

School of Business Jobs and Internships
Pacific Lutheran University
www.plu.edu/~busa or contact Georgia Papacek (253) 535-7445
Week of May 13, 2005

Internships

Academic Internships. The Ramstad Commons – Suite 112, Tacoma, WA 98447-0003. Contact Maxine Herbert-Hill at herberam@plu.edu or 253-535-7324 for more information about the jobs and to apply.

Permit Assistant-Sound Transit (Seattle): Great opportunity for a business major to provide clerical and office assistance to Link's Permit Administrator in the function of preparing, developing, and securing critical permits & approvals from various city, state, county and federal agencies. Application Deadline: 05-20-05. Start Date: 06-01-05. \$13-\$16/hour DOQ, 20-30 hrs/wk.

Special Events Summer Intern-Make-A-Wish-Foundation (Seattle): Great opportunity for a business or communication student or recent grad, to assist the Special Events Manager with fundraising events and various external fundraisers such as golf tournaments, dinners and auctions. Application deadline: 05-20-05. Start Date: 06-01-05. Compensation: Bus pass or parking. 15-20 hrs/wk.

Summer Insurance Intern-Rogers & Norman Insurance Brokers (Seattle): Great opportunity for a sophomore or junior business major to gain industry knowledge and job skills in 2 or 3 consecutive summer internship assignments. Will combine insurance coursework, mentorship, and hands-on experience culminating in a final project & presentation. Application deadline: 05-23-05. Start date: 06-13-05. \$10/hour, 37.5 hrs/wk.

Port of Seattle. Email: employment@portseattle.org. Fax: 206-728-3004. Job Line: 206-728-3444. www.portseattle.org. Must submit a separate application for each position you apply to and can supplement with a resume and cover letter.

Graduate Intern—Project Management (Requisition # 001927)

College Intern—Environmental (Requisition # 001987)

Smith Barney. Federal Way, WA. Contact Ron Gintz at 253-924-9976 (work phone 6 am to 1 pm) or 253-377-5101 (cell phone after 1pm).

Finance Intern: Work with an established investment team to update client information, conduct client investment analysis and assist with client development and education. Runs from mid May to end of August. Must be "for credit" internship. Stipend will be paid at conclusion of internship based on level of involvement and contribution to team.

Seattle Society of Financial Analysts. For more information and to apply, visit https://www.ssfa.org/ssfa_cfmfiles/asp/joblisting.asp.

Investment Intern (#25YTD)-Laird Norton Tyee (Seattle): Full-time position available to work on a variety of projects in helping the investment team address business needs. Bachelor's degree with professional designation preferred.

Jobs

State Farm Insurance. Daniel A. Knoll Insurance Agency Inc. 305 E. Pioneer, Puyallup, WA 98372. 253-845-7533. Fax: 253-841-0901.

Agency Representative: Position available to assist in selling and marketing State Farm products and services and the products and services of the companies selected that from strategic alliances to maximize marketing opportunities.

Sheraton Seattle Hotel & Towers. 24-Hour Jobline: 206-287-5505. Email: HRSeattle@sheraton.com. Sales Reporting Systems Analyst: Full-time position available to maintain and enhance automation efforts in the Sales and Catering database, in order to increase daily productivity for sales, catering and convention services personnel. Must have a strong knowledge of hotel sales process & booking cycles. Salary DOE.

HighPoint Solutions. 112 So. 8th St., Suite 200, Tacoma, WA 98402. 253-272-8710. Fax: 253-272-8720.

Project Manager: Full-time salaried position available to provide project support to account executives, and ensure that all projects are efficiently produced from proposal to implementation by performing various client relations, project management, new business, process involvement and vendor relations functions. BBA with concentration in marketing or other business area preferred, as well as prior experience.

Seattle Society of Financial Analysts. For more information and to apply, visit

https://www.ssfa.org/ssfa_cfmfiles/asp/joblisting.asp.

Senior Research Analyst (#20YTD)-University of Washington (Seattle): Position available to be responsible for treasury functions, which include research, analysis, and monitoring, related to the University's investment portfolios which total over \$2 billion.

Senior Analyst/Consultant (#21YTD)-U.S. Trust (Tacoma): Position available with CTC, a wholly-owned subsidiary of U.S. Trust, to support national clientele of Tacoma based office with analyses and reports regarding portfolio holdings and asset allocation. MBA and/or CFA required as well as licensing exams or willingness to pass exams as required.

Relationship Manager/Institutional Sales (#22YTD)-U.S. Trust (Tacoma): Position available with CTC, a wholly-owned subsidiary of U.S. Trust to be responsible for marketing CTC research products and custom hedge fund of funds portfolio management services to multi-family offices and wealth advisors. BA/BS degree required, MBA and/or CFA preferred.

Valuation Analyst (#23YTD)-Columbia Financial Advisors, Inc (Portland): Position available for an appraiser with a minimum of 3-5 yrs business valuation experience to be involved with case management, valuation development, and development of appraisal reports. ASA course work toward ASA designation preferred.

Fund Administrator (#24YTD)-Steelhead Partners (Seattle): Position available to be responsible for administration of investment products and includes input trades, reconcile trades/accounts, problem-solve any broker trading issues, provide daily reporting package, manage fund closings, and much more. 4-year college degree + experience required.

FP & Analyst (#26YTD)-Washington Mutual (Seattle): Position available for supporting the development of activity based cost financial, accounting, performance and/or operational statistical data. Four-year degree with minimum of 2 yrs in financial analysis required.

Senior Financial Analyst (#27YTD)-Washington Mutual (Seattle): Position available to implement new methodologies and updates for Segment Reporting models such as Cost Allocations, Funds Transfer Pricing, and Provision and Reserve allocations, along with analysis and validation of model results. Bachelor's degree in finance plus a minimum of 5 yrs related experience required. MBA, CPA, of CFA preferred.

The National Bureau of Asian Research. 4518 University Way NE, Suite 300, Seattle, WA 98105. Send letter of interest, resume, and contact information of 3 references by mail, fax or email to: Ms. Kailani Chin-Hidano, Office Manager. 206-632-7370. Fax: 206-632-7487. Email: nbr@nbr.org. Visit www.nbr.org for more information.

Part-time Bookkeeper: Immediate opening available for someone who has experience doing basic bookkeeping and Fund Accounting. Minimum of AA Degree in Accounting plus 3-5 years experience required. Flexible hours, 15-20/wk. \$13-14/hour.
