

**School of Business Jobs and Internships**  
**Pacific Lutheran University**  
**www.plu.edu/~busa or contact Georgia Papacek (253) 535-7445**  
**Week Ending April 18, 2008**

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*PLU is committed to providing equal opportunity in employment and in education for all members of the University community without regard to an individual's race, color, creed, religion, gender, national origin, age, mental or physical disability, marital status, sexual orientation or any other status protected by law. Posting these positions does not imply endorsement by the University of these employers, related products or services.*

**Announcements**

How to learn About State Openings? Tips on Applying and Testing for State Jobs  
Understanding the application and Screening Process

**Come to the Employment Workshop**

**May 5<sup>th</sup> and 19<sup>th</sup>, 2008**

**Department of Personnel**

**521 Capitol Way South,**

**Olympia Conference Room C**

**CAREER FAIRS**

**April 23<sup>rd</sup> UW of Tacoma Annual Fair**

For more information go to [www.dop.wa.gov](http://www.dop.wa.gov),

**Recruitment Event Calendar**

**INTERN OPEN HOUSE**

**BNY Mellon Asset Servicing**

**April 23<sup>rd</sup> 5:00 to 7:00pm**

**1313 Broadway, Tacoma WA**

**RSVP with resume attached by April 18 to Cindy Christensen**

**253-396-6485 or [cindy.christensen@bnymellon.com](mailto:cindy.christensen@bnymellon.com)**

**Washington Business Week at PLU June 22-28, 2008**

**Resident Advisors Needed**

**Get free meals, housing, and a \$400 stipend for the week!**

**Download an application from [www.wbw.org](http://www.wbw.org)**

**Internships**

**Puget Sound Amateur Hockey Association. Contact Gray Barton, Puget Sound Amateur Hockey Association, USA Hockey Certified Level III Instructor Cell- 253-221-6920 or email [g.barton@comcast.net](mailto:g.barton@comcast.net) for more information.**

*Volunteer marketing position:* help market the youth hockey program in the South Sound Region, would develop a marketing plan and budget and executing that plan. Could turn into part time internship.

**Russell Investments. For more information, visit [www.russell.com](http://www.russell.com)**

*Technology Solutions Internships:* assistance the infrastructure and application team in the support, troubles shooting and change management of its technology. One must be scheduled to graduate in 2009, computer science/ information system/finance majors preferred with a min overall GPA of 3.0, strong team work, and understanding of finance marketing.

*US Private Client Services Internship:* This position would be responsible for working on key projects and business initiatives and work both directly with team members and independently. Must be at least a sophomore, business major, and willing to work 40 hours a week this summer June through August 2008.

### **Jobs**

**PLU School of Business. Email resume to Georgia Papacek at [papacega@plu.edu](mailto:papacega@plu.edu)**

*Budget Assistant:* This position is for 9-12 months a year. Process all travel and expense requests, reimbursements, and other budget items. Reconcile multiple accounts. Must have basic bookkeeping skills and proficiency in Microsoft Office.

**Russell Investments. For more information, visit [www.russell.com](http://www.russell.com)**

*Client Service Assistant:* provide administrative support to sales & service teams. Bachelor's degree, high level of professionalism, ability to work independently and knowledge of investment businesses and products is needed to apply for this job.

*Client Service Assistant:* supports business objectives by answering incoming calls and providing client services for distributors selling Russell investment product. 2 years experience of client services, bachelor's degree in business, great communication skills, and knowledge of Microsoft office.

*Associate Product Manager:* will perform market and competitive analytical reviews to assist in the management of the products' relative to the Americas instructional business. One must have a bachelor degree in finance, strong communication skills, and strong problem solving skills.

*Marketing Manager- Retirement Services:* will be a key contributor in the USD marketing group and will have responsibility for the development and execution of the marketing plan and activities in support of our retirement services business. One must have a bachelor's degree in marketing, and have 5-7 years of marketing experience.

*Investment Services Coordinator:* will perform tasks that allow the individuals or teams you support to conduct business in a professional and organized manner. This includes meeting scheduling and logistics coordination, preparation of all materials relating to meetings. Responsibilities also include identifying and implementing ways to positively impact client/peer relationships. Bachelor degree preferred. Eight years of responsible administrative experience required – or combination of education and experience.

**Port of Seattle Employment Opportunities. Visit [www.portseattle.org](http://www.portseattle.org) for more information.**

<i>2618- Finance Controls &amp; Reporting Analyst</i>	<i>2817- College Intern- FT</i>
<i>2619- Sr. Finance Control &amp; Reporting</i>	<i>2818- Graduate Intern- Project</i>

<u>Analyst</u>	<u>Management</u>
<u>2745- Application &amp; Software Systems Management</u>	<u>2836- Sr. Internal Auditor</u>
<u>2804- Sr. Seaport Financial Analyst</u>	<u>2850- IT Staff Assistant</u>
<u>2813- Graduate Intern- Seaport Maint</u>	<u>2870- Admin Assistant</u>
<u>2815 College Intern- Seaport Maint</u>	<u>2844- AVM Sr. Business Systems Analyst</u>
<u>2817- College Intern- Project Management</u>	

**Jobster.com. Visit [jobster.com](http://jobster.com) for more information.**

<b>Senior Software Design Engineer/ Architect- Seattle, WA</b>	<b>Technical program Manager(TPM)- Seattle, WA</b>
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**Pacific Lutheran University. For more information, call (253) 535-7185 or visit [www.plu.edu/employment](http://www.plu.edu/employment). Submit university application, cover letter, and resume to: Human Resources, Pacific Lutheran University, Tacoma WA 98447.**

Executive Associate to the President: This position is full time, operations based, and focuses on the day-to-day coordination and functions of the Office of the President. Must have 5 years experience in general office administration.

Programs and Services Coordinator-Constituent Relations: This position is full time and would assist in the development and implementation of events, programs and services intended to serve the university's alumni, parent, friends, and current students.

Online Services Coordinator—Constituent Relations: This position is full time and would be responsible for all aspects of the Alumni Online Community. Must have 3 years experience.

**Another Source. Submit resume in MS Word format to [resume@anothersource.com](mailto:resume@anothersource.com), supply the job number and title in the subject line to apply.**

<i>5437-Administrative Concierge, Kirkland</i>	<i>5477-Administrative Assistant</i>
<i>5481-Staff Accountant, Kent</i>	<i>5447-Accounting Systems Analyst, Kent</i>
<i>5461-Accounting Associate, Seattle</i>	<i>5460-Business Auditor &amp; Analyst, Seattle</i>
<i>5477-Administrative Assistant-Part Time, Kirkland</i>	<i>5409-Retirement Program Specialist, Seattle</i>
<i>5468-HR Generalist, Kirkland</i>	<i>5463-E-Commerce Sales Supervisor, Kent</i>
<i>5466-Marketing Projects Supervisor, Seattle</i>	<i>5464-Marketing and Sales Coordinator, Woodinville</i>
<i>5442-Project Coordinator, Seattle</i>	<i>5482-VP Logistics, Kent</i>
<i>5476-Security Logistics Specialist-Part Time, Kirkland</i>	<i>5471-Account Manager, Seattle</i>
<i>5467-Sales Representative, Seattle</i>	<i>3994-Sales Representative-Recruiting Industry, Seattle</i>
<i>5436-Wealth Advisor, Tacoma</i>	<i>5457-Sales Operations Manager, Kent</i>

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