

**School of Business Jobs and Internships
Pacific Lutheran University**

www.plu.edu/~busa or contact Georgia Papacek (253) 535-7445

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.

Week ending September 22, 2006

Announcements

Student Scholarships are available to attend Entrepreneur University! For questions please call 425-564-5700. See www.nwen.org for further information.

Entrepreneur University costs \$375 to attend, and with a Jones Foundation scholarship, the cost is \$50. If you know that you are seeking a career as an entrepreneur, apply for a Herbert B. Jones Foundation scholarship to attend Entrepreneur University. To apply, visit www.nwen.or/eu and complete the application by October 18th, then email it to acissell@nwen.org.

Internships

Washington State. For more information or to apply, contact the Academic Internships office: Ramstad Commons 112, (253) 535-7324, or email Maxine Herbert-Hill at herberam@plu.edu.

Washington State Legislative Internship: Will spend J-term or Spring semester working in Olympia with staff and members of the Washington State House of Representatives or Senate. Will attend weekly intern seminars and workshops, including meeting with important state officials as well as panel discussions and taking part in budget exercises, mock hearings, and mock floor debates. Will learn parliamentary procedure and how to write for the legislature. Regular duties include legislative research, bill tracking, and constituent correspondence. 40 hours/week; compensation \$1200/month. Application deadline Oct. 27, 2006.

Volunteer Washington Internship Program: Will work in the governor's office developing skills in public policy, boards and commissions, outreach, legislative, constituent services, communications, and other vital areas. 10+ hours/week; unpaid. Application deadline September 21, 2006.

Mellon Analytical Solutions. To apply or for more information, contact Ms. Tobie Tyler, HR Business Partner, Mellon Analytical Solutions, 1313 Broadway, Tacoma WA 98402 or e-mail Ms. Tobie Tyler: tyler.t@mellon.com.

Intern: Will provide support and coordination to Data Collection team. Will gain hands-on experience working with the investment management community as it relates to holdings, performance/analytics, vendors, and indexes. Must have a strong affinity for working with large data variables! Proficiency in MS Office required.

Port of Seattle. For detailed information, visit www.portofseattle.org.

Graduate Intern: Research structure and scope of work for climate change programs. Identify and contact key change stakeholders and develop prioritized recommendations. Flexible days/hours. Internship not expected to last beyond March 2007.

Safeco Insurance. To apply or for more information, go to <http://www.safeco.com> and click Career Center → Campus Recruiting. Search Requisition #330 or keyword Campus Recruiting.

Information Technology Intern: Will design and build applications based on requirements specifications, assist with identification, resolution, and documentation of incidents/problems on basic applications, examine system requirements, develop and implement test tools for the test automation

infrastructure, support Safeco's systems and network environments, and other duties as assigned. Should know SQL, XML, IIS, Visual Studio, VB.NET, C#, and ASP.NET. Must have a 3.0 GPA and be a CSCE or MIS major.

Moss Adams. Apply online via College Central Network (www.collegecentral.com/plu/), submit cover letter and resume by Oct. 2. Email an unofficial transcript to Pam Bell (pam.bell@mossadams.com) by Oct. 2. For any questions call Pam at (253) 572-4100.

Intern: Once you have applied you will be notified online if you were selected for an interview. The interviews will be taking place on Thursday, Oct. 12th in the meeting room in the UC on PLU campus.

Jobs

Port of Seattle. Visit www.portofseattle.org.

Internal Auditor: Plan and conduct audits of external parties and Port operations for term, conditions and compliance related to business and finance operations. Oversee outsourced internal and external audit services. Serve in an advisory capacity on business process improvements that leverage enhanced controls, improved use of technology and streamlined procedures. Excellent benefits package.

Safeco Insurance. To apply or for more information, go to <http://www.safeco.com> and click Career Center → Campus Recruiting.

Solutions Architect (#329): Will create key aspects of the business case for a given solution, provide work effort sizing with PM support, oversee and support functional & non-functional requirements gathering, share responsibility for benefits realization, and other duties as assigned. Must have a 3.0 GPA, be a CSCE or MIS major, and have a 4-year degree. Should be enrolled in a masters program. 1-3 years insurance or financial services experience and 3-5 years of IT project delivery.

Associate IT Analyst, Applications Development (#327): Will develop, debug, maintain, and document information systems applications or application components, demonstrate basic proficiency with applicable tools/languages/platforms, debug and respond to issues for applications or application components during unit testing. Other duties as assigned. Should have basic programming knowledge, ability to create and execute unit plans/scripts, knowledge of systems development lifecycle, knowledge of client server and web applications including SQL, XML, IIS, Visual Studio, VB.NET, C#, and ASP.NET. Open to college graduates with a degree in CSCE or MIS with a GPA of 3.0.

Associate IT Analyst, Systems Analysis (#328): Will support Safeco's open systems production, development, and lab environments, function as a level of technical expertise for the Windows server operating system, Active Directory, and Group Policy; and for the hardware in the server environment. Will participate in meetings with business owners and external vendors to assist in determining, defining, and documenting project needs and requirements, while maintaining and adhering to company standards and procedures. Must have knowledge of MS Windows client and server operating systems, environments and infrastructure components and basic knowledge of operating systems and general client computing. Open to college graduates with a degree in CSCE or MIS with a GPA of 3.0.

Jobster.com. For more information, visit www.jobster.com.

Integration Project Manager: Work with customers, partners, vendors, and internal development teams to drive integration related projects and initiatives with customer's and prospects' existing recruiting management systems. Support industry-leading integrations, while increasing customer satisfaction and engagement. Responsibilities would include scope identification, project planning, vendor and resource identification, timeline management, proactive communication, proposal development, and business development. Prefer 3-5+ years of demonstrated project management experience. Proficiency in MS Project or a related project management tool. Self directed and

responsive. Functional understanding of Applicant Tracking Systems, HRMS and/or related technologies preferred.

Sourcing Consultant/Online Researcher: This position will include Partnering with clients to gather information that facilitates an effective search process, conduct research and investigate new ideas to create innovative sourcing strategies, monitor quality of execution on sourcing strategies, and maintain client satisfaction, among other online researching duties. Two to five years in an online recruiting/sourcing, candidate research or other online research role is preferred, along with knowledge of advanced online research techniques, client service/account management skills, and a bachelor's degree.

NorthWest Cable News. Submit resume, and cover letter, via email to hr@king5.com or mail to: Human Resources #N06R35, NorthWest Cable News, 333 Dexter AVE. N., Seattle, WA 98109.

Writer/Production Assistant: Job entails writing news copies, run teleprompter, distribute news scripts, produce news updates as requested etc. Must have a college degree with previous broadcasting experience preferred. Must have excellent oral and written communication skills. Must be willing to work any assigned shift and occasional overtime.

KING 5 Television. E-mail the resume and cover letter, to hr@king5.com.

Local Sales Assistant: Qualifications include excellent oral and written communications skills, strong organizational skills, the ability to work in a high-pressured environment, and proficiency in PowerPoint, Excel, and Word. Responsibilities include inputting orders and supporting the Director of Sales and Marketing as needed.

NorthWest Cable News. E-mail the resume and cover letter, to hr@king5.com.

Sales Assistant: Qualifications include excellent oral and written communications skills, strong organizational skills, the ability to work under high-pressured deadlines, and proficiency in PowerPoint, Excel, and Word. Responsibilities include keeping account files up to date and entering revisions into the computer system.

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

Senior Administrative Assistant: Salary grade is \$2,209-\$2,426/mo, and work schedule is Monday-Friday from 8am-5pm. Individual must perform and/or coordinate the completion of a broad range of complex administrative and office duties. Qualifications include three years job-related work experience, Full proficiency in word processing and/or spreadsheet software, type 55+ words per minute, excellent communication and interpersonal skills, and high school diploma or GED.

Administrative Assistant – Admission Office: The administrative assistant provides front desk coverage for the Admission office, arranges campus visits and engages in overall admission processing. The administrative assistant also services information requests from external constituencies and university offices. Required qualifications include a minimum typing score of 40 wpm, a high school diploma or GED, some college preferred, at least one year of job-related work experience, and also you must satisfactorily complete pre-employment background checks.

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Entry-Level Accountant: Once you have applied you will be notified online if you were selected for an interview. The interviews will be taking place on Thursday, Oct. 12th in the meeting room in the UC on PLU campus.

KPMG. To apply submit resume, an unofficial transcript, and info sheet to the Career Development office in Ramstad 112 by 5:00pm on Oct. 13th. Call (253) 535-8268 for any questions and to obtain the information sheet.

Audit Associates: Job description and full application information is available on College Central Network: www.collegecentral.com/plu/.

Tacoma Goodwill. If interested apply online at resume@tacomagoodwill.org. Submit a letter of interest outlining your qualifications for the position and a resume listing your related work history, training related to this position, and salary history.

Regional Retail Sales Manager: Provide leadership and direction to Store Managers in 20 retail stores in Washington State. Must have 7+ years of retail management experience to drive sales, solve operational problems, develop employees, and increase overall store performance to grow our business while supporting the mission driven services of Goodwill. We offer competitive pay, bonus program and benefits.

Distribution Center and Fleet Manager: Responsible for distribution and logistics between the central warehouse in Tacoma and our retail and donation sites. Responsible for maximizing resources and containing costs associated with maintaining equipment and oversee the warehouse operation including loading/unloading, inventory storage, and material sourcing for this important cost center. Must have strategic planning skill, knowledge and experience maintaining an in-house truck fleet, managing distribution systems; motivating teams.

Online Sales Manager: Lead a successful Online Auction Sales Department by providing motivation and training to staff, promoting customer service and working with our retail stores and donations sites to identify inventory suitable for auction listing. Must have experience with large scale mail order/online sales management including materials sourcing, knowledge of 3rd party credit card processing, experience in negotiating shipping provider fees and services, providing excellent customer service, background in efficient packing and shipping practices, labor/expense/revenue budgeting background, background in e-commerce infrastructure & systems. Frequent travel required. We offer competitive pay, bonus program and benefits.

Cash Flow Analyst: Must be highly organized and detailed oriented professional willing to be part of a fast paced accounting team. Manage all aspects of sales accounting for 20 retail stores and be responsible for processing retail stores sales reports, posting to the general ledger, and preparing & distributing the Daily Sales Reports.

Accounting Clerk: Duties of this position are reconciling the monthly bank statements and coordinating insurance claims. Support the CFO on a variety of projects and be back up for the Accounts Payable Bookkeeper and the Purchasing Agent. Must be flexible and able to prioritize. High School diploma or GED required. Education, formal training or "on the job training" in accounting principles required. Previous work experience working with accounts payable and/or reconciliations preferred. Able to use Microsoft Excel to create reports, formulas and formatting as needed. Experience with accounting software, specifically Great Plains, preferred.

Annual Gifts Coordinator: Responsible for coordinating and implementing the administrative tasks relating to Annual Gifts received. Coordinate and assist with the implementation of Annual Giving Events, and mailings. Work with the Marketing Staff and Financial staff to implement and coordinate events and giving related activities. Must have Bachelor's degree from four-year university; five years related experience and/or training; or equivalent. Experienced using various computer programs such as Microsoft Word, Excel and PowerPoint. Experience with Raiser's Edge Database software preferred.

Purchasing Coordinator: Manage and drive the procurement cycle of specific products and materials for administrative, retail, warehouse, transportation, and assembly operations. Provide customer assistance in the identification and selection of inventory items. Actively communicate and consult with customers to meet materials and supply needs. Must interact and support managers and administrative support staff. Must have knowledge of accounts payable and receivable procedures and

practices. Must be able to lift up to 50lbs waist high and up to 15lbs over head. Valid Washington driver license and current auto insurance required. General knowledge of retail and production supplies preferred. Knowledge of ReQlogic and Great Plains preferred.

City of Olympia. To request an application packet please call (360) 753-8270 or visit www.olympiawa.gov/employment/currentopenings.

Court Clerk: 2 full-time positions available. Under the direction of the Court Administrator or assigned supervisor, will perform a variety of technical record-keeping and clerical duties in support of the Municipal Court. Will communicate a wide variety of information to the public regarding court functions and procedures by telephone and at the counter. Will process documentation for various hearings.
