



# career connections

*Creating a world of possibilities*

## Careers, Internships & Jobs in Education

March 11, 2011

3:00-5:00pm

Rhodes Hall Atrium- Keene State College

Sponsored by Academic & Career Advising and the KSC Education Department

[www.keene.edu/aca/careerconnections.cfm](http://www.keene.edu/aca/careerconnections.cfm)

### **\*American Red Cross NH West Chapter, Keene, NH ([www.nhredcross.org](http://www.nhredcross.org))**

Contact: Amy Elkaliouby (603) 352-3210 ([volunteerwc@nhredcross.org](mailto:volunteerwc@nhredcross.org))

- The mission of American Red Cross in New Hampshire is here to help everyone in the state prevent, prepare for, and respond to disasters and other life-threatening emergencies. We work closely with State, Municipal and private disaster managers to ensure uniform, consistent, and responsive disaster planning, preparedness, community disaster education, mitigation, and response.
- The American Red Cross responds to disasters such as hurricanes, floods, earthquakes, ice storms, power outages, and fires, or other situations that cause human suffering or create human needs that those affected cannot alleviate without assistance. The Red Cross is an independent, humanitarian, voluntary organization, not a government agency.
- All Red Cross emergency assistance is given free of charge, made possible by the generous contribution of people's time, money, and skills.
- Presently recruiting for Youth Services Intern.

### **\*Antioch University New England, Keene, NH ([www.antiochne.edu](http://www.antiochne.edu))**

Contact: Laura Andrews (603) 283-2315([landrews@antioch.edu](mailto:landrews@antioch.edu))

- Antioch University New England in Keene, NH offers practice-oriented, values-based graduate study that is distinctive, socially relevant, and academically rigorous. All master's, doctoral, and certificate programs reflect an acute awareness and responsiveness to our communities, acknowledging and addressing problems and needs. Graduate degrees are offered in five disciplines with master's degrees in applied psychology, education, environmental studies, and management, and doctoral degrees in clinical psychology, environmental studies, and marriage and family therapy.

**\*Big Brothers Big Sisters, Keene, NH ([www.bbbswnh.org](http://www.bbbswnh.org))**

Contact: Peg Monahan (*KSC Alum*)(603) 352-9536 ([pmonahan@bbbswnh.org](mailto:pmonahan@bbbswnh.org))

- Big Brothers Big Sisters of Western New Hampshire is a 501(c)(3) organization founded in 1974 and incorporated in 1976. As a chapter of the premier mentoring organization in the world, we match mentors with school-age children in the 62 communities of Sullivan, Cheshire, and the western part of Hillsborough County. By focusing on each child's strengths, our mentors help to build their 'Little's' self-confidence, which improves his or her emotions, behaviors, and academics. Our programs include mentoring children of prisoners, children involved with the courts, and children with disabilities (including serious disabilities). We also mentor children in foster homes, children with behavioral problems, and children working toward college careers. Children *are* the future, and mentoring has been proven historically and by our own tracking assessments to improve every child's chances of achieving a happy and productive life.
- Recruiting Interns only at this point.

**\*Cheshire YMCA, Swanzey, NH ([www.cheshireymca.org](http://www.cheshireymca.org))**

Contact: Scott Peckins (603) 352-0447 ([scott@cheshireymca.org](mailto:scott@cheshireymca.org))

- Non-profit organization with residential camp and developmental travel programs. Volunteers and/or interns for almost any aspect of the YMCA including: recreation field, children's services, education, travel and business operations.

**\*City Year New Hampshire, Stratham, NH ([www.cityyear.org/newhampshire](http://www.cityyear.org/newhampshire))**

Contact: Emerald Anderson (603)218-5103 ([eanderson@cityyear.org](mailto:eanderson@cityyear.org))

- City Year unites young people of all backgrounds for a year of full-time service, giving them the skills and opportunities to change the world. As tutors, mentors and role models, these diverse young leaders help children stay in school and on track, and transform schools and communities across the United States, as well as through international affiliates in Johannesburg, South Africa and London, England.
- Presently recruiting first year corps member positions.

**\*Claremont, Cornish and Unity SAU #6 , Claremont, NH ([www.claremont.k12.nh.us](http://www.claremont.k12.nh.us))**

Contact: Jennie Young (603) 543-4200 x273 ([jyoung@claremont.k12.nh.us](mailto:jyoung@claremont.k12.nh.us)) Frank Sprague (*KSC Alum*)

- Situated on the VT/NH boarder, SAU #6 is actually 3 districts under one SAU. It includes 3 elementary schools (K-5), 2 K-8 schools, Claremont Middle School and Stevens High School.

**\*Conval (SAU #1), Peterborough, NH ([www.Conval.edu](http://www.Conval.edu))**

Contact: Tim Markley or Denise McLenon (603) 924-3336 x2033([tmarkley@conval.edu](mailto:tmarkley@conval.edu) or [denise@conval.edu](mailto:denise@conval.edu))

- Located in the Monadnock Region of southwest New Hampshire, the ConVal School District serves approximately 2500 students from nine towns. There are eight elementary schools (pre-K – 4), two middle schools (5-8), and one high school (9-12). The District has a full-time Teacher Mentor to assist and support beginning teachers with a 2-year program. For more information, you can log-on to our website at [www.conval.edu](http://www.conval.edu).

**\*Girls Incorporated of Greater Lowell, Lowell, MA ([www.girlsinclowell.org](http://www.girlsinclowell.org))**

Contact: *Katelyn Adams (KSC Alum)*(978) 458-6529 x104([kadams@girlsinclowell.org](mailto:kadams@girlsinclowell.org))

- Girls Incorporated is an organization that is founded on the mission and philosophy to “Inspire all girls to be strong, smart, and bold.” Girls Inc. provides girls (who are predominantly from low income, single family households) with opportunities and experiences to grow into strong women. While attending Girls Incorporated the girls gain experience in leadership, economic literacy, a consciousness and understanding of the media, self-defense skills, and an understanding of healthy relationships. They are also provided with an abundance of unique classes that expose girls to math, science, literacy, the arts, and sports. Program Specialists at Girls Incorporated not only have the opportunity to create their own curriculums but can also teach one or more of Girls Inc’s eight national identity programs. All of our programs are intentional and compensatory and work to provide girls with opportunities that fit their interests, needs, and passions. This organization is perfect for a future teacher that is looking to teach in an alternative setting and make a significant impact in the lives of girls and their future.
- Currently, we have all our positions filled but we may have Program Specialist positions open in the fall of 2011.

**\*Granite State College – Office of Education Programs, Concord, NH ([www.granite.edu](http://www.granite.edu))**

Contact: *Alison Cohen & Douglas Cooper* (603) 513-1371 ([Alison.cohen@granite.edu](mailto:Alison.cohen@granite.edu))

- The Granite State College (GSC) Post-Baccalaureate Teacher Certification Program (PBTC), offers seven certification programs that address the educational and workforce priorities of New Hampshire, especially in the rural areas. This program serves NH communities through a learner-responsive curricula, innovative teaching methods and ongoing assessments of learning outcomes. The PBTC program is a conversion program, designed as a field-based program for qualified participants working in approved New Hampshire educational settings. A key component of the program is the mentorship of the candidates with qualified personnel in the area of certification being sought. This post baccalaureate program does not provide graduate credit, but these credits may be recognized as graduate credit by accepting institutions.

**\*Health Care and Rehabilitation Services, Springfield, VT ([www.hcrs.org](http://www.hcrs.org))**

Contact: *Jarrod James or David Chesley* (802) 463-3532 ([jjames@hcrs.org](mailto:jjames@hcrs.org))

- Health Care and Rehabilitation Services is a non-profit organization providing support for Developmentally Disabled Individuals in Windsor and Windham Counties, VT.
- We are always looking for Shared Living Providers who might be willing to provide Home care services (provide a place to stay for a Developmental Disabled Individual) or provide care in the Individual’s home.

**\*Keene Public Library, Keene, NH ([www.keenepubliclibrary.org](http://www.keenepubliclibrary.org))**

Contact: *Gail Zachariah* (603) 352-0157 ([gzachariah@ci.keene.nh.us](mailto:gzachariah@ci.keene.nh.us))

*Christina Giorgio (KSC Alum) and Jon Solari (KSC Alum)*

- The Keene Public Library is an active library with materials and programs for people of all ages. We are seeking volunteers, interns, and AmeriCorps VISTA members to develop library programs and services and to outreach into the community. We seek to build healthy relationships with families with young children and teens, to cultivate student achievement, to create extended learning opportunities, and to link young people with community resources. Our positions would look good on a resume or graduate school application.
- We are recruiting for 2 AmeriCorps VISTA members and for volunteers and interns.

**\*Keene State College Graduate Studies Office,** Keene, NH ([www.keene.edu/gradstudies](http://www.keene.edu/gradstudies))

Contact: Peter Tandy (603) 358-2332 ([ptandy@keene.edu](mailto:ptandy@keene.edu))

- We will be available to discuss options for continued education toward earning a Master of Education degree with certification as a K-12 guidance counselor or K-12 general special education.

**\*KSC, Upward Bound,** Keene, NH ([www.keene.edu/upward](http://www.keene.edu/upward))

Contact: Beth Zinn (603) 358-2402 ([bzinn@keene.edu](mailto:bzinn@keene.edu)) Laurie Mielke (*KSC Alum*) and Peter Chirichiello (*KSC Alum*)

- The heart of Upward Bound is a live-in summer program at Keene State College, which gives a taste of college life in a supervised and supportive residential environment. The program emphasizes academic enrichment, social development, personal growth and responsibility for high school students. Staff often have career goals in education or counseling.
- Presently recruiting for summer residential staff.

**\*Kindle Farm Children's Service,** Newfane, VT ([www.kindlefarm.org](http://www.kindlefarm.org))

Contact: Sherrill Ellinger (802) 365-7909 ([sellinger@kindlefarm.org](mailto:sellinger@kindlefarm.org))

- Kindle Farm is an independent school serving boys in grades 2 through 10. The students who attend Kindle Farm are typically ones who require an alternative approach to instruction with a strong hands-on, experiential component. A large focus of Kindle Farm is to build strong, supportive relationships and provide exemplary supervision and guidance for our students. Most of our students receive IEP services.
- Our needs for the 2010-2011 school year are not clear. It is possible that we will recruit for a multi-age classroom teacher, special education teacher, high school subject area teacher and classroom assistants.

**\*Londonderry, NH School District,** Londonderry, NH ([www.londonderry.org/hr](http://www.londonderry.org/hr))

Contact: Melissa Thomson (*KSC Alum*) (603) 432-6920 x1129 ([mthomson@londonderry.org](mailto:mthomson@londonderry.org))

- Londonderry, NH School District consists of: 1 Pre-school/Kindergarten (Moose Hill), 3 Elementary Schools (North, Matthew Thornton and South School), 1 Middle School (Londonderry Middle School) and 1 Senior High School (Londonderry High School). We have a total student population of 4975.
- Our faculty consists of 450 Teachers, 50 Administrators, 50 Allied Health Professionals and assorted other positions for a total of 1000 employees.
- Our mission is to provide all students with the vision, skills and knowledge necessary to maximize their individual potential. Central to this accomplishment is the collaboration among all shareholders and disciplines so that students can become contributing members of society and appreciate that learning is a life-long process.
- We are not presently recruiting but will, most likely, be recruiting for summer school positions.

**\*Nashua School District (SAU #42),** Nashua, NH ([www.nashua.edu](http://www.nashua.edu))

Contact: Dana O'Gara (603) 966-1002 ([ogarad@nashua.edu](mailto:ogarad@nashua.edu)) Cheryl Vaillancourt ([vaillancourt@nashua.edu](mailto:vaillancourt@nashua.edu))

- Nashua has twelve elementary schools, three middle schools and two new state-of-the-art High Schools supporting 12,300 plus students. The District has an enduring tradition of excellence with a wide-range of programs for pre-school to grade 12 students. We are anticipating vacancies for next school year due to attrition and retirement. We support our new teachers with mentors, peer coaches and our outstanding professional development program. Join us in making a difference in the lives of our children and the community.
- Not presently recruiting but are expecting vacancies in teachers across all instructional levels.

**\*Peace Corps**, Boston, MA ([www.peacecorps.gov](http://www.peacecorps.gov))

Contact: Ally Snell (617) 565-6216 ([asnell@peacecorps.gov](mailto:asnell@peacecorps.gov))

- Peace Corps is a 27 month, overseas, all expenses paid experience that will provide you with personal and professional growth. Peace Corps Volunteers serve in over 70 host countries around the world on issues ranging from AIDS awareness and English education to business and community development to information technology and environmental conservation. Upon completing Peace Corps service, volunteers receive over \$7000.00 in a readjustment allowance, career resources, and special Graduate School opportunities. Hiring managers know that Returned Peace Corps Volunteers offer their organizations creativity, leadership, ethics, commitment and resourcefulness.
- We are looking for KSC graduates to serve overseas for 27 months with the Peace Corps.

**\*Saint Joseph Regional School**, Keene, NH ([www.stjosephkeene.org](http://www.stjosephkeene.org))

Contact: Sister Laura Della Santa (603) 352-2720 ([ldellasanta@stjosephkeene.org](mailto:ldellasanta@stjosephkeene.org))

- Pre-School – Grade 8 Catholic School. Religion is included in Core Subjects. Pre-K – 8 as well as Art, Music, PE, Library, Spanish PK-Gr.4, French 5-8. Middle School is Grs.5-8 and is departmentalized.
- No openings at this time.

**\*SAU#29**, Keene, NH ([www.sau29.org](http://www.sau29.org))

Contact: Sharon Rhoades (603) 357-9007 x212 ([hr@sau29.org](mailto:hr@sau29.org))

- School districts in New Hampshire are organized in School Administrative Units (SAUs). SAU 29 is comprised of seven independent school districts—Chesterfield, Harrisville, Keene, Marlborough, Marlow, Nelson, and Westmoreland.
- SAU 29 is the largest multi-district SAU in New Hampshire. Its responsibilities include managing a collective budget of \$84.3 million, maintaining 15 school buildings, coordinating the activities of seven independent school boards, and supervising the educational programming for 4,456 students.
- SAU 29 and its member districts employ more than 960 people.
- SAU 29 covers 211 square miles in southwestern New Hampshire.
- The schools within SAU 29 strive to provide each child with the opportunity to participate in challenging, productive and relevant learning activities which promote individual growth and skills development that will enhance the likelihood of them leading a productive and fulfilling role in our society.
- We will be recruiting; positions yet to be determined.

**\*Schoolspring.com**, Burlington, VT ([www.schoolspring.com](http://www.schoolspring.com))

Contact: Susan Fitzpatrick (802) 660-8567 ([susan@schoolspring.com](mailto:susan@schoolspring.com))

- Schoolspring.com is a free website dedicated to educators to help them find jobs. Candidates can enter their data, store the information and then send it to jobs they are interested in; receive email job alerts daily.
- Thousands of teaching jobs around the world. 22,000 jobs posted.

**\*Stonewall Farm**, Keene, NH ([www.stonewallfarm.org](http://www.stonewallfarm.org))

Contact: Alan Bettler (603) 357-7278 ([abetler@stonewallfarm.org](mailto:abetler@stonewallfarm.org))

- Stonewall Farm is an educational working farm whose mission is to connect people to the land and local agriculture. The Farm is an excellent place to grow and learn useful life and career skills with its welcoming atmosphere and inspiring natural beauty. Interns work in the various departments (education, garden, dairy) gaining valuable hands on skills as well as the development in leadership and communication skills. Summer camp counselors work with groups of children guiding them throughout the farm in fun and explorative farm activities. Counselors-in-training are enrolled in the camp program with the opportunity to try their hand at working with children and learning about farming under the guidance of professional camp staff.
- Presently recruiting for Education Interns, Summer Camp Counselors, Summer Camp Counselors-in-Training, Garden Interns, Dairy Barn Interns.

**\*Sunapee School District (SAU #85)**, Sunapee, NH ([www.sunapee.k12.nh.us](http://www.sunapee.k12.nh.us))

Contact: Sean Moynihan (*KSC Alum*) and Alan Pullman (603) 763-4627 ([bminnihan@sunapee.k12.nh.us](mailto:bminnihan@sunapee.k12.nh.us))

- The Sunapee School District is a small high achieving district in the Upper Valley section of New Hampshire. The District consists of a Pre-K to Grade 5 elementary school and a middle high school comprising grades 6-12. For a small district, our students are provided with lots of opportunities for a full educational experience. Our students participate in clubs, on teams and in plays and have the opportunities for trips and experiences across town, the state, the country, and the world. Our teachers and staff are supported with resources and professional development opportunities to make them the most effective educators possible.
- Not recruiting at this time.

**\*Surry Village Charter School**, Surry, NH ([www.surryvillagecharterschool.org](http://www.surryvillagecharterschool.org))

Contact: Matora Fiorey (603) 357-9700 ([Matora@surryvillagecharterschool.org](mailto:Matora@surryvillagecharterschool.org))

- The mission of the Surry Village Charter School is to provide a challenging and rigorous education for children in an environment that emphasizes creativity, collaboration, community, diversity and service. The school serves students in grades K-6 in multiage classrooms. The curriculum features a heavy emphasis on project based learning.

**\*Thompson Island Outward Bound**, Boston, MA ([www.thompsonisland.org](http://www.thompsonisland.org))

Contact: Jenn Smithwood (617) 830-5151 ([jsmithwood@thompsonisland.org](mailto:jsmithwood@thompsonisland.org))

- Thompson Island Outward Bound Education Center (TIOBEC) is a not-for-profit organization that employs passionate and talented individuals committed to educating and empowering youth. TIOBEC works in partnership with Boston Public Schools and the National Park Service to get participants out in the natural world and learning through experience. We offer exceptional training for each of our program areas and encourage staff development. We hire outdoor educators, aspiring teachers and interns hoping to take part in this unique and rewarding work.
- Presently recruiting for Youth Group Facilitators, Expedition Instructors, Ropes Course Management, Environmental Education Facilitators and more...

**Wediko Children's Services**, Windsor, NH ([www.wediko.org](http://www.wediko.org))

Contact: Glen Connell (603) 391-7966 x2264 ([gconnell@wediko-nh.org](mailto:gconnell@wediko-nh.org))

*Toby Iselin (KSC Alum) and Audrey Bethel (KSC Alum)*

- Wediko School responds to the needs of children who face repeated obstacles to development due to social, emotional, behavioral, and learning challenges. Our school offers career opportunities in special education, guidance, social work, and counseling.
- Presently recruiting for Lead Teacher, Associate Teacher, Assistant Teacher, Residential Counselor, Assistant Supervisor, Awake Overnight.

[www.keene.edu/aca/careerconnections.cfm](http://www.keene.edu/aca/careerconnections.cfm)

# ***TIPS FOR A SUCCESSFUL JOB/CAREER FAIR***

## **❖ RESEARCH**

Prior to the Job Fair, read through the directory of participating employers (if available) for information about organizations recruiting at the event. Do your homework. Visit their websites to learn more about the organizations, job opportunities and company culture. Use search engines (i.e., Hoovers.com.; Guidestar.com; Google.com for recent news, etc.) Network with KSC alumni, parents, friends who may be familiar with these organizations.

## **❖ DRESS FOR SUCCESS**

Be certain to dress professionally for the event. Information is available on the Academic & Career Advising website for appropriate dress for men and women. [www.keene.edu/aca/Dress\\_for\\_Success.pdf](http://www.keene.edu/aca/Dress_for_Success.pdf)

## **❖ RESUME**

Make sure you bring plenty of copies of your resume. If you do not have a resume prepared in time for the career event, mail one to the organization's representative, along with a cover letter, referring to your meeting at the Job/Career Fair.

## **❖ CAREER CENTER**

Check with Academic & Career Advising in Elliot Center for help with resumes and assistance with how to speak with employers at a Job/Career Fair.

## **❖ INTRODUCTIONS**

Politely introduce yourself to the recruiter (remember: handshake, eye contact, smile) and indicate your degree program and academic year. Mention that you've researched their organization and that you'd be very interested to learn more. Indicate if you are looking for an internship, job or career opportunity. Never ask "What does your company do?" or "What jobs does your company offer?" since you should know this through your research or through the information in the Company Directory for the event.

## **❖ ASK QUESTIONS**

Inquire as to the recruiter's name and position within the organization represented. Ask: "What is the hiring process?"; "What are you looking for in an employee?" Ask specific questions about the organization, goals, products, recent events.

## **❖ GET CONTACTS**

When the meeting is over, ask whom you should contact to set up a more in-depth interview. Confirm that the address and phone number in the directory are appropriate for follow-up contacts.

## **❖ ORGANIZE**

Before going to another table or booth, make some notes in your notebook or the directory regarding the organization. Check your calendar - Are you supposed to call somebody next week? Does this sound like the opportunity of a lifetime? Did you remember to pick up the recruiter's business card?

## **❖ FOLLOW UP**

Go over your notes and plan when and how to follow-up on the contacts you made at the fair. Are you going to send a letter with another copy of your resume or a completed application? Are you going to call someone next week? Employers gauge level of interest through follow-up efforts. Make a plan of attack and go for it!

**PREPARATION AND RESEARCH ARE THE KEYS TO SUCCESS WITH ALL JOB/CAREER FAIRS!**