

School of Business Jobs and Internships
Pacific Lutheran University
www.plu.edu/~busa or contact Georgia Papacek (253) 535-7445
Week Ending May 2, 2008

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Internships

Pacific Lutheran University Internships. To apply and for more information contact the Academic Internships Office, The Ramstad Commons – Suite 112, (253) 535-7324; or email Maxine Herbert-Hill at herberam@plu.edu.

Volunteers of America Western Washington: Marketing volunteer will contact local business, organizations, and caseworkers in order to raise awareness about the transportation needs for many Snohomish County as well as the transportation options for seniors, youth, low-income and individuals with disabilities. **Application deadline is June 23, 2008. Internship is located in Everett, WA and is unpaid.**

Non-profit Management Internship (Charles G. Koch Charitable Foundation): Interns will be involved with project assignments covering areas such as policy research, leadership and talent development, grassroots education, marketing, and network development. This hands-on experience gives interns the chance to explore non-profit companies while applying management philosophy and building a network of friends and associates. Application deadline is August 29, 2008. **Internship is located in Washington, DC, and Paid (\$12/hour and 20 hours/week).**

Hospitality Management Internship with Aramark: Intern will be working with ARAMARK's Washington State Convention & Trade Center Team. Intern will gain understanding of the corporation, apply what they have learned in school to daily operations in a fast paced, diverse work environment and develop and improve supervisory skills. **Application deadline is May 1, 2008. Internship is located in Seattle, WA and is paid.**

Walt Disney College Program: Many different roles are available, go to www.disneycollegeprogram.com for detailed descriptions. Interns will build transferable skills, networking opportunities, and real world experience. Preferred majors are Art, Biology, Business, Accounting, Finance, HR, Marketing, Communication, Computer Science, Education, Music, and Physical Education. **Internship is from August 26, 2006 to January 3, 2009 in Anaheim, California. Internship is full time and paid.**

Email Administration Intern: supporting our Lotus Note system within the Information System (IS) department at our corporate headquarters in Seattle (the heartbeat of the email system worldwide). One must have excellent customer service skills and experience operating computers and software.

T-Mobile Internships:

Cash Applications Accounting Internship, Bellevue: This paid position will work cohesively with the Operations team on processes such as missing payments and default processes. Must be currently obtaining a Bachelor's or Masters degree in Accounting, or business-related degree, or have graduated within the past 6 months.

Financial Compliance Intern, Bellevue: This paid position will assist in creating executive presentations, coordinating the logistics for SOX testing and in providing daily status reporting from the SOX IT-Tool, and assist in maintaining the team's overall project plan. Must be currently obtaining a Bachelor's or Masters degree in Business, or another related major. Accounting and Auditing classes are a plus.

Accounts Payable Intern, Bellevue: This paid position will provide assistance to the support team by performing project, reporting, and analytical duties. Also, will attend AP project and metrics meetings, work on project documentation, and work on flow charts. Must be currently obtaining a Bachelor's or Masters degree or have graduated within the past 6 months (preferably junior, senior, or graduate status) and must have Customer Service and/or accounts payable experience.

Internal Audit Internship, Bellevue: This paid position will participate as a team member on projects including: Internal Audits (Operational), and/or Risk Assessments as well as assist in other data analysis. Must have a Bachelor's degree in Accounting or Finance. Preferred is a graduating senior with potential opportunity to stay on full time.

Enterprise Information Technology (EIT) Internship: This paid position will engage in a variety of activities that provide technology solutions and support to T-Mobile USA's internal business units and external business partners. Must have typing skills (40 wpm minimum), must be detail oriented, and be familiar with software applications. Business degree or technical degree track is preferred. Must be currently enrolled in academic course credit or have graduated within 6 months to qualify.

Email Administration Intern – Expeditors International of Washington: Intern will assist in supporting Lotus Notes system with IS department; including processing address book updates for automated systems, internet address updates for spam and computer virus protection with incoming emails, and processing requests for employee access to Lotus Notes. Internship is Paid and located in Seattle, WA.

Puget Sound Energy. To apply please visit <http://www.pse.com/insidepse>.

Load Forecasting – Bellevue: Intern will maintain and update variable input database used in the energy-use, customer count, and economic/demographic forecast models, and prepare basic model results for presentation to forecast users' and will support the Economist in providing statistical analysis to other departments as needed. Intern must be at least a sophomore in a 4 year college with anticipated degree in Economics, Statistics or Finance.

Sound Inpatient Physicians. Submit resume and reference letter to cjacobi@soundphysicians.com to apply.

Human Resources Student Intern: will assist with critical department projects, and gain experience in the following benefit billing, employee communications, and personal filing. One must have a basic understanding of Federal and State laws, and proficient in Microsoft Office. Located in Tacoma, 20 hours per week from June 2008 to August 2008.

Biology Intern #402: will do both office and field work to support variety of generating plants such as hydroelectric resources, natural-gas combustion turbines, and wind turbines generators.

Supply Chain Intern # 403: work closely with the purchasing staff to maximize the efficiency of supply chain operations.

Energy Service Marketing Intern #404: work directly with the energy efficiency communications group as they build marketing, advertising and promotional program to inform businesses and consumers of the variety of ways available though PSE to save energy and money.

Jobs

Rainier Connect. For more information contact Pete Almond at (253) 952-5555 or email at pete.almond@almondsearch.com.

Accountant: Individual will be responsible for maintaining ledgers and financial records in accordance with US GEEP and NECA requirements, as well as established guidelines and procedures. Individual must have a BA in Business Administration with Accounting concentration.

Another Source. Submit resume in MS Word format to resume@another-source.com, supply the job number and title in the subject line to apply.

5481—Staff Accountant, Kent	5493—Business Auditor & Analyst, Seattle
5477—Administrative Assistant-Part Time, Kirkland	5459—Billing Supervisor, Bellevue
5448—Collection Specialist, Kent	5475—Client Coordinator, Bellevue
5469—Customer Service Coordinator, Seattle	5480—Benefits Specialist, Bellevue
5458—Implementation Supervisor, Bellevue	5485—Customer Service Representative, Seattle
5472—Client Service Representative, Seattle	5483—Sr. Claims Processor, Seattle
5488—Administrative Assistant, Seattle	5489—HR Generalist, Seattle
5409—Retirement Program Specialist, Seattle	5468—HR Generalist, Kirkland
5463—E-Commerce Sales Supervisor, Kent	5466—Marketing Projects Supervisor, Seattle
5486—Marketing Product Manager, Lynnwood	5482—VP Logistics, Kent
5478—Sales Representative, Auburn	3994—Sales Representative-Recruiting Industry, Seattle
5484—Outside Sales/Business Development, Seattle	5487—Software Sales Manager, Seattle
5436—Wealth Advisor, Tacoma	5457—Sales Operation Manager, Kent

BlackRock. For more information and to apply please visit

<http://tbe.taleo.net/NA6/ats/careers/requisition.jsp?org=BLACKROCK&cws=1&rid=2351>.

News and Manager Document Analyst: Individual will join Corporate Library group in organizing BAA resources, including research on the web or paper, import and enter data from documents via Intranet system, and research specific topics. Candidate must have a 4-year degree, be able to multi-task, detail oriented, self-motivated and good customer service attitude.

NRSmith and Associates, PS. To apply send cover letter and resume to Norman Smith, President, NRSmith and Associates, PS, 2120 Caton Way SW, Olympia, WA 98502-1106; fax (360) 786-8174 or email to OfficeManager@NRSmith.com.

Entry-Level Staff Accountant: Candidate will assist experienced staff in providing professional services using team skills and must have a good technical foundation. Training will be provided with internal formal training sessions paid by the firm. Individual must have a CPA or the academic credentials for the CPA exam, experience with QuickBooks Pro, excellent people skills and computer literacy is required.

King 5 Television. Send 2 copies of you resumes and cover letter to Human Resources #K08R12, King 5 Television, 333 Dexter Ave. N. Seattle, WA 98109 to apply.

Accounting Assistant: responsible for preparing and distributing payroll related reports, calculating commissions and other payments, and other financial duties, including the backup of the Accounts Payable Function. One must have a BA in accounting and 3 years of experience in accounting, and strong verbal and written communication skills.

Northwest Cable News. Please send cover letter and resume via email to hr@king5.com or mail to Human Resources #N08R12, Northwest Cable News, 333 Dexter Ave. N., Seattle, WA 98109.

Writer/Production Assistant: Duties include writing news copy, running teleprompter, distributing news scripts, assisting in production news updates as requested. Must have a college degree with broadcasting experience preferred. Excellent oral and written skills, team oriented, flexible, computer skills.

ZymoGenetics. Req. Number: zymo-00000604. www.zymogenetics.com/careers/, for consideration access the Online Response Form.

Administrative Specialist: Responsible for scheduling meetings and managing the VP Operations calendar. Responsible for many administrative tasks. Must have 5 years experience in a high level support position as administrative specialist. BA or BS is preferred. Proficient in MS Word, Excel, PowerPoint, and Outlook. Familiarity working with technical documents and concepts such as contracts, insurance documents, lease/real estate documents.

Pacific Lutheran University. Submit application, resume and cover letter to: Human resources, Pacific Lutheran University, Tacoma, WA 98447 to apply.

Assistant to Dean- School of Business: Provide administrative support to the dean, associate dean, and Executive Advisory Board. Coordinate with internal and external stakeholders, collaborate with alumni and student leaders for engagements and special opportunities, support faculty searches, manage the Career Mentorship program, manage operating and restrictive budgets, and supervise assistant. Three years job related experience and be independent and extensive cross-group coordination at all levels, both inside the university and with external community.

Catering Manager- Dining and Culinary Services: oversee all aspects of the day-to-day operations of the procedures, and supervision of staff associated with catering operation. One must have 3 years of progressive in food service management, able to lift at least 50 lbs and must go through and pass a physical and background check.

Admission Counselor: Office of admission: responsible for managing recruitments efforts in a geographic territory, including public speaking engagements, travel to college recruitment events. One must have a bachelor's degree, valid driver's license and have strong interpersonal communication skills.

Director of Auxiliary Services: oversee departments and services such as LuteCard operations and card access, Campus scheduling, UC operations, summer conference program and campus facility rental, University Golf and East Campus. One must have a BA/BS in business or communications, six years of progressive experience in a university setting and be have strong word and excel skills.

CFA Society of Seattle: responsible for investment related matters for clients and integration of the client’s portfolio with other facets of overall wealth management including investments education. One must have a bachelor’s degree with a business emphasis in finance or accounting and experience working with ultra high net worth families and serving as a lead in managing 0or relationships.

Port of Seattle Employment Opportunities. For more information visit website www.potofseattle.org/about/employment.currentopenings.shtml

<u>2618- Fin Controls & Reporting Analyst</u>	<u>2836- Sr. Internal Auditor</u>
<u>2619- Sr. Finance Controls & Reporting Analyst</u>	<u>2844- AVM Sr. Business Systems Analyst</u>
<u>2866- Senior Design Engineer</u>	<u>2816-Graduate Intern- Seaport Maint</u>
<u>2736- Assist Engineering Director- Construction</u>	<u>2830- Sr. Port Counsel</u>
<u>2745- Application & Software Systems Management</u>	<u>2910- Buyer</u>
<u>2795- Graduate Intern- Aviation Planning</u>	<u>2823- College Intern- Civ Eng/Survey</u>
<u>2813- Graduate Intern- Seaport Maint</u>	<u>2818-Graduate Intern- Project Manager</u>

City of Lakewood.

Program Grants Coordinator: under general direction of the General services Director/City Clerk, develop monitor and evaluate physical improvement, public service and housing contracts funded with U.S. department of housing. One must have a bachelor’s degree and have 2 year of relative experience.

Department of Revenue. To apply go to <http://careers.wa.gov/>. For assistance with applying call 1-877-664-1960.

Research Analyst I, Olympia, Reference code: NB00011202: This position will perform entry-level professional work in research, statistics, and data analysis in support of tax analysis projects and publications. Compensation: \$2,611 to \$3,391 per month. Must have a Bachelor’s degree including one college-level course in statistics.
