores all food in refrigerated boxes including covers, labels and dates.	1
Server	At least 1 year of F&B experience, preferred. This position is responsible for the service of food and beverage to the guests at Nauticus Restaurant and pool area. Providing service that exceeds the guest expectation.	2
Recreation		
Kids Club Attendant	This position is responsible for providing exceptional service to guests visiting the Kids Club with the demands and expectations of a four-star hotel. Greets guests at the Kids Club, leads group in scheduled activities. Days when children are not present, direct the provision of pool services, including towel issuance and inventory control. Maintains the cleanliness and physical appearance of pool area.	2
Pool Attendant	Responsible for providing exceptional and a enjoyable safe pool experience to guests at the pool commensurate with the demands and expectations of a four-star hotel. Greets guests at the pool area, provides pool towels to guests, escorts guests and positions chairs, sets up, refreshes, and tears down cabanas. Maintains the cleanliness and physical appearance of pool area.	4
Pool Concierge	This position is responsible for providing an exceptional and enjoyable, safe pool experience to guests at the pool commensurate with the demands and expectations of a four-star hotel. Greets guests at the pool area, provides pool towels to guests, escorts guests and positions chairs, sets up, refreshes, and tears down cabanas. (Pool Concierge) Directs the provision of pool services, including towel issuance and inventory control. Maintains the cleanliness and physical appearance of pool area.	1
Stewarding		
Lead Steward	Setup and organize workstation, assure that cleaning supplies are available for daily use. Safely operate and maintain dishwashing and kitchen equipment according to OSHA regulation and hotel requirements. Always maintain proper sanitation controls in line with Health Inspection, Steritech and any other sanitation controls set by hotel. Power-wash all carts, hot boxes and any assigned areas as requested. Assure that all equipment is collected and delivered to the rooms.	1
ROOMS DIVISION OPPORTUNITIES		
Engineering		
Engineer I	Min. 2 years of maintenance experience, required. This position performs trade specific repair and maintenance operations within the specific area of expertise. General maintenance of buildings and grounds, completion of maintenance requests. Primary engineer that responds to guest requests and uses the escrow system and radio system to communicate with Star Service. Must be guest oriented.	1
Housekeeping		
Housekeeper	This position is responsible for ensuring the highest level of cleanliness and safety in all public and back of the house areas of the hotel. Provides excellent public relations and 100% guest satisfaction. Works as a valuable member of a dedicated professional team.	2
Room Attendant	This position is responsible for cleaning hotel guestrooms according to Star Service standards providing the highest level of quality and service for hotel guests. Anticipates guest needs, demonstrating sensitivity and responsiveness, ensuring complete satisfaction and repeat business.	1
Turndown Attendant	Primarily responsible for evening turn down service which includes but not limited to: turn down of bed, placement of doorknob breakfast menu, placement of evening amenities, freshening the bathroom, light cleaning of bedroom, turning on lamp and radio and closing drapes.	1
Reservations		
Group Reservations Coordinator	Responsible for handling reservations for incoming and in-house group guests in an accurate, efficient, and polite manner. Works closely with Sales, Conference Management, and Meeting Planners to ensure excellent customer service and the highest level of accuracy in bookings is always provided. Takes ownership of all aspects of the group's rooming list and proactively resolves issues to ensure a smooth stay for the guests and a great experience for the meeting planner.	1
Security		
Officer	2 years of previous security experience, preferred. This position is responsible for ensuring personal safety of all guests, employees and vendors. Protects hotel, employees and guest property from theft, misuse and vandalism.	6
Star Service		
Agent	This role is responsible for answering incoming/in-house phone lines, directing calls and/or taking messages, coordinating communication among hotel personnel, assisting guests in completing outside calls, receiving and performing wake-up calls for guests, maintaining records and the files of all communication and activities.	1
SALES & MARKETING OPPORTUNITIES		
Sales		
Coordinator	Minimum of 2 years of office experience, required. Assists the Sales Managers in providing outstanding friendly, professional information and assistance to conference guests. Acts the Sales Managers with the preparation of correspondence, reports, and banquet event orders.	1

For more information on job openings, please contact Human Resources at (305) 606-5425. This list is updated weekly Monday and Thursday. Applications are only accepted for open positions. Loews Hotels is an equal opportunity employer. EOE, M/F, D/V

ST. THOMAS UNIVERSITY

Leaders for Life
YOU ARE INVITED!

Wednesday, October 18th, 2017, 1:00pm to 4:00pm

FALL 2017 Career Expo

30+ Companies from
a Variety of Industries Expected

Jobs, Internships, Part-Time Jobs, Entry-Level & Professional

VENUE LOCATION:

CONVOCATION HALL (UNIVERSITY LIBRARY, FIRST FLOOR)

For further information, please contact Ms. Cristina C. López, Director of Career Services,
at (305) 628.6577 or cclopez@stu.edu

The Career Services Office is located in the Student Success Center (Mimi Dooner Hall # 117)



RSVP: Click [here](#) to register by October 16th

STU.edu

16401 NW 37 Avenue, Miami Gardens, FL 33054

 **ST. THOMAS**
UNIVERSITY
Career Services

RSVP at https://stu.joinhandshake.com/career_fairs/3319/student_preview



MVP INTERNSHIP JOB FAIR

THURSDAY | OCTOBER 19, 2017 | 10AM - 6PM

AT MARLINS PARK - 501 MARLINS WAY, MIAMI, FL 33125

All internships are paid positions. Full-time hours in addition to game day responsibilities are required. We have the following positions available, beginning January 2018*.

-
- | | | |
|--------------------------|---------------------|--------------------------|
| • ANALYTICS | • CREATIVE SERVICES | • INFORMATION TECHNOLOGY |
| • BALLPARK OPERATIONS | • DIGITAL MARKETING | • MARKETING |
| • BASEBALL OPERATIONS | • FAN LOYALTY | • MARLINS FOUNDATION |
| • BROADCASTING | • FINANCE | • RETAIL OPERATIONS |
| • COMMUNICATIONS | • GROUNDS | • SALES & SERVICE |
| • COMMUNITY OUTREACH | • GUEST SERVICES | • TICKET OPERATIONS |
| • CORPORATE PARTNERSHIPS | • HUMAN RESOURCES | • VIDEO PRODUCTION |

*Departments may vary

The MVP Internship Program aims to offer young leaders an opportunity to enhance their academic and professional development at Marlins Park. The MVP Internship Program is a signature offering of the Miami Marlins and endeavors to positively contribute to the workforce development and marketability of young professionals in our community.

Complimentary parking in the Home Plate Garage and enter through the Home Plate Entrance. Business attire required. Candidates must be 18 years of age to be eligible for employment.

FOR MORE INFORMATION, PLEASE VISIT:
MARLINS.COM/JOBS



**A CAREER
IN PARADISE
AWAITS**



OPEN POSITIONS

Bliss

Nail Technician (On Call)
Spa Concierge (Part-Time)

Engineering

Engineer III
Engineering Coordinator

Finance

General Accountant

Food & Beverage

IRD Server (Part-Time)
WET Bar Attendant
Living Room Bar Attendant (Part-Time)
WET Bus Attendant (Part-Time)

Front Desk

Front Desk Agent (Part-Time)
Whatever/Whenever Agent
Overnight Whatever/Whenever Agent

Residential

Welcome Desk Agent

Security

Security Agent

Style

Room Attendant (Part-Time)

WET Deck

WET Attendant

MANAGEMENT POSITIONS

Director of Engineering
Sales Manager, Group
Security Manager

CONTACT

Melanie Moskow
954-414-8283
Melanie.moskow@whotels.com
EEO/M/F/DISABILITY/VETERAN
Drug free workplace

JOIN US

OPEN PRE-SCREENING HOURS:
Tuesday 2P to 4P
Thursday 10A to 12P

REFERRAL PROGRAM

All applications must be completed online
www.marriott.com/careers
When you find someone who belongs at W, just
direct them to our website.



SCAN & APPLY!

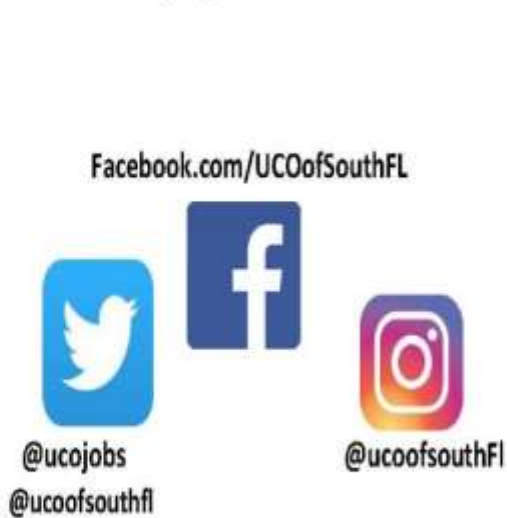
bliss

9/5/2017





We post our upcoming events and job openings.
Let's get social and follow us today!
Any questions, contact your local HR Department.





**KEEP
CALM
AND
VISIT YOUR
CAREER SERVICES
TEAM**

They Can Help You With...

- Résumés
- Internships
- Jobs
- Interview Training
- Career Counseling
- Grad School Assistance

Career Services Contact information

Telephone: (305) 474-6925 or (305) 628-6577

Email: careerservices@stu.edu

Web: www.stu.edu/career

Internships: www.internships.com/welcome/stu



Instagram: [stu_careerservices](https://www.instagram.com/stu_careerservices)

Facebook: [STU Career Services](https://www.facebook.com/STUCareerServices)