American Management Association ~ 1601 Broadway, New York, NY

Application Deadline Date: Friday, September 30 @ 11:59pm

Interview Date: Friday, October 28, 2016

**Sign up through Career Services website or directly at:**

AB (formerly AllianceBernstein)

AB is a research-driven investment firm that is global in scope and client-focused in its mission. Driven by a culture of relentless ingenuity, we have been in the investment management business for more than forty years. With over $450 billion in assets under management, AB provides a suite of diversified investment strategies to clients located in over 50 countries throughout the Americas, Europe, Asia and the Pacific Rim. Our experienced team of over 400 investment professionals includes over 250 dedicated analysts who research investment opportunities across borders to meet a broad range of client requirements. The firm’s core investment experience includes value equities, growth equities, index management, core equities, multi-asset class, fixed income and alternative investments. AB’s subsidiary, AB Bernstein, is widely recognized as Wall Street's premier sell-side research and brokerage firm, with a global equity trading platform that spans the U.S., Europe, and Asia. Our research and trading capabilities are sought out by leading investment managers around the world, and we are annually ranked at the top of our industry by acknowledged arbiters. Through its integrated global platform, AB is well-positioned to tailor investment solutions for its clients.

Hiring Locations:

Positions are located in New York, Washington D.C., Chicago, Los Angeles and San Francisco
Private Wealth Associate Program

We are looking for Associates to work in client facing roles with a team of Financial Advisors for Bernstein Private Wealth Management. This role will require candidates to build upon their current skill set and will provide unparalleled immersion into all aspects of the wealth management industry. This is an exciting and challenging opportunity for Associates to partner with Financial Advisors to provide all aspects of client servicing including asset allocation advice, portfolio analytics, retirement planning, and core/discretionary planning for high net worth clients and prospects.

Additionally, Associates will:

- Partner with Financial Advisors to build their business and provide service and support functions such as portfolio analysis, account creation and maintenance, and client/prospect meeting preparation
- Partner with team members to accomplish a common goal of providing exceptional service
- Interact with clients (directly and indirectly) to support all aspects of their servicing needs related to the management of their relationship
- Interact and network with senior professionals throughout the firm to fuel career success

The Advisory Board Company

The Advisory Board Company (NASDAQ: ABCO) is a global technology, research and consulting firm partnering with 238,000 leaders in 4,200+ organizations across health care and higher education. We combine the expertise of our 3,000+ employees around the world to find solutions to the most pressing challenges in health care. Our performance technology products offer user-friendly, Web-enabled dashboard platforms with tremendous analytic capabilities that generate more than $700 million in realized value annually for our members. These solutions focus on strategically important areas, including physician alignment, revenue cycle, accountable care, and surgical profitability. We thrive on innovation and the knowledge that we are creating real change in an industry that matters to everyone

Analyst, Health Care Strategic Research

Research and Insights Analysts work in teams on research studies to surface key challenges or opportunities facing hospitals and provide best (and worst) demonstrated practices in addressing these issues. The unique membership model allows research teams to directly interact with hospital executives, learning from their experiences and influencing change at member hospitals through presentation of key research findings.

Research studies can range anywhere from 1-9 months in duration, and typically culminate in a two-day summit where research findings and insights are presented to healthcare executives. Most recent studies have addressed topics such as health care reform, the Emergency Department capacity crisis, the growing burden of bad debt in hospitals, evaluating the latest clinical technologies, implementing electronic medical records, and other strategic issues facing hospitals. These studies are also published and shared with other hospital leaders via web-based teleconferences. Analysts are actively involved throughout the entire research cycle—from conception, to research interviews, to analysis and creation of presentation materials. Working in teams provides analysts the opportunity to learn from peers and to take on more challenging responsibilities as they develop in their role.

This opportunity is based in Washington, D.C
Specific Responsibilities:

Analysts typically work on at least two research studies per year, with job responsibilities varying according to the stage in the study cycle. Across each research cycle, the analyst will typically be expected to accomplish the following objectives:

- Collaborate on research agenda setting
- Conduct in-depth interviews with senior healthcare executives
- Document and analyze findings from primary and secondary research
- Reduce industry challenges to root cause problems
- Identify and critique best practice strategies and solutions
- Develop innovative frameworks for presentation of findings
- Contribute to creation of presentation materials
- Potentially analyze and build market calculators and financial models

**AlphaSights**

AlphaSights is a global leader in knowledge search. Founded in 2008, we have established ourselves as a go-to knowledge partner for decision-makers across private equity, asset management, consultancy and corporate strategy, helping them access the highly specific industry expertise they need to make better decisions, faster. AlphaSights is growing fast and, with three new offices opened in the last year alone, offers unrivalled impact opportunity and career progression.

This is a fast-paced, client facing, communication-intense role with a clear focus on effectiveness and revenue generation. We believe the skills developed at the Associate level pave the way to a successful career in commercial and operational leadership. Find out more about the AlphaSights career path here: [https://goo.gl/kamZqd](https://goo.gl/kamZqd)

**Associate - New York/San Francisco**

As a member of our client service team, you will be acting as the intermediary between our clients on one side, and targeted industry experts on the other. Your role is to focus on our clients' knowledge gaps and define the specialist knowledge required to address them. You then research companies and industries in order to identify and engage leading subject-matter specialists, using sound judgment to qualify their expertise based on the project in question, and connect them with our clients in real time. Although there is no typical day, there are often many projects running concurrently and our teams have to learn the most efficient way of identifying expertise quickly.

This is a position for someone with high emotional intelligence who enjoys connecting with people, is an exemplar of professionalism, and is highly motivated by exceeding targets. Our most successful people embrace a "whatever-it-takes" mantra and relish the opportunity to roll up their sleeves to achieve their goals.
**CamberView Partners**

CamberView Partners is the leading source of independent, investor-led advice for management and boards of public companies on how to succeed with investors. CamberView helps clients interact with investors from a position of strength and stay ahead of potential issues. When faced with a challenge, CamberView develops the playbook clients use to win contested situations and difficult shareholder votes. CamberView designs specific engagement strategies tailored to each investor and proxy advisor; crafts proxy materials that build shareholder support; develops messaging that resonates with critical decision-makers; instructs companies on how to avoid common mistakes; and coordinates among clients’ advisors to deliver success.

**Analyst**

Analysts play a vital role in day-to-day execution of client engagements, business development, and building the firm’s brand. Responsibilities include the following:

1) **Execution of Client Engagements**

- Assist in all aspects of day-to-day client engagements
- Conduct analyses of client corporate governance practices
- Develop support materials and analyses to identify likely areas of investor concern and potential mitigants
- Develop strategies for engaging with and securing support of investors
- Support client team in delivering advice to senior executives and directors regarding a range of governance issues
- Collaborate with Associates, Principals and Partners across client teams

2) **Business Development**

- Support the firm’s efforts for identifying and prioritizing client acquisition opportunities
- Develop effective preparation materials for client pitches
- Work directly with Partners to develop proposal materials specifically tailored for prospective clients
3) Building a Strong Brand

- Research, analyze and develop materials relating to institutional investors, governance and shareholder activism for use with clients and other corporate advisors

- Contribute to the firm’s intellectual leadership by supporting the development of analytical frameworks and other research materials with broad applicability

- Collaborate in building a strong culture and helping to execute on key aspects of an early-stage enterprise

Carney Sandoe & Associates

Carney, Sandoe & Associates is an educational recruitment firm that places teachers and administrators in private, independent schools across the U.S. and overseas. We have placed over 20,000 teachers and administrators in independent schools since 1977. CS&A has thousands of positions available in all primary and secondary subjects each year. All fees are paid by the hiring school, services are free to the candidate, and teacher certification is not necessary.

K-12 Teaching and Administrative Jobs-Nation and Worldwide

Are you a future teacher looking for your first teaching job?

Have you thought about teaching after graduation, but you’re not sure where to start?

Or, are you looking for a way to continue your passion for your area of study?

If you answered "yes" to any of these questions, Carney, Sandoe & Associates wants to talk to you. We’re an educational recruitment firm that places teachers and administrators in K-12 private, independent, and like-kind (charter, magnet, pilot, and merit) schools across the nation and worldwide.

Whether you’re looking for an innovative teaching experience or you’re thinking about how to translate your love of a subject area into a rich classroom experience for K-12 students, you should be exploring the option of working at an independent school. Ranging in size, location, and mission, independent schools give you the opportunity to make a difference as a teacher, coach, and mentor.

We have placed over 31,500 teachers and administrators at independent schools since 1977. Each year, we have thousands of rewarding and exciting teaching positions available in all primary and secondary subjects—teaching certification is not required. Personal and professional service is free for the job-seeking candidate.

Discover how an independent school could be the right place for you to start your teaching career. Join us at our info session, and schedule an on-campus interview with us to learn more.

D. E. Shaw & Co.

The D. E. Shaw group is a global investment and technology development firm with more than $37 billion in investment capital as of March 1, 2016, and offices in North America, Europe, and Asia. Since our founding in 1988, our firm has earned an international reputation for successful investing based on innovation, careful risk management, and the
quality and depth of our staff. We have a significant presence in the world's capital markets, investing in a wide range of companies and financial instruments in both developed and developing economies.

**Generalist**

We are seeking individuals with an impressive record of academic and/or professional achievement, in or outside of finance, to join the D. E. Shaw group. Generalists will be considered for one of several departments in the firm, including roles in product development, investor relations, corporate development, treasury, and risk. The ideal candidate will be highly analytical and will excel at taking initiative, problem solving, and managing multiple projects. We are looking for candidates with 0-5 years of experience who are critical thinkers and effective communicators, with a motivation to learn, achieve, and contribute. While we welcome applications from individuals with a background in finance, mathematics, or computer science, we are equally interested in speaking with accomplished and numerate liberal arts graduates, regardless of major, who are looking for a new challenge.

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**FactSet**

FactSet is a financial data and software company headquartered in Norwalk, Connecticut with offices in 35 locations worldwide. As of March 17, 2015, annual subscription value reached $1.005 billion, and headcount passed 6,900. FactSet has been publicly traded on the New York Stock Exchange under the symbol FDS since 1996 and on NASDAQ under the same symbol since 2009. FactSet was ranked #48 on FORTUNE’s “100 Best Places to Work” list in 2015 and has consistently been recognized as a great workplace by leading publications.

**Consultant**

As part of FactSet’s Consulting Services, you’ll join a group committed to maintaining a reputation for industry-leading service. The team is composed of self-motivated individuals who thrive in a cohesive environment and enjoy the challenge of real responsibility. Consultants are the essential link between investment professionals and FactSet’s powerful software. Combining a thorough understanding of finance and technology with specific expertise in FactSet software, consultants help clients streamline the research and analysis process. Consultants offer an unparalleled level of service along with insight into the intricacies and functionality of FactSet applications. Consultants assist clients in a variety of ways:

- By supporting FactSet applications and creating custom FactSet models, screens, and automation routes
- By training clients in their offices and at training seminars
- By providing creative solutions through expert telephone consultation and on-site consultation

A rapidly growing company like FactSet needs skilled individuals to propel its expansion. Consulting, while challenging and rewarding, can lay the foundation for a long-term career at FactSet.

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**Federal Deposit Insurance Corporation**

The Federal Deposit Insurance Corporation (FDIC) preserves and promotes public confidence in the U.S. financial system by insuring deposits in banks and thrift institutions for at least $250,000; by identifying, monitoring and addressing risks to the deposit insurance funds; and by limiting the effect on the economy and the financial system when a bank or thrift institution fails.
Financial Institution Specialist

The FDIC has an exciting new employment opportunity for seniors and recent graduates in its Corporate Employee Program (CEP). The CEP is a comprehensive, 3-4 year training opportunity, in which you earn a professional credential as a commissioned bank examiner or resolutions/receivership specialist. If you are selected for this entry-level program, you will perform mission-critical work -- evaluating the financial condition of FDIC-insured institutions and protecting depositors and consumers from harm, traveling the country in a unique role that only a few experience. The program includes an initial year of structured rotational assignments, followed by up to three years of specialized training in one of the FDIC's principal disciplines: (1) Risk Management (to evaluate the financial condition of insured institutions); (2) Compliance/Consumer Protection (to ensure the compliance of those institutions with fair lending, consumer protection, and community reinvestment statutes and regulations); or (3) Resolutions/Receivership Management (to oversee the closure of failed financial institutions and management of the ensuing receiverships).

If you are interested in participating in the FDIC's Corporate Employee Program, be sure to speak to an FDIC recruiter at the Fall Recruiting Consortium!

Financial Management Scholar (summer internship)

As one of the nation’s premier financial regulatory agencies, the FDIC offers outstanding opportunities for learning and career development while performing meaningful work. Our mission is to maintain stability and public confidence in the nation's financial system. FDIC employees combine in-depth expertise on finance and banking operations with a commitment to public service.

Start your Career in the Company of Great Minds!

The FDIC is currently seeking students in their junior years for the highly selective Financial Management Scholars Program (FMSP). The FMSP is a paid, 11-week summer internship that will provide highly-qualified college juniors majoring in economics, business, accounting, finance, or a related field with an opportunity to get hands-on experience evaluating bank operations, business plans, risk management strategies, and consumer protection practices. Participants will work with teams of FDIC employees responsible for examining the financial condition of insured financial institutions, protecting the public’s insured deposits, enforcing consumer protection and fair lending laws, and managing the assets of failed financial institutions. At the end of the program, successful participants may receive offers to come work for the FDIC after they graduate.

IQPC - International Quality & Productivity Center

IQPC is one of the world’s largest global information companies, dedicated to providing interactive conferences, for exchange of information and sharing of new ideas and business solutions critical to the success of millions of organizations in the world.

Founded in 1973, our mission has always been to deliver the highest possible quality of conferences to each market sector and geographical area we serve. We also run a number of online communities which provide access to online information, training, and networking in key sectors we operate.

Conference & Event Producer

Be part of an exciting and expanding Business to Business events company!
IQPC has an exciting opportunity for an ambitious Conference & Event Producer to join the World Leader in the Conference & Events Industry. www.iqpc.com

Executives from the Fortune 1000 companies attend our conferences in order to tap into leading edge concepts, networks and tools to help their businesses thrive in today’s knowledge economy. Our Conference Producers bring these events to life!

Please note – this is not a meeting planning position; you’ll get to do much more.

Responsibilities:

Here’s a sample of what you’ll get to do everyday!

Conduct telephone-based and web based market research to develop educational content, identify conference topics, and recruit high level speakers

Create cutting edge content to attract senior level executives to your conferences

Develop event agendas and marketing materials to promote events in your portfolio

Collaborate with our internal sales, marketing and operations teams to create successful events

Our Conference Producers are given the opportunity to:

Work across multiple industries including Customer Experience, Life Sciences, Defense, Transportation, Technology, Automotive, Legal, HR, and Finance

Network and build successful relationships with industry thought leaders and subject matter experts

Learn best in class methodologies for: utilizing market research tools to uncover the hottest trends and topics in an industry, and use these tools to develop through briefs and event programs

Travel onsite throughout North America to manage your events

We employ smart, innovative, ambitious, forward-thinking and intellectually curious people. Then we empower them and give them autonomy to deliver results and boundless opportunities for growth and career progression.

You’ll master the art of Conference Production, and you’ll work with amazing people. Our mission and culture are unmatched. We offer comprehensive benefits and lots of perks.

Sound exciting? Read on and apply!

Marketing Assistant

The Marketing Assistant is responsible for supporting a portfolio of live B2B conferences in a variety of industries. If you love a challenge, then this position will provide you with great learning opportunities, a dynamic environment and a high
level of responsibility following a training period. It will provide you with an in-depth understanding of how to manage multi-channel marketing campaigns from start to finish. This position is career tracked into a Marketing Manager role pending performance.

Marketing Campaign Support:

Marketing Analysis & Research: Understanding the market and audience to assist building a successful marketing campaign from both a quantitative and qualitative angle

Public Relations: Writing, distributing press releases and liaising with media

Media Partnership Development: Researching, identifying and establishing partnerships to increase brand awareness and revenue

Social Media: Assisting the management of social media outlets such as Facebook, Twitter, Instagram and LinkedIn

Email Marketing: Contributing to email campaign execution including writing copy, personalization, remarketing, email design & layout, email list management, etc.

Interdepartmental Support:

Production: Understanding the program and USP, developing marketing language to be used throughout the campaign

Sponsorship: Working with conference sponsors; following up for marketing promotion opportunities

Telesales & Customer Service: Providing prospective leads and tracking registrations back to marketing activity

Operations: Assisting with planning for literature distribution and on-site marketing related items

Sales Representative, Event Sales

The Sales Representative on our Delegate Sales team is responsible for selling conference passes to high-level executives to attend our North American events.

The Sales Representative role is about mastering sales fundamentals. We can teach you everything you need to know. We take a holistic approach in preparing you to become a top sales rep: by teaching:

Strategies for personal and professional growth

How to "own" your success

Setting and achieving goals

Here’s a sample of what you’ll get to do everyday!

Research your markets to understand the issues driving each industry, and communicate them to senior executives

Manage the entire sales cycle, from prospecting to pitching to closing, and not just assisting higher level reps
Develop new clients and opportunities for business and maintain a client database using our CRM tool

Maintain company daily KPIs (80 calls, 2 hours on the phone, 5 proposals)

Brainstorm and share sales techniques with fellow professionals in team oriented training sessions

Our Sales Representatives are given the opportunity to:

Be part of a highly energetic and incredibly PROFESSIONAL and FUN atmosphere with strong leaders, knowledgeable mentors, bright peers, and passionate teams

Rapidly progress your career – we strive to promote from within and provide a fast track into sales management roles

Be paid fairly and transparently for everything you do with uncapped commissions plus a guaranteed base salary and residuals on your book of business

Speak with Top executives at Fortune 1000 companies

Develop global business expertise and global career opportunities

You’ll master the art of selling, and you’ll work with amazing people. Our mission and culture are unmatched. We offer comprehensive benefits and lots of perks.

Sound exciting? Read on and apply!

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KeyBank

Cleveland-based KeyCorp is one of the nation's largest bank-based financial services companies, with assets of approximately $93 billion. KeyCorp businesses provide investment banking, investment management, retail and commercial banking, and consumer finance products and services to companies and individuals.

**KeyBanc Capital Markets Investment Banking Analyst Program**

KeyBanc Capital Markets, the Corporate and Investment Banking arm of KeyCorp, is looking for a select group of energetic, client-focused individuals to join our Capital Markets Analyst Program in July 2017. KeyBanc is a leading, full-service corporate and investment bank, dedicated to serving the needs of middle market clients. The program provides candidates the opportunity to refine current business skills, learn new ones, and apply them to identify corporate finance and capital markets solutions for our clients.

Analysts work with industry and product group bankers in cross-functional teams, originating and executing a wide variety of financial advisory and capital markets mandates.

**Essential Job Functions:**

- Work with investment bankers and product partners on M&A/strategic alternative idea generation and pitches, corporate finance opportunities, and public and private, equity and debt, capital raising transactions.

- Perform financial modeling and valuation analysis on public and private companies: comparable company analysis, precedent transaction analysis, leveraged and discounted cash flow analysis, including renewable energy project finance.
- Generating ideas and analytical materials in support of new client meetings

- Developing marketing materials for topics such as company positioning, financing alternatives, and M&A Strategic alternatives

- Developing knowledge of relevant information resources: Bloomberg, Capital IQ, Thomson Financial, Pitchbook and 451 Research

**KeyBanc Capital Markets Investment Banking Internship Program**

KBCM is a leading, full-service corporate and investment bank dedicated to serving the needs of middle market clients. The program provides interns the opportunity to refine current business skills, learn new ones, and apply them to identify corporate finance and capital markets solutions for our clients. KBCM will typically hire approximately 45 interns each summer.

Job duties may include:

- Work with investment bankers and product partners on M&A/strategic alternative idea generation and pitches, corporate finance opportunities, and public and private, equity and debt, capital raising transactions.

- Perform financial modeling and valuation analysis on public and private companies: comparable company analysis, precedent transaction analysis, leveraged and discounted cash flow analysis, including renewable energy project finance.

- Generating ideas and analytical materials in support of new client meetings

- Developing marketing materials for topics such as company positioning, financing alternatives, and M&A Strategic alternatives

- Developing knowledge of relevant information resources: Bloomberg, Capital IQ, Thomson Financial, Pitchbook and 451 Research

Groups where interns may be placed include:

Corporate and Investment Banking, Mergers and Acquisitions, Debt Capital Markets, Equity Capital Markets, and Syndicated Finance. Interns may also work with industry groups like Industrial, Healthcare, Technology, Consumer, Utilities, Oil and Gas and Diversified. Intern cities may include Cleveland, Chicago, New York, Seattle, San Francisco, Portland Boston, Houston, Dallas and Charlotte.

**Sales and Trading (S&T) – Internship Program**

KBCM’s Sales and Trading areas hire approximately three energetic, client-focused individuals for the summer internship program based in New York, NY. Sales and Trading Interns will also spend time rotating through sales and trading desks in KBCM’s Cleveland and Chicago offices. S&T hires approximately three interns each summer.

The program provides interns the opportunity to gain experience in all aspects of the financial markets, build relationships and work in a fast paced and dynamic trading floor environment.

You will begin with an introduction to Key’s infrastructure and overall business strategy. You will receive necessary training and education to help you perform in your internship. You will get direct coaching and feedback on your performance. You will spend a large portion of your internship shadowing trading desks and assisting sales teams to develop real world insights and experience from sales and trading professionals. This program will help you to develop a
deeper understanding of the capital markets, and fixed income and equity products. You will also have an opportunity to demonstrate what you have learned by creating and presenting either your own stock recommendation or fixed income trading strategy.

Geographic cities for internships may include: Cleveland, New York and Chicago.

**Equity Research Internship**

KBCM, is looking for a select group of energetic, client-focused individuals for our summer 2016 Equity Research Internship Program in New York, New York.

You will begin with an introduction to Key's infrastructure and the business. You will receive on-the-job training to help you perform in your internship. You will get direct coaching and feedback on your performance. Interns work closely with teams of Research Analysts and Associates that cover over 500 stocks in 6 sectors.

You will learn: • Corporate finance and valuation skills • Capital markets perspective • Transaction management

**Technology - Equity Research Internship**

Pacific Crest Securities is the Technology I-Banking specialist for KeyBanc Capital Markets Inc. (KBCM) is a leading, full service corporate and investment bank, dedicated to serving the needs of middle market clients. The program provides interns the opportunity to refine current business skills, learn new ones, and apply them to identify corporate finance and capital markets solutions for our clients. KBCM/PCS, hires approximately three interns each summer in the Portland, Oregon office.

You will begin with an introduction to Key's infrastructure and the business. You will receive on-the-job training to help you perform in your internship. You will get direct coaching and feedback on your performance.

Interns work closely with teams of Research Analysts and Associates that cover over 500 stocks in 6 sectors. You will learn corporate finance and valuation skills, capital markets perspective, and transaction management, along with many other skills throughout the summer.

**Real Estate Capital Internship**

KeyBank Real Estate Capital (KBREC) is nationally recognized as a long-standing leader in Commercial Real Estate Finance and Loan Servicing. We offer an expansive array of solutions for borrowers seeking to acquire, refinance or develop commercial, health care and multifamily properties. Additionally, we offer investment opportunities in the form of commercial real estate debt and equity capital. Our integrated team combines in-depth industry experience with reliable execution to help our clients achieve their goals.

As an intern you will gain value-added experience by assisting our teams with various responsibilities, including monitoring the performance of income-producing properties, assisting with underwriting duties and performing portfolio analytics.

Qualified applicants will provide industry, market and business analysis to support senior banking professionals, client and business interactions. They will also participate in a structured Internship Program that not only includes daily work in the line of business, but also enterprise learning opportunities throughout the summer, an Executive Speaker Series and other social and networking events.
Applicants must also be able to write and verbally communicate effectively, build business partnering skills that will enable you to become a future, trusted financial advisor to our businesses and strengthen their ability to present ideas and make recommendations based on financial statement analysis.

KBREC typically hires 12 interns each summer, placement cities include, but are not limited to Cleveland, New York, Boston, Chicago, Atlanta and Dallas.

**Real Estate Capital Rotational Analyst**

Qualified applicants will provide industry, market and business analysis to support senior banking professionals’ client and business interactions. They will also participate in 10 – 12 weeks of structured training including Accounting, Credit Risk Analysis and Financial Modeling to learn the industry and gain the necessary skills to support the business.

Applicants must also be able to write and verbally communicate effectively, build business partnering skills that will enable you to become a future, trusted financial advisor to our businesses and strengthen their ability to present ideas and make recommendations based on financial statement analysis. Must be able to utilize the Microsoft Office suite in order to produce documents, presentations and analysis.

After training each Analyst will rotate three times for six-months. Each rotation will be through a different area of KBREC and may require the Analyst to relocate.

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**The Lavelle Law Firm**

Plaintiff’s personal injury law firm representing New York accident victims for over 20 years. We litigate cases from inception through trial to maximize our client recovery. Although our office is located in Mineola, the majority of our cases are handled in Brooklyn, Queens, the Bronx and Manhattan.

**Legal Executive Assistant**

Seeking individual(s) to work with Managing Attorney on various tasks from legal work to marketing techniques to administrative duties. We are a busy personal injury law firm and are seeking candidate(s) for this entry level immediate full time position. Job duties will include drafting Summons and Complaints, Bills of Particulars, legal research, contacting clients to investigate what benefits they are entitled to and completing investigation and working to obtain same from insurance carriers, contact with clients to schedule and confirm appointments, drafting of correspondence to clients, medical providers and insurance companies, drafting of legal documents, obtaining documents needed for the litigation of cases, working with managing attorney to prepare cases for trial, writing newsletter/social media entries to clients, networking with other firms who act as trial counsel, along with other duties. No prior experience needed. Excellent opportunity for individual considering law school who wants experience in New York law firm prior to applying to law school or for those who wish to advocate on behalf of clients. Job will include trips to Court with attorney to observe appearances. Also a good opportunity for an individual interested in the business end of a law practice. Our law firm has a track record of over 10 employees that have gone on to either Law School or to obtain an MBA.

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**Madeo**

MADEO helps companies and organizations grow and succeed by design. We use design, technology and meaningful strategy to help institutions, as large as the Smithsonian, or as small as a new startup build their brand and successfully engage with people towards a meaningful purpose.
**Digital Communications Internship**

You will work on client and internal projects to elevate how companies and organizations communicate and engage with people. You will support the research that influences Madeo’s communication strategy for non-profits, startups and impactful corporations. You will help manage content on website projects for diverse clients and within Madeo. You may contribute to our blog, email engagement, and social media.*

*This is a Full-Time, Fall internship

**Digital Design Intern**

You may work on client and internal projects to elevate how companies and organizations communicate and engage with people. You will support the research that influences our design strategy for non-profits, startups, and impactful corporations. You will support senior designers on website design projects for diverse clients and within Madeo. You will learn more about producing projects through collaboration. You will learn about tools that help collaborations become successful.*

*This is a Full-Time or Part-Time, Fall internship

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**Match Education**

Match Education is a national education nonprofit, based in Boston. We operate a growing portfolio of high-performing and innovative urban charter schools. Our schools are widely recognized for their success in preparing low-income students for success in four-year colleges. We provide high-dosage tutoring to each of our students through the Match Corps, a post-graduate service fellowship for individuals interested in committing a year of service to inner-city schools. Match Education also trains teachers for urban classrooms and operates a fully sanctioned graduate school of education through our Match Teacher Residency program. We seek to train the best rookie teachers in the country and, over time, to develop new insight into the nature of effective teaching and teacher training.

**Match Teacher Residency, Boston**

Want to be a game-changing rookie teacher in a high-performing urban school? We think teaching is the hardest and most important job in the world – a job that demands highly focused and intensive preparation. Start your teaching career off right by becoming a Match Teacher Resident and graduate student in the Charles Sposato Graduate School of Education. We’re actively seeking our next cohort of aspiring elementary, middle and high school teachers.

**HOW IT WORKS**

**Year 1:**

- Match Teacher Residents (MTRs) spend full days in the nationally acclaimed Match Charter Public School, which operates a pre-K-12 school for low-income students from Boston.

- MTRs serve a regular workweek as tutors in Match Corps, an AmeriCorps program, and also spend time daily in classrooms where they observe, assist, and ultimately assume full-time teaching responsibilities.

- Two nights per week, plus Saturdays, MTRs attend graduate classes, complete assignments (e.g. practicing lesson planning and analyzing video of effective teachers), and participate in teaching simulations through the Sposato Graduate School of Education (SGSE).
• SGSE coaches and faculty provide frequent personalized feedback to MTRs as they ramp up in their teaching responsibilities.

• By the end of the year at Match, successful MTRs get a Massachusetts "Initial" teaching license, and obtain a full-time teaching position in a high-performing urban school in the city of their choice.

Year 2:

• MTR graduates work as a full-time teacher at an urban charter or turnaround school.

• As Sposato students, they participate in a year-long distance-learning course that’s supported by individualized coaching. Their classroom practice is evaluated using a battery of assessments to determine confection of a Master’s in Effective Teaching (MET) degree.

**Match Corps: Boston**

Match Corps members spend a year in Boston, building relationships with a small handful of students enrolled in the Match Charter Public School in Boston and working with them to reach their academic goals in daily, small group instructional sessions. If you’re in search of a service year opportunity that brings together like-minded people from across the country to make a meaningful impact in the lives of young people, then please read on. Match Corps might be the perfect experience for you!

The Match Corps currently has over 700 alumni across the nation and this past spring, celebrated its 10 year anniversary.

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**Memorial Sloan-Kettering Cancer Center**

Memorial Sloan-Kettering Cancer Center, established in 1884, is the world's oldest and largest private institution devoted to prevention, patient care, research, and education in cancer. Throughout our long history, Memorial Sloan-Kettering has set the standard of care for people with cancer. Our mission: the progressive control and cure of cancer through programs of patient care, research, and education. At MSKCC, you are part of a team with a purpose. All of our employees are part of a collaborative effort to set new standards in the prevention, treatment & cure of cancer. In recognition of your efforts, we will give you the opportunity to learn & grow, support & guide you so that you will achieve your goals & reward you in exceptional ways.

**Physician Office Assistant**

Physician Office Assistant Healthcare Administration December 2016 and May 2017 graduates who are committed to a career in health care and are seeking the opportunity to work in an organization where excellence and extraordinary service are primary operation goals, are invited to submit their resumes for consideration. The Physician Office Assistant acts as a liaison between the patient and the medical health care team on a daily basis. Responsibilities include screening patient calls, scheduling patient tests and appointments, and handling all administrative functions associated with the practice

**Session Assistant**

Session Assistant Health Care Administration December 2016 and May 2017 graduates who are committed to a career in health care and are seeking the opportunity to work in an organization where excellence and extraordinary service are primary operation goals, are invited to submit their resumes for consideration. The Session Assistants acts as a liaison between the patient, family and the medical health care team during office visits. Responsibilities include orienting
patients and families to Ambulatory Care, assisting with patient flow between the waiting and clinical areas, and ensuring that medical records are available and complete prior to their office visit.

Research Study Assistant

Research Study Assistant An important function at Memorial Sloan-Kettering Cancer Center is the acquisition and analysis of data related to the therapeutic and/or diagnostic protocols. The Research Study Assistant is actively involved in the review of patient histories, the collection and computerization of information, and the development of reports. As a member of a multi-disciplinary research team made up of Physicians, Nurses, and Clinical Support Staff, you will contribute to a superior understanding of care provided to patients. Research opportunities are available in the following departments: Epidemiology, Medicine, Neurology, Pathology, Pediatrics, and Surgery.

Planned Parenthood Federation of America

Planned Parenthood Federation of America (PPFA) is the nation’s leading women’s health care provider, educator, and advocate, serving women, men, teens and families. For almost 100 years, PPFA has done more than any other organization in the United States to improve women’s health and safety, prevent unintended pregnancies, and advance the right and ability of individuals and families to make informed and responsible health care decisions.

Temp, Data Analyst

Perform day-to-day activities to support department’s service standards and objectives.

Drafts statistical, narrative, and/or other reports as directed.

Responsible for assisting in the training and data analytics activities provided by PPX.

Summer Intern

The Summer Internship Program provides an opportunity for Interns to become part of the highly respected Planned Parenthood family. All applicants should have a profound interest in sexual and reproductive health and rights, and be able to demonstrate sensitivity to and appreciation for cultural differences while working with a multicultural workforce. We’re looking for forward-thinking, passionate, ambitious students looking to make an impact, not just an impression. We invite exceptional undergraduate and graduate students from diverse backgrounds to join in PPFA’s mission and participate in contributing to the critical day-to-day work of our organization.

The summer program offers ten-week paid internship opportunities at PPFA headquarters in New York City as well as in Washington, DC. Our summer program is a comprehensive developmental program including:

- Lunch & Learn / Executive Breakfast Chat series with senior PPFA leaders
- Professional/Career development workshops and activities
- Team Capstone projects
- Social activities/outings

Because interns are a vital part of the future of Planned Parenthood, we strive to provide a hands-on experience that gives a realistic preview of what it is like to work at a non-profit. Through our Internship Program, interns:
• Gain substantial professional experience and exposure to critical issues pertaining to the nonprofit sector, enabling you to build on your current portfolio of relevant experiences

• Develop a comprehensive perspective on Planned Parenthood’s mission and service delivery at the local, national and international levels.

• Receive networking, personal and professional development opportunities, including opportunities to meet with Planned Parenthood senior leadership.

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**The Rockefeller University**

The Rockefeller University is a world-renowned center for research and graduate education in the biomedical sciences, chemistry, bioinformatics and physics. The university’s 74 laboratories conduct both clinical and basic research and study a diverse range of biological and biomedical problems with the mission of improving the understanding of life for the benefit of humanity.

*Research Assistant*

We are currently hiring students for 1-2 year biomedical Research Assistant positions to work closely with senior scientists and participate in challenging, complex, cutting-edge research projects.

Research Assistants will learn an immense amount of information about science and discovery. The learning curve will be steep and the work hours long (on occasion), but it will all be worth it. The techniques will be complex and numerous and diverse, spanning the whole spectrum of translational research from molecular/cellular/genetic/chemical/bioinformatics to in vitro to in vivo. Your research will take advantage of the latest technologies and techniques, you will be an integral part of the lab, participate in journal clubs and lab meetings, and attend scientific lectures/talks/seminars. The unspoken luxuries also include our intimate community, extreme preside (number of Nobel prizes and laureates on-campus), incredible funding and core facilities, and the perks – free beer at our Faculty Club, river view, living in NYC!

After a two year period, Research Assistants go on to the top Ph.D., M.D. and MD/Ph.D. programs, while some choose to continue on as a third year researcher to learn more

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**Success Academy Charter Schools**

Success Academy Charter Schools is a fast growing not-for-profit Charter Management Organization (CMO) that operates 14 public charter elementary and middle schools throughout New York City. Over the next decade, our network will grow to 40 schools that provide a phenomenal K-8 public education to NYC school children. Our dual mission is to:

1. Offer children in New York City an exceptional public education that prepares them to succeed in college and life.
2. Forever alter the educational prospects for all public school children by creating a “tipping point” moving a nation where educational failure is the norm to a nation that expects high-quality public school options for all children.

*Associate Teacher*

Our Associate Teacher position is a full-time teaching opportunity for individuals passionate about making an impact on public education – providing them world-class training to become Lead Teachers at Success Academy Charter Schools.
Associate Teachers who are not certified to teach will enroll in a 21-month Master’s and certification program through Touro College, earning a Master’s in General and Special Education, Grades 1-6. This degree program is fully funded by Success Academy.

**Operations Coordinator**

We are seeking an ambitious Operations Coordinator to join our Success Academies team!

Responsibilities:

- Supporting faculty, scholars, and families with a superior level of customer service, enabling teachers and school leaders to focus exclusively on teaching and learning.

- Developing and maintaining positive relationships with vendors and building teams such as Custodians, School Food, and School Safety.

- Actively collaborating with team members on school and network wide objectives fostering an environment of positive morale and productive feedback.

- Monitoring and creating safety policies and procedures and ensuring the attentiveness and efficacy of the school safety staff.

- Creating and implementing the logistical procedures to facilitate school events for internal and external participants, including scholars, faculty, and parents.

- Maintaining school aesthetics at a high level based on Success Academy standards through close work with school service providers.

- Managing food services to ensure on-time meals, availability for field trips, and compliance with federal food regulations, including sanitation standards and student lunch eligibility.

- Managing instructional and office supply procurement to ensure that all materials are in stock and teacher requests are fulfilled, while tracking expenditures.

- Managing and tracking the inventory of instructional and office supplies.

- Overseeing facilities renovations, from project start to completion, ensuring that contractors’ work is timely, of high quality, and on budget.

- Being the first point of contact for basic on site technology support and repairs. Schools as a full time employee in the wide array of opportunities we have available.

**Community Relations Coordinator**

We invest in talent development, supporting our staff to grow in their careers and expand their impact in service of our school communities and dual mission. As such, we require a 2-year round commitment for all School Community Relations Coordinator candidates. Additionally, successful candidates must have a desire to work in a school building and practice flexibility in school placement, as we continue to prioritize our school needs to best support our scholars.

As members of the School Operations team reporting directly to the School Business Operations Manager, our School Community Relations Coordinators should be individuals who...
• Act as an advocate for our scholars and families in all daily communications from greeting visitors to managing day to day inquiries enforcing Success Academy policies;

• Demonstrate a strong command over written and verbal communications, expertly disseminating information to a wide range of stakeholders and remaining diplomatic in all interactions;

• Effectively manage relationships with scholars, teachers, staff, and parents to create meaningful memories and develop culture within our buildings;

• Have a keen eye for detail and proven experience maintaining organization, analyzing data, and executing small and large scale academic events;

• Build relationships and engage every member of the school community to be active participants in scholar development;

• Are truly dedicated to our mission and will go above and beyond the requirements of the job to be an innovative and strategic problem solver;

• Are eager for feedback and to learn and grow in a fast-paced, mission-driven environment.

Education Coordinator

The Education Management Team plays a pivotal role in our school design and the lives of scholars and families. Working hand in hand with our Senior Leader and Education Managers, our Education Coordinators will support our school leadership team, college team, teachers, and scholars in all matters regarding Data, Assessments and Scholar Portfolios.

Our Education Coordinator will report directly to our Education Manager and should be an individual who...

• Will ensure teachers and leaders have detailed and current data to make fast, data-driven decisions and action plans to change scholar practice;

• Will design innovative and effective systems to track assessment, homework, and culture data for the school community;

• Will manage ongoing testing administration, including high stakes testing for grades 3 and up;

• Is eager to learn and support with creating systems and interventions to support struggling scholars;

• Is a proven relationship builder with the ability to communicate and set measurable goals with adults and scholars;

• Is deeply self-reflective, passionate and committed to world-class schooling and excellence;

• Has meticulous attention to detail and excellent project management skills with proven systems to maintain integrity;

• Has grit and courage in the face of really difficult work; and

• Has unparalleled commitment to action-driven analysis in the benefit of our scholars.
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**Transperfect Translations**

TransPerfect is one of the world's leading providers of language services. With over 30 offices on 3 continents TransPerfect provides a full array of services in over 100 languages to multinationals worldwide. These solutions include website globalization, software localization, subtitling/voice-overs, multicultural marketing, document management, and litigation support.

**Account Coordinator, Client Services**

The Client Services team is a global group of account management professionals who specialize in the areas of Website, Software, eLearning and Gaming Localization, Website Development, Enterprise-wide Relationships and Program Management. The Client Services team is seeking a goal-oriented, energetic and talented individual who has a passion for problem-solving. The Account Coordinator is an entry-level position that supports the front-line account management and sales professionals responsible for retaining and growing client relationships.

Position responsibilities: Respond to client requests for new project initiatives. Collaborate with various members of the production and sales teams to assess the scope of work and produce cost estimates. Grow existing client relationships through service and technology lead development. Win new client relationships by attending sales meetings, participating in sales calls and preparing RFP responses and cost estimates. Take a proactive role in learning about clients’ industry, business needs and company culture, educating the project team, identifying new business opportunities and providing a high level of service. Monitor and communicate project progress, ensure strict adherence to deadlines and budgets and ultimately produce high quality deliverables. Serve as the primary point of contact for client contacts. Set and fulfill client expectations. Perform other special projects or duties when required

**Production Intern**

Responsible for full life-cycle project assignments, research and/or analysis

- Prepare project reports, progress summaries, and/or related data
- Analyze, generate and maintain records and other reference material necessary for departmental use
- Works closely with various departments (Sales, Quality Personnel) and internal partners to executive projects
- Answers and makes phone calls, responds to department-related questions and sends written material as appropriate
- Assist with general office work
- Perform other special projects or duties when required

**Project Coordinator**

The position of Project Coordinator is a key player at TransPerfect Translations. Project Coordinators execute all language/translation projects from start to finish and serve as a single point of accountability for their successful completion. They are responsible for the entire life cycle of all language/translation projects assigned to them and serve as a single point of contact/accountability. Individuals in this role are either more inclined to stick to a Project...
Management-oriented career path (working to become an Executive or Senior Project Manager, for instance) or a Management-oriented career path (working to become a Team Lead or Department Manager, for instance)

- Be responsible for the entire life-cycle of all language/translation projects assigned to the individual
- Juggle multiple projects and priorities simultaneously in a fast-paced environment
- Understand and abide by individual project instructions
- Liaise with sales staff to clarify project parameters
- Establish and maintain excellent relationships with contract translators and proofreaders globally
- Coordinate with quality personnel to ensure that the translation perfectly complies with instructions and is linguistically perfect
- Communicate any issues/problems/caveats or additional information to sales staff as soon as that information is available

**Sales Account Manager**

The position of Account Manager is responsible for developing new business relationships and serving as the first level of support to existing clients.

- Research prospective clients through several strategies including internet research, trade show lists, referrals, yellow pages, various professional directories and personal investigation
- Create accurate spreadsheets of prospective client data including names, titles, phone numbers, addresses and various other information
- Generate daily mailings to prospective clients using updated and accurate spreadsheets
- Cold call prospective clients
- Creatively problem solve to improve current new business development strategy
- Negotiate rates and deadlines with prospective and current clients
- Educate prospective and existing clients regarding the translation process, including TransPerfect’s rates, justification for turnaround time and competitors’ information
- Liaise with production to ensure that all jobs are handled appropriately and with keen attention to detail, resulting in a perfect product
- Consistently follow up with clients to ensure their satisfaction with delivery, quality and customer service
- Research and understand all industries that TransPerfect markets to including industry leaders, current events and any other pertinent data

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Weill Cornell Medical College

Weill Cornell Medical College is among the top-ranked clinical and medical research centers in the country. In addition to offering degrees in medicine, Weill Cornell also has PhD programs in biomedical research and education at the Weill Cornell Graduate School of Medical Sciences, and with neighboring Sloan-Kettering Institute and The Rockefeller University, has established a joint MD-PhD program for students to intensify their pursuit of Weill Cornell’s triple mission of education, research, and patient care.

Research Aide

Under direct faculty supervision within Rehabilitation Medicine of Well Cornell Medical College, the candidate will perform research support to clinical research in rehabilitation.

Research Tech I

Under direction, performs a variety of activities related to the planning and performance of experiments using laboratory animals. The position will require the use of techniques of cell biology and tissue culture in the development of gene therapy strategies for disease

Check out the FRC website for the latest updates on employer and position postings!