

### IMPORTANT DATES

### APPLICATION DEADLINES AND FULL INFORMATION ON LIBERALARTS@WORK

9/13	Mercer Management Consulting, Analyst, Job ID 1005
9/13	Mercer Management Consulting, Information Session - UT Alumni Center (UTX), 7:00 p.m.
9/14	Bain & Company, Associate Consultant, Job ID 1009
9/14	Ace The Case, Interview Preparation Workshop. Presented by Bain & Company, CBA 3.304, 12:30-2:00 p.m.
9/14	UBS Investment Bank, Investment Banking Analyst-Houston, Job ID 1011
9/14	UBS Investment Bank, Wealth Management-Client Advisory Analyst Program, Job ID 1012
9/14	UBS Investment Bank, Investment Banking Analyst-San Francisco, Job ID 1014
9/21	Analysis Group, Information Session - Location TBD, 6:00-7:00 p.m.
9/21	Kimberly Clark, Financial Analyst, Job ID 1010
9/26	BBA Career Expo, UT Rec Sports, 1:00-6:00p.m. Liberal Arts students may pick up invitation at LACS, FAC 18
9/27	Neiman Marcus, Information Session - UTC 3.110, 6:00-8:00 p.m.
10/11	UT Graduate & Professional School Day 2006 - Texas Union Ballroom, 10:00 a.m.-3:00 p.m.
10/16	HSBC, Accelerated Management Program (Full Time and Internship), Schedule ID 123 & 124
10/18	Liberal Arts Career Expo - Texas Union Ballroom, 11:00 a.m.-4:00 p.m.
10/24	Consolidated Graphics, Leadership Development Program Associate, Job ID 1021

### ONLINE SUBSCRIPTIONS

Please visit the LACS Library in FAC 18 for usernames and passwords to view job postings.

#### Name of Website..... Description

<a href="http://www.tieonline.com">www.tieonline.com</a> .....	Collection of international teaching postings
<a href="http://www.graduatejobs.com">www.graduatejobs.com</a> .....	Nationwide postings for Liberal Arts and Arts and Humanities degree holders
<a href="http://www.eejonline.com">www.eejonline.com</a> .....	Online entertainment employment and internship search
<a href="http://www.ecojobs.com">www.ecojobs.com</a> .....	Source for environmental jobs worldwide
<a href="http://www.h1visajobs.com">www.h1visajobs.com</a> .....	Lists of companies who have sponsored H1 visa holders in the past
<a href="http://www.opajobs.com">www.opajobs.com</a> .....	Lists a few of the opportunities in public affairs

For the most recent online publication, visit the LACS Library.

If you have questions about these sites, please contact us at 512-471-7900 or visit us in FAC 18.

# CATALYST

## UTILIZE LIBERAL ARTS CAREER SERVICES

Welcome to campus for what is expected to be a busy and exciting academic year! This year Liberal Arts Career Services is available to Liberal Arts undergraduate and graduate students. This fall we have a busy recruiting season with on-campus interviews, our annual career expo, and the pre-law fair. We encourage COLA students to utilize our many services!

#### Liberal Arts@Work

Liberal Arts@Work is our online career management system which provides access to many of our services such as on-campus recruiting, job and internship postings unique to liberal arts, resume posting and referral, and details on upcoming events. Please note that you will be required to register with LiberalArts @Work prior to meeting with an advisor. To register with LiberalArts@Work, visit our website

#### Career Advising

Visit with an advisor for assistance with resume and cover letter writing, strategic career planning, mock interviews, employer research, and more. General 15-minute walk-in advising is available M-F, 12-4pm. Scheduled 30-minute appointments are also available; contact or visit our office for more details.

#### Pre-Law Advising

Meet with an advisor to learn more about the field of law, receive assistance with the law school application process, and obtain advice about personal statements. Pre-Law advising is available by walk-ins on Thursdays 2-4pm or by appointment.

#### Internship Advising

Visit with an advisor for internship planning and selection, practice interviewing, and help crafting a resume or cover letter. Internship advising is available

during general walk-in advising as well as by appointment.

#### Jobs and Internships

View postings on Liberal Arts @Work, drop your resume, and sign up for on-campus interviews.

#### Events

Attend the Liberal Arts Career Services Career Expo on October 18 to connect with employers for internships, part-time, and full-time positions. Attend employer presentations and seminars to learn more about the employer and the opportunities available.

#### Credit-Based Internship Courses

Obtain credit for doing an internship. LACS can help you obtain three credit hours for your internship this semester through the HMN 310 Internship Course.

#### Workshops

Attend our career-focused workshops, including Resume Writing, Interviewing and the Job Search.

#### Resource Library

Review our books, publications, and access our online subscriptions for job postings and career research.

#### Programs

Participate in special programs in Austin, New York, Washington DC, Los Angeles, London or Madrid. Visit LACS for more details.

Please note that most finance and consulting employers (Goldman Sachs, Bain & Company, etc) conduct on-campus interviews for full-time positions only once each year, in the fall. Students interested in finance or consulting careers and graduating in May 2007 are encouraged to prepare resumes now and begin applying in early September — don't wait! Visit the Announcements page in your LiberalArts@Work account for application deadlines. Please keep in mind that we are here to help!

# OPPORTUNITIES

## GOVERNMENT

**TEXAS LEGISLATIVE COUNCIL**  
Legal Assistant, FT  
Perform legal research. Prepare legal memoranda and legislative documents. Construct and perform computer searches. Assist council attorneys. Work on statutory revision projects. Assist in maintaining the council's legal library. Order and distribute legal publications to legal division members.  
<http://www.tlc.state.tx.us>

To be considered, complete a State of Texas application and send to the Texas Legislative Council. You may email it to [hradmin@tlc.state.tx.us](mailto:hradmin@tlc.state.tx.us) or fax to 512-936-1000 or mail to: Texas Legislative Council, P.O. Box 12128, Capitol Station, Austin, TX 78711

**TEXAS HISTORICAL COMMISSION**  
Community/Social Service Specialist, FT  
Organize and conduct community workshops to facilitate the creation of historic preservation plans as part of the VIP program at the agency. The program specialist will project manage visioning initiatives for approximately four communities participating in the program, and will be responsible for researching, analyzing, and compiling data into historic preservation action plans.  
<http://www.thc.state.tx.us>

Please mail applications to PO BOX 12276, Austin, Texas, 78711, or deliver them in person at 1511 Colorado Street, Austin, Texas. Resumes and cover letters may be attached but are NOT required. Resumes CAN NOT be submitted in lieu of applications.

**OFFICE OF THE GOVERNOR**  
Program Specialist I, FT  
Perform work related to budget, planning and policy in the Office of the Governor. Work is performed with latitude for use of initiative and independent judgment and usually involves some confidential and sensitive correspondence and communications. Requires a disciplined, highly dependable individual. Early morning and/or evening hours frequently required.  
<http://www.governor.state.tx.us/>

To apply, request a uniform state application from the Office of the Governor Human Resources Division, State Insurance Building, 1100 San Jacinto, Room 2.300, Austin, Texas 78701. Copies of transcripts must be provided with application for further consideration. For additional information, please call 512/463-5873. Dial 7-1-1 for Relay Services.

## TEXAS DEPARTMENT OF AGRICULTURE

Writer, FT - Research, gather and produce content for print and electronic materials for the Texas Department of Agriculture's Marketing and Promotion Division, including maintaining updated and accurate information for division Web sites, correspondence and printed resources.  
<http://www.agr.state.tx.us/>

Download application at [www.workintexas.com](http://www.workintexas.com). It is not necessary to register as a job seeker to download the application. Click on "Find State Job" then scroll down to "Download Application." Send the completed application as an email attachment to [hr@agr.state.tx.us](mailto:hr@agr.state.tx.us).

## NON-PROFIT

### 2-1-1 TEXAS, UNITED WAY CAPITAL AREA

Community Information Coordinator, FT  
Research, analyze, organize and disseminate information about social services in the ten-county 2-1-1 service area. Requires excellent customer service and organization skills, as well as ability to work well with diverse populations. \$31,000/year plus benefits.  
[www.unitedwaycapitalarea.org](http://www.unitedwaycapitalarea.org)  
To apply, send resume and cover letter to [hr@unitedwaycapitalarea.org](mailto:hr@unitedwaycapitalarea.org)

**AUSTIN GROUPS FOR THE ELDERLY**  
Development Marketing Associate, PT  
Excellent verbal and written communication skills. Responsible for content management and graphic design of the AGE newsletter, marketing materials and web site. Excellent career building opportunity. Great for students. Centrally located near UT. Flexible 20 hour per week schedule/ \$10 per hour.  
[www.ageofaustin.org](http://www.ageofaustin.org)

Submit cover letter and resume to Christopher Leto by fax 451-3110 or email [cjleto@ageofaustin.org](mailto:cjleto@ageofaustin.org)

### SAFEPLACE

Children's Advocate, PT  
Work with children that have experienced domestic violence and homelessness. Requires ability to implement therapeutic activities and minimum of B.S. in Social Work or related field, or equivalent life/work experiences. Spanish speaker preferred. \$12.02/hr  
[http://www.austin-safeplace.org/site/Pages/Server?pagename=aboutus\\_employment](http://www.austin-safeplace.org/site/Pages/Server?pagename=aboutus_employment)

Application instructions on website.

**BUCKNER CHILDREN & FAMILY SERVICES**  
Gift Processing Specialist, FT  
Track donations, update database, send thank you notes, etc. Requires at least 1 to 3 years of college; must be organized and detail-oriented.  
[www.buckner.org](http://www.buckner.org)  
To apply, email resume to [resume@buckner.org](mailto:resume@buckner.org)

## CORPORATE

**FIRST INVESTORS CORPORATION**  
Financial Services Representatives, FT  
Openings in San Antonio. Meet face to face with clients, discover their current financial situations, evaluate their risk tolerances and discuss their future goals. In-depth training provided to help employees pass required licensing exams.  
<https://accessut.utexas.edu>  
Apply online at <http://www.firstinvestors.com>

**SOUTHPRO RESTORATION SERVICES**  
Marketing Coordinator, FT  
Openings in Austin & San Antonio. Plan and participate in special events such as trade shows, luncheons, golf tournaments and continuing education classes. Create marketing status reports and increase company brand awareness.  
<https://accessut.utexas.edu>  
Email a cover letter and resume to Erin Whalen at [ewhalen@southprorestoration.com](mailto:ewhalen@southprorestoration.com).

**CEDRA CLINICAL RESEARCH**  
Research Associate, FT  
Recruitment of study participants in clinical studies as well as monitor the safety of the subjects and review study protocol and investigator's brochures for studies. <https://accessut.utexas.edu>  
Application instructions can be found in the job posting on Access UT.

**NATIONAL INSTRUMENTS**  
Technical Writer, FT  
Entry level opportunity in Austin. Edit, rewrite, and write documentation according to company guidelines, including printed materials, electronic help, and other forms of documentation.  
<https://accessut.utexas.edu>

National Instruments will attend

the Career Expo in October to meet with interested students and alumni of the College of Liberal Arts.

**NATIONAL INSTRUMENTS**  
Marketing Editor, FT  
The ideal candidate must be self-motivated with excellent editing skills and an eye for detail. Assist in the coordination and editing of technical articles; Edit Web content, including online catalog, technical articles, and company and product information; Edit printed materials; Write for print and online publication. This position requires: three to five years of relevant experience, Project Mgmt experience, college degree, & US work authorization. Location: Austin, TX.  
<http://digital.ni.com/universities/library.nsf/main>  
Email resume to Jennifer Radabaugh at [jennifer.radabaugh@ni.com](mailto:jennifer.radabaugh@ni.com)

**COUNTRYWIDE'S FULL SPECTRUM LENDING DIVISION**  
Associate Account Executive, FT  
Analyze the customer's current situation to assess their needs and advise them on which Countrywide loan program will best suit their objectives. AAEs exercise independent judgment and effectively communicate complex criteria, guidelines, and mortgage industry terms to a wide variety of customers. They overcome objections and take the loan application via telephone, collecting up front fees for appraisal and credit report and committing the loan package for processing. A successful AAE must be personable and have excellent listening skills to completely understand and determine our customers' needs and must have advanced oral and written skills to effectively sell. After our training program AAEs will have a solid understanding of the mortgage process and will become Account Executives. Complete the online application at <http://www.countrywidecareers.com>

**AUSTIN AMERICAN-STATESMAN**  
Summer Internship Program, INT  
Front-line reporting, copy editing, online editing, photography, graphic artist and page design intern positions for Summer 2007. 11 weeks. Full time; \$436/week, includes apartment-style housing. College-level students actively pursuing an undergraduate or graduate degree. Journalism major is not required, but some practical experience (such as the school paper or previous internship) is required. Application deadline: November 3, 2006. Review application instructions at [www.statesman.com/internships](http://www.statesman.com/internships)

**UNIVERSITY OF TEXAS AUSTIN**  
ATHLETICS DEPARTMENT  
Marketing Assistant, INT  
The University of Texas Department of Intercollegiate Athletics invites all interested UT Austin sophomores and juniors with a 3.0 (cumulative) GPA or higher to apply for the position of volunteer student marketing assistant. We are seeking organized, motivated, responsible students interested in a career in athletics to assist with office work and events. Positions are currently open for Fall 2006 (including Christmas break) and Spring 2007 semesters.  
<http://www.TexasSports.com>

Email resume to Courtney Williamson, [courtney.williamson@athletics.utexas.edu](mailto:courtney.williamson@athletics.utexas.edu)

## GRADUATE

**AMERICAN CANCER SOCIETY**  
Community Manager, FT  
Position located in El Paso, TX. Work in partnership with the Paso del Norte Health Foundation to implement the mission of the American Cancer Society and the Foundation. Primary focus will be to reduce cigarette smoking in the Paso del Norte Health Region. Must be non-smoker and fluent in English and Spanish. Review [www.cancer.org](http://www.cancer.org) for application instructions.

**TEXAS HISTORICAL COMMISSION**  
Program Specialist I, FT  
Organize and conduct community workshops to facilitate the creation of historic preservation plans as part of the VIP (Visionaries in Preservation) program at the agency. Project manage visioning initiatives for approximately four communities participating in the program, and will be responsible for researching, analyzing, and compiling data into historic preservation action plans. Review [www.thc.state.tx.us](http://www.thc.state.tx.us) for application instructions.

**THE MUSEUM OF FINE ARTS, HOUSTON, TX**  
Corporate Relations Manager, FT  
Work with the Development Officer, Director of Annual Giving to achieve corporate fundraising goals. Maintain a portfolio of corporate prospects. Under the direction of the Senior Development Officer, Director of Annual Giving, work with the writing staff to prepare and track funding proposals. Review [www.amfa.org/employment](http://www.amfa.org/employment) for application instructions.

## INTERNATIONAL

*Please note: Most entry-level international jobs will be obtained through third-party organizations or agencies. Always review their material thoroughly before applying or sending a fee.*

Obtain work permit for short-term employment in Australia, New Zealand, Canada, France, Ireland and Germany.  
<http://www.ciee.org/>

Obtain work permit for short-term employment in Great Britain & Ireland:  
<http://www.bunac.org/USA/>

Work & travel Australia. Childcare, teaching, environmental, retail, and other optypys. Fee.  
<http://www.interexchange.org/workingabroad>

**LEAPNow.** Lead trips for young adults. Liberal arts majors welcome. Programs in Central & South America, India, Bali, Australia. Must be language proficient and over 25.  
<http://www.leapnow.org/leapyear/index.htm>.

Program directors, coordinators & resident advisors needed to lead summer language immersion and pre-college programs in Spain, France, Italy, and Greece. Apply soon for 2007 opportunities.  
<http://www.leapnow.org/employ/index.htm>.

Great website for general international job-seeking: [http://www.transitionsabroad.com/listings/work/shortterm/index.shtml#short\\_term\\_jobs\\_abroad](http://www.transitionsabroad.com/listings/work/shortterm/index.shtml#short_term_jobs_abroad)

**Disclaimer:** Please note that job listings are presented as a service to our readers. We cannot guarantee the validity or accuracy of the job information posted. It is the job seeker's responsibility to independently review all organizations, contracts, and job offers. Most entry-level international jobs will be obtained through third-party organizations or agencies. Always review their material thoroughly and check with the Better Business Bureau before applying or sending a fee. Two excellent websites on researching an organization and employment scams are [http://quintcareers.com/researching\\_companies.html](http://quintcareers.com/researching_companies.html) and <http://www.rileyguide.com/prepare.html>.