



Hotline



For Returned Volunteers/
From the Office of Public Engagement

Hot Resources

Highlights

**Have NCE and a Master's Degree?
Come to the CDC Hiring event.**
For more information, see page 10.

**Use your noncompetitive eligibility
to find a position at Peace Corps!**
For more information, see page 7.

**Join Returned Volunteer Services
for a FREE career event!**
For more information, see page 3.

Peace Corps Hotline

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To place job announcements, visit
www.peacecorps.gov/rpcv/hotline
or contact
Peace Corps
Returned Volunteer Services
Phone: 202.692.1430 or
800.424.8580, ext. 1430
E-mail: hotline@peacecorps.gov
Fax: 202.692.1421

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- Fellows/USA
- Peace Corps Response

The RPCV's Career Fair Toolbox

By Shanna Brewton-Tiayon (RPCV Cameroon, 2001-2003)

People Department Advisor, Population Services International (PSI)



A pivotal decision for most RPCVs is what to do after the Peace Corps. Just as joining the Peace Corps was a major life decision, so is determining your best next steps after your Peace Corps experience. If you're like many RPCVs, you have decided that the workforce is your best post-COS option to respond to your financial needs and/or move you closer towards achieving your professional goals. I found myself at that same juncture in 2003, as I was COSing in Cameroon. After COSing, I was able to land a job with an international NGO and spent five years in three different Sub-Saharan African countries working in the field of international development. I now find myself on the side of the recruiter or talent manager, looking for qualified applicants to fill jobs for another international NGO. Thus, I have a varied perspective on the job-hunt process as an external seeker and internal recruiter.

While technology and pop culture may have been vastly

different eight years ago when I completed my service, the professional career-search process has not changed all that much. One tool, in particular, which can prove to be very useful for job seekers is the career fair. After attending several career fairs as an NGO representative, it occurred to me that many job seekers are unaware of how to effectively use the career fair venue. A common misconception is that career fairs are places to actually get jobs. Job seekers rarely walk away from a career fair with an offer. However, a savvy job seeker will walk away with a foot in the door that did not exist before, which s/he can build on to land an interview or make a professional connection in the future. Based on my experiences as both a professional recruiter and an RPCV, I would like to offer you some suggestions for your "job seeker's toolbox," which may help you the next time you find yourself at a career fair.

Do your research before

you come. I cannot recount the number of times I have been at a career fair and have been asked, "So tell me about your organization...." Keep in mind that you only have about 2-5 minutes to shine in front of a career fair representative, so don't waste your time allowing them to dominate the conversation with information that you could have researched on the Internet prior to coming to the career fair. A strategic way to approach a career fair is to review the list of organizations who will be present prior to the career fair.¹ Highlight several organizations where you feel your skills match the organization's activities and specifically target them during the career fair. When speaking with your targeted organizations, let them know that you have researched them by articulating information specific to the organization in your conversation. For example, as opposed to starting off with, "So tell me about your NGO," you could begin with, "I read that your orga-



Public Sector

CASE TECHNICIAN • Lawrence, Mass.

GS-4/5/6 noncompetitive eligibility position available with Social Security Administration. Duties: provides support to administrative law judge in holding due process hearings for Social Security claimants; schedules hearings; arranges for expert testimony; assists claimants; processes paperwork in an orderly manner; maintains files; types up reports or correspondence; provides general information to public; reviews documents for accuracy. Qualifications: current noncompetitive eligibility; qualifications vary by grade level; GS-4: one year's experience which indicates ability to perform duties of position; GS-5: B.A./B.S.; GS-6: successful completion of six months' graduate education in related field. Salary: \$30,598–\$46,963. Deadline: 4/30/2011. For more information and to apply, email Jo.Ann.Hopkins@SSA.Gov; phone: 617.565.9241; website: www.ssa.gov. *For more information on non-competitive eligibility see page 16.*

SENIOR CASE TECHNICIAN • Lawrence, Mass.

GS-5/6/7/8 noncompetitive eligibility position available with Social Security Administration.

Duties: provides support to administrative law judge in holding due process hearings for Social Security claimants; develops and prepares files for hearing, requests records, summarizes evidence, and provides administrative support. Qualifications: current noncompetitive eligibility; each grade level requires one year's specialized experience equivalent to previous level; GS-5: B.A./B.S.; GS-6: successful completion of six months' graduate education in field directly related to position; GS-7: successful completion of one full year of graduate education in field that directly related to position. Salary: \$30,598–\$46,963. Deadline: 4/30/2011. For more information and to apply, email Jo.Ann.Hopkins@SSA.Gov; phone: 617.565.9241; website: www.ssa.gov. *For more information on noncompetitive eligibility see page 16.*

Private Sector

SUMMER STAFF • Newport, Pa.

Temporary position available with Longacre Leadership. Duties: leads activities for three to six teenagers; teaches teenagers to collaborate with one another; mentors teenagers; monitors teenagers' health and safety; actively participates in community. Qualifications: at least 21

years of age; strong passion for working with teenagers; patience; strong professional skills; curiosity. Salary: \$1,600–\$2,200/term of contract. For more information and to apply, email connect@longacre.com; phone: 717.567.3349; website: www.longacre.com.

COMMODITIES, LOGISTICS, AND FOOD SAFETY • Baltimore

Position available with Catholic Relief Services. Duties: supports development of commodities and logistics management plans related to food security programs of all types; ensures food safety issues are addressed. Qualifications: M.A.; five years' international development experience; design and implementation experience in food aid management; familiarity with current funding, policies, regulations, and priorities of USAID's Office of Food for Peace required; experience designing and preparing Title II applications; French language fluency. Deadline: 5/31/2011. For more information and to apply, visit www.crs.org/about/careers.

ACADEMIC COMPUTING COORDINATOR • New York

Position available with Bard Graduate Center. Duties: works with technology team to provide support to all areas of institution; maintains hardware and software; provides technical end-user support and training to faculty and staff; explores innovative ways to leverage current and emerging technologies. Qualifications: two years' experience in academic setting; strong communication and interpersonal skills; experience troubleshooting in and familiarity with Mac OS and Windows environments, MS Office, Adobe, Windows 2008, Creative Suite, and Active Directory; experience with database, user interface design, and web content management; strong problem-solving skills. Deadline: 4/22/2011. For more information and to apply, email accsearch@bgc.bard.edu; website: www.bgc.bard.edu/about/employment-opportunities.html.

INTENSIVE ENGLISH PROGRAM DIRECTOR • Conway, Ark.

Position available with University of Central Arkansas. Duties: manages program on day-to-day basis; supervises 13 full- and part-time instructors and support staff; coordinates and directs program curriculum and assessment; teaches one course per semester; advises students; serves as liaison between university and program. Qualifications: M.A. in teaching English as second language, applied linguistics, or closely related field; five years' experience teaching English as second language in intensive English programs; two years' administrative experience in intensive English or similar program. Salary:

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HOT! OPPORTUNITIES

PEACE CORPS CAMPUS REPRESENTATIVE • Bellingham, Wash.

Position available with Western Washington University. Duties: plans and conducts campus recruitment activities; organizes and makes public presentations; represents Peace Corps at career fairs, information tables, and class talks; interviews candidates; establishes relations with professors, staff, and campus community; works closely with career services center and Seattle Peace Corps office. Qualifications: strong professional communication skills; experience organizing events and presentations; strong interpersonal skills; ability to work independently while functioning as strong team member; ability to manage multiple deadlines; graduate student at western Washington University preferred. Salary: \$900/month. Deadline: 4/22/2011. For more information and to apply, email Susan.Anderson@wwu.edu; phone: 360.650.7973; website: www.careers.wvu.edu/index.shtml.

PEACE CORPS CAMPUS REPRESENTATIVE • Ft. Collins, Colo.

Position available with Colorado State University. Duties: serves as Peace Corps representative while earning graduate degree on in-state tuition scholarship; designs and implements recruitment plan to increase awareness of Peace Corps among students. Qualifications: current graduate student at or recently admitted to Colorado State University by fall 2011; strong writing, listening, and interpersonal skills. Salary: \$1300/month. Deadline: 4/21/2011. For more information and to apply, email kristine.ewan@colostate.edu; website: www.wsprod.colostate.edu/cwis30/2007/main/forms/job_announce_2011.pdf.



Join Returned Volunteer Services for an upcoming RPCV career event!



*"I think I speak for many RPCVs when I say that returning from our country of service we are overwhelmed by both the excitement of joining a new and progressive workforce in addition to the inability to articulate what exactly it is we are looking for as a future career. We know we have skills, we just don't know what they are. **This [event] highlighted for me a path on which to begin my search, the vocabulary to use along the way, and the tools for knowing how and where to look next.** I walked away with confidence, hope, and butterflies in my stomach over all the opportunities available to us RPCVs out there (despite the patience we may need as the longevity of the search in this particular economy may be trying). So thank you! Leaving our home of the last two years, **it is good to know we have a family/network of people stateside!**"*

-Annette Frost, RPCV Niger, 2008-'10

April 2011 RPCV Career Webinar:

"Leveraging the Value of Temporary Employment in Your Job Search"

Tuesday, April 26, 2011, 1:00 p.m. (EDT) – [note new date!](#)

Attend this webinar to learn about the many advantages that temporary and temporary-to-hire employment can provide during your job search, including: networking opportunities, introductions to exciting organizations, discovery of new industries, sharpening of old skills, and development of new ones. Join us from the comfort of your own home or your favorite coffee shop! All you need is a computer and an Internet connection.

[Click here to register online!](#)

Pre-registration is required.

Registration closes at 5:00 p.m. EDT, Monday, April 25, 2011.



Regional RPCV Career Event: Atlanta, GA

Thursday, May 19, 2011

At this event, you'll gain skills in networking and story-telling in the job-search context, and learn about your noncompetitive eligibility for federal employment. Plus, hear how you can get involved with local recruitment events, and meet RPCV-friendly employers at the afternoon career fair.

[Click here to register online!](#)

Pre-registration is required.

Registration closes at midnight EDT, Monday, May 16, 2011.

Do you have noncompetitive eligibility and a master's degree?
The Centers for Disease Control and Prevention (CDC) is hosting an NCE hiring event on Friday, May 20!
For more information see page 10.

For more information about career events for RPCVs, email rvs@peacecorps.gov or call 202.692.1430

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\$50K. For more information and to apply, email lynnr@uca.edu; phone: 501.450.3671; website: www.uca.edu/hr/employment/intlprodirecofintensiveenglish0315ch.php.

PROGRAM ASSOCIATE • D.C.

Position available with IREX. Duties: provides administrative and logistical support to international teacher training programs; tracks and maintains accuracy and completeness of wide range of information and data; coordinates and tracks university payments and small grants review, awards, payment, and reporting processes; processes and maintains financial records. Qualifications: experience with and interest in international basic education and training development programs; experience with project design, grant management, proposal development, and budgeting; experience teaching preferred; proficiency in foreign language; strong interpersonal and communication skills; strong attention to detail and organizational skills; strong computer skills. For more information and to apply, visit www.careers.irex.org/Openings.aspx.

FOOD SECURITY UNIT SPECIALIST – NUTRITION • Baltimore

Position available with Catholic Relief Services. Duties: supports development of public donor proposals in food security sector; contributes to design and writing of technical proposal narratives and related proposal content to ensure highest quality standards and competitiveness; leads

and supports internal learning processes that produce innovative and evidence-based elements. Qualifications: M.A. in public health, nutrition, or related field; five years' international development experience; two years' experience in developing country; familiarity with funding mechanisms and technical programming priorities of USAID's Office of Food for Peace required. Deadline: 5/31/2011. For more information and to apply, visit www.crs.org/about/careers.

FOOD SECURITY UNIT SPECIALIST – BUSINESS DEVELOPMENT • Baltimore

Position available with Catholic Relief Services. Duties: supports development of public donor proposals in food security sector with emphasis on competitive mechanisms; monitors evolution of donor regulations, funding mechanisms, and application requirements to ensure compliance and responsiveness of proposals. Qualifications: M.A.; five years' international development experience; two years' experience in developing country; experience developing USAID Title II proposals required; familiarity with funding policies, procedures and priorities of USAID's Office of Food for Peace required. Deadline: 5/31/2011. For more information and to apply, visit www.crs.org/about/careers.

REGISTERED NURSE • East Jewett and Ancramdale, N.Y.

Position available with AHRC New York City. Duties: provides nursing care to campers and counselors; administers medications; communicates with families; reviews and prepares records; teaches counselors. Qualifications: nursing license to practice in New York; strong assessment skills; organization skills; computer skills; desire to work with children. Salary: \$205/day. Deadline: 5/2/2011. For more information and to apply, email mary.haner@ahrc-nyc.org; phone: 917.270.8931; website: www.ahrcnyc.org/campahrc/index.html.

TRAINING SUPPORT SPECIALIST • D.C.

Position available with International Resources Group. Duties: assists preparation of operational plans and performance plan and reports; supports operational plans training and other communications, including video-teleconference scheduling and set-up. Qualifications: B.A./B.S. in training, adult education, or related field; M.A. preferred; three years' experience in training program development and content design; experience in adult learning methodologies and participatory training; ability to obtain secret-level security clearance. Deadline: 4/28/2011. For more information and to apply, email jobs@irgltd.com; website: www.irgltd.com.

AUDIO-VISUAL AND MULTIMEDIA SPECIALIST • D.C.

Position available with International Resources Group. Duties: sets up and operates audio-visual and multimedia system, including audio mixing consoles, audio distribution systems, digital and analog audio recorders, multiple-microphone discussions or seminars, teleconferencing, multimedia presentations, and online web events. Qualifications: B.A./B.S. in audio engineering, computer science, communications, or related field; two years' experience utilizing audio-visual or multimedia systems, equipment, and techniques; excellent organizational, communication, writing, and speaking skills. Deadline: 4/28/2011. For more information and to apply, email jobs@irgltd.com; website: www.irgltd.com.

ACCOUNTANT • D.C.

Position available with Population Services International. Duties: prepares monthly reconciliation and analysis for accrued and prepaid accounts; acts as back-up support for semimonthly payroll process; prepares, processes, and records organization's payroll for approximately 300 employees; prepares payroll tax and information returns. Qualifications: B.A./B.S. in accounting or related degree preferred or equivalent experience; certified public accountant preferred; three years' job-specific accounting experience; two years' experience with payroll processing preferred; experience within non-profit environment preferred. Deadline: 5/25/2011. For more information and to apply, visit www.psi.org.

CONSULTANT • D.C.

Position available with Population Services International. Duties: understands current complex data structure, pertinent to data required for quantifying effectiveness of health interventions; considers solutions to reduce reporting lag in periodically reported data; identifies and prioritizes core data requirements. Qualifications: experience with complex data management, business intelligence, and management information systems; experience with data management in resource limited environments; experience with different platforms and tools; experience in international settings preferred; awareness of data-driven solutions. Deadline: 5/25/2011. For more information and to apply, email djeffries@psi.org; website: www.psi.org.

DIRECTOR OF PROGRAMS, AFRICA • Eugene, Ore.

Position available with Holt International Children's Services. Duties: directs international programs for homeless children in Africa; ensures quality services to children and families by maintaining relations with in-country staff and

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Need a place to live?

The RPCVNetwork listserv offers daily housing and job announcements. Join today!

<http://groups.google.com/group/rpcvnetwork>



Peace Corps Response



Peace Corps Response Hot Jobs

RPCV with MPH degree needed in Belize!

A [Monitoring and Evaluation Specialist](#) is needed to build the capacity of several UNDP Global Fund grant implementing organizations to effectively monitor and evaluate their HIV prevention projects; these projects are focused on at-risk youth between the ages of 15 and 24. The PCRV will establish an M&E strategy to measure and report on the Global Fund Performance Framework indicators.

RPCV with IT skills and PR experience needed in Bulgaria!

An [Information Technology/Public Relations Specialist](#) is needed to organize and coordinate volunteer initiatives and educational programs for a national volunteer organization in Bulgaria. The PCRV will develop public relations strategies and train staff and groups of volunteers to effectively implement these PR strategies. The Volunteer will also upgrade the organization's website and promote a national volunteer database.

Forester needed in Guinea!

An [Agroforestry Technician](#) is needed to work in the sector of natural resources and water management and conduct trainings in the construction and promotion of mud stoves and efficient cooking pots. The PCRV will reinforce organizational capacities of rural stakeholders and collaborate with artisans and micro-credit systems to identify potential partners for an agroforestry association and participating communities.

Environmental Engineer needed in Mongolia!

An [Energy and Environment Advisor](#) is needed to assist with the development of standards and procedures to support an energy efficient product testing and certification infrastructure in Mongolia. This infrastructure will be used to test complete building envelopes, insulating materials, and product and heating elements. The PCRV will work to develop product and building certification standards, including enforcement protocols and gap analyses.



Arts Education Pilot Program in Benin

Calling all artists and musicians!

Peace Corps Response Volunteers are needed to build the capacity of teachers at the International Center for Art and Music in Ouidah, Benin, to develop and implement an experimental arts and music education curriculum. The school focuses on using art and music to expand the cognitive thinking skills of its 280 primary school students.

Research has shown that music and art education stimulates critical thinking skills and enhances academic performance in other subjects such as math, science, and language arts. There is a great need to develop local teachers' capacity to effectively integrate music and art into their daily teaching.

[Click here](#) to learn more about the work that current Response Volunteers are doing to address this important need, and check out the links below to discover how YOU can get involved!

A [Multimedia Production Specialist](#) is needed to develop projects for students to improve their skills and knowledge in basic photography, videography, and editing. The

PCRV will develop projects in video and sound production for secondary students as well as conduct workshops for Beninese sound engineers and video producers. The Volunteer will also develop a sustainability plan for a new, state-of-the-art production studio.

An [Art Teacher](#) is needed to develop a visual arts curriculum and execute trainings for 40 area primary school teachers. The PCRV will offer lessons and courses to secondary students and adults in art and art history. The Volunteer will also encourage the professional development of local amateur and professional artists and artisans by offering workshops in different art media.

An [Arts Curriculum Development Specialist](#) is needed to create an experimental arts curriculum and train teachers to implement the new curriculum with their students. The curriculum will promote the development of creativity and cognitive thinking skills among students. The PCRV will also provide arts education training to 40 local primary school teachers at 20 area schools.

A [Music Teacher](#) is needed to develop a music and performing arts curriculum to improve the critical and cognitive thinking skills of primary school students. The PCRV will direct chorales and conduct lessons and courses to primary and secondary school students in his or her specialty (such as piano, guitar, etc). The Volunteer will also offer continuing education opportunities for area musicians and performers.

Math and Science Teachers needed in Uganda!

Multiple [Teacher Trainers](#) are needed to provide training for university instructors in teaching mathematics and science courses and integrating HIV/AIDS components into course curricula. The PCRVs will introduce effective and innovative pedagogical approaches to the teaching of science and math. The Volunteers will also supervise field practicum, evaluate teacher trainee improvement, and provide ongoing appraisal.

Peace Corps Response currently has over 70 openings in more than 25 countries!

View [all of our open positions](#) and apply today!



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government officials; develops and monitors work and budgets to meet objectives; provides technical assistance in child and family welfare and program capacity-building. Qualifications: M.A. in child welfare or related field; five years' managerial experience; experience directing complex overseas programs; background in social work preferred; experience in assigned region preferred; ability to travel internationally. For more information and to apply, email jobs@holtinternational.org; phone: 541.687.2202; website: www.holtinternational.org.

GRANTS AND CONTRACTS FINANCE OFFICER • D.C.

Position available with Plan International USA. Duties: conducts financial management for global fund, global sanitation fund, and U.S. government grants and contracts; conducts grants, financial tracking, recording, and reporting to donors; provides data for internal and external financial reporting; complies with grants and contracts financial reporting requirements. Qualifications: B.A./B.S. in accounting or finance; five years' experience in accounting or financial functions; strong communication and analytical skills; Microsoft Office and accounting software proficiency; experience in financial reporting to U.S. government or Global Fund; French language proficiency preferred; experience reporting on Global Fund and U.S. government grants and contracts. For more information and to apply, visit www.planusa.org/jobopp.

CASE MANAGER, BACK TO WORK (REF# 11-25) • New York

Position available with Seedco. Duties: manages caseload of cash assistance recipients; conducts intakes, assessments, orientations, and other related direct services to assigned caseload. Qualifications: B.A./B.S. in social work or related field; three years' relevant case man-

agement or direct service experience; ability to work in highly fast-paced environment and multitask; Spanish language fluency. Deadline: 6/30/2011. For more information and to apply, email jobopenings@seedco.org; phone: 212.204.1349; website: www.seedco.org.

RECEPTIONIST/ADMINISTRATIVE ASSISTANT (REF# 11-34) • New York

Position available with Seedco. Duties: ensures knowledge of staff whereabouts; maintains accurate and complete sign-in and sign-out procedures for on-site staff and clients; welcomes program participants daily; ensures participants are assisted by necessary staff in timely manner; directs participants for service per their schedules. Qualifications: high school diploma or GED; two years' related administrative and clerical experience; strong writing, analytical, interpersonal, and communication skills; Spanish language fluency preferred. For more information and to apply, email jobopenings@seedco.org; website: www.seedco.org.

SENIOR PROGRAM OFFICER • D.C.

Position available with American Councils for International Education. Duties: assists management in design, development, and implementation of National Security Language Initiative for Youth program; works as part of international team to ensure daily smooth operation of programs, particularly in Russia, Jordan, and Tajikistan; provides information about programs to program applicants, finalists, and parents. Qualifications: B.A./B.S.; M.A. preferred; Russian language fluency; experience in international education, study abroad, or federally funded programs for cultural exchange. Deadline: 5/16/2011. For more information and to apply, visit www.home.ease.adp.com/recruit/?id=568393.

JUNIOR ACCOUNT MANAGER, LMBSC (REF# 11-33) • New York

Position available with Seedco. Duties: assists recruitment and finance team in meeting business development and financing goals; meets monthly goal for securing job orders for small business and facilitating financing; generates and tracks qualified small business leads for recruitment team; secures small business job orders. Qualifications: B.A./B.S. in business administration preferred; one year relevant experience; experience in face-to-face sales or marketing experience; experience working with small businesses, community-based organizations, community groups, or government programs preferred; strong analytical skills. For more information and to apply, email jobopenings@seedco.org; website: www.seedco.org.

SITE COORDINATOR/SENIOR PROGRAM ASSOCIATE, BACK TO WORK (REF# 11-27) • New York

Position available with Seedco. Duties: oversees day-to-day operation of organization's back-to-work service site; launches and oversees service delivery, operations, and administration of site; tracks and monitors achievement of contractual goals and targets for site. Qualifications: M.S.W.; three years' relevant experience; experience working with nonprofit organizations, community groups, or with government contract preferred; knowledge and experience in workforce development; strong management, analytical, interpersonal, and communications skills. For more information and to apply, email jobopenings@seedco.org; website: www.seedco.org.

RETENTION SPECIALIST, BACK TO WORK (REF# 11-26) • New York

Position available with Seedco. Duties: provides wide range of supportive and post-employment services to hard-to-serve cash assistance recipients with significant barriers to employment and job retention. Qualifications: B.A./B.S. preferred; two years' relevant direct social service, case management, or retention services experience; ability to work effectively in high volume, fast-paced performance based environment; Spanish language fluency preferred. For more information and to apply, email jobopenings@seedco.org; phone: 212.204.1349; website: www.seedco.org.

FOOD SECURITY UNIT SPECIALIST-AGRICULTURE/MARKETS • Baltimore

Position available with Catholic Relief Services. Duties: supports development of public donor proposals in food security sector with emphasis on competitive mechanisms; contributes to design and writing of technical proposal narratives

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Ask Hotline



Q: I lost my CorpsCare card! What do I do?

A: Visit the CorpsCare website directly for replacement documents: www.clements.com/corpscared.



Do you have NCE* and want to work for Peace Corps? The RPCV Noncompetitive Eligibility Hiring Program can help you get your foot in the door!

To apply, visit www.peacecorps.gov/rpcv choose the “Jobs” tab and click on “RPCV Non-Competitive Employment Program.”

* Not sure if you still have NCE? Read our special issue of Hotline.



Basic information about the program:

- When you apply using this mechanism, you are adding your résumé to a pool of RPCV candidates who may be considered for vacancies at the Peace Corps (hiring managers are not required to use this roster to fill a vacancy).
- Managers can use this roster to fill positions up to the FP-5 (GS-9/10) grade level.
- This announcement is open-continuous, which means that the positions listed are not necessarily vacant.
- You must recertify your eligibility and interest every 90 days; otherwise you will be removed from the roster.
- You may be contacted for an interview right away, or you may never be contacted - it depends on hiring managers' needs.
- For more information, please contact Peace Corps' Human Resources office at 202.692.1200 or hrmjobs@peacecorps.gov.

Tips from RVS on how to make your NCE application stand out:

- Working at Peace Corps is fundamentally an office-based job, so you need to highlight your administrative and other concrete skills in your application. Peace Corps needs people who can keep up with hundreds of emails a day, write memos and other documents well, and organize information.
- Don't count on your résumé to do all the work! When hiring managers open your file in Avue, they will see the “Work History” section first. If that's not well-written, they may not even open your résumé file.
- When crafting your work history, focus on your accomplishments related to each job. Rather than a passive description of your responsibilities (e.g., “My duties included....”), show the hiring manager how you solved problems, saved (or made) money, increased efficiency, etc. during your Peace Corps service and in other jobs.
- When composing your narrative responses (the section titled “KSAs/Competencies”), it is not enough to write, “I am interested in a position in the Country Desk Unit...” since most RPCVs are. Instead, you should write about how your previous accomplishments lend themselves to the duties of the positions in question.
- Likewise, a hiring manager will see all the narrative responses that are a part of your application, so don't use the same responses for all your narratives. Instead, address as specifically as you can the various bulleted sets of responsibilities included in each job category.
- Always include a cover letter; since most RPCVs don't, this detail will go far to set you apart from the other 100 people on the roster. It will also show hiring managers what a good writer you are!





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and related proposal content to ensure highest quality standards and competitiveness. Qualifications: M.A. in agriculture or related field; five years' experience in international development; two years' experience in developing country; knowledge of funding mechanisms and technical programming priorities of USAID's Office of Food for Peace required; experience with U.S. government proposal development. Deadline: 5/31/2011. For more information and to apply, visit www.crs.org/about/careers.

CAREER SERVICES SPECIALIST (REF# 11-31) • New York

Position available with Seedco. Duties: screens candidates; reviews resumes; gauges potential employment opportunities for participants from internal and external job order; manages employer accounts; maintains databases. Qualifications: B.A./B.S.; M.A. preferred; three years' experience related to job development, staffing, or career placement; experience working with clients of diverse cultures and backgrounds; superior intuitive ability to successfully match right participant to right career opportunity; excellent oral and written communication skills; excellent computer skills; Spanish language fluency. For more information and to apply, email jobopenings@seedco.org; website: www.seedco.org.

BUSINESS DEVELOPMENT ASSOCIATE/ JOB DEVELOPER (REF# 11-30) • New York

Position available with Seedco. Duties: meets and exceeds monthly and annual job development goals for organization's back-to-work program. Qualifications: B.A./B.S.; three years' experience related to sales, business development for career placement, or account management; experience in non-profit setting preferred; excellent computer skills; proficiency in Microsoft Office. For more information and to apply, email jobopenings@seedco.org; phone: 212.204.1349; website: www.seedco.org.

FOOD SECURITY UNIT TEAM LEADER • Baltimore

Position available with Catholic Relief Services. Duties: supervises specialists and manages workload assignments among staff of food security unit; coordinates closely with business development manager. Qualifications: M.A.; eight years' international development experience, four years' experience in developing country; experience with U.S. government funded food aid programs required; familiarity with current funding and implementation policies, procedures, and priorities of USAID's Office of Food for Peace required. Deadline: 5/31/2011. For more information and to apply, visit www.crs.org/about/careers.

Peace Corps Digital Library
<http://collection.peacecorps.gov/>

SUBMIT NOW!

Have any photos or stories from your Peace Corps experience?

International

FINANCE MANAGER, AZERBAIJAN SOCIO ECONOMIC DEVELOPMENT ACTIVITY (SEDA) PROGRAM • Azerbaijan

Position available with IREX. Duties: supports chief of party in meeting program objectives; oversees project finances and grant-making activities. Qualifications: experience in finance and grants management for international organizations or donors; five years' responsible work as financial manager, grant manager, or controller preferred; experience providing finance and grants management for USAID programs preferred; strong interpersonal skills; ability to interact effectively with partners, donors, and other relevant stakeholders and personnel associated with program. For more information and to apply, visit www.irex.org/careers.

SENIOR BEHAVIOR CHANGE COMMUNICATION ADVISOR FOR HEALTH SERVICES AND NUTRITION • Dhaka, Bangladesh

Position available with Global Health Fellows Program. Duties: works within Bureau of Health education unit of Directorate Health Services to facilitate coordinated communication response for health services and nutrition programs. Qualifications: M.A. in public health or related field; ten years' progressively responsible experience developing and implementing communication activities in health services and nutrition in resource-challenged setting; ability

to obtain medical clearance to live and work in Bangladesh. Deadline: 5/9/2011. For more information and to apply, email ghfprecruitment@ghfp.net; phone: 202.661.8020; website: ghfprecruitment@ghfp.net.

ENGLISH LANGUAGE INSTRUCTORS • Sulaimani, Iraq

Positions available with The American University of Iraq. Duties: teach grammar, reading, writing, or listening and speaking for up to 20 hours every week. Qualifications: B.A./B.S.; M.A. preferred; DELTA or equivalent internationally recognized TESOL, TEFL, or ELT qualification; relevant experience in teaching young adults on general English or academic English program in university setting. Deadline: 4/30/2011. For more information and to apply, email ewplijobs@auis.org; website: www.auis.org.

CONSULTANT - INVESTIGATIVE REPORTING • Tbilisi, Georgia

Position available with IREX. Duties: creates training program that includes analyzing documents and data, working with sources, interviewing techniques, planning, filming, and editing documentary, computer-assisted reporting, judicial system, investigating state procurement and government spending, and election related fraud. Qualifications: 10 years' investigative reporting experience; five years' experience teaching to practicing professionals; professional experience in Eastern and Central Europe preferred; well-versed in multimedia applications and environments; understanding of chal-



lenges investigative journalists face in Eastern and Central Europe. For more information and to apply, visit www.irex.org/careers.

PROGRAM DIRECTOR • Tunisia

Position available with IREX. Duties: manages and oversees program operation and activities throughout country; provides leadership in guiding development and implementation of program activities; monitors all program components; ensures program deliverables are being met; maintains effective and dynamic relations and coordinates activities with stakeholders; coordinates program publicity and outreach. Qualifications: B.A./B.S. in relevant field; M.A. preferred; five years' experience in international development; background working on youth-focused civil society programs; demonstrated management of international assistance programs; French language fluency; Arabic language fluency preferred. For more information and to apply, visit www.irex.org/careers.

PUBLIC OUTREACH AND LOCAL MEDIA SPECIALIST • Sudan

Position available with Management Systems International. Duties: cultivates and maintains accurate media contacts list; liaises with field representatives of USAID and Sudan's implementing partners; assists in implementation of USAID and Sudan's public outreach activities. Qualifications: B.A./B.S. in journalism, public relations, marketing, or related field; strong oral and written communication skills; Arabic language fluency; three years' experience in public relations or journalism. Deadline: 5/4/2011. For more information and to apply, visit www.msiworldwide.com.

WATER/WELL SYSTEM ENGINEER • Tafuna, American Samoa

Position available with American Samoa Power Authority. Duties: performs engineering and project management for provision, transmission, treatment, and protection of public drinking water systems; designs, constructs, and operates drinking water systems and applicable regulations; oversees staff and assists managers as needed. Qualifications: B.A./B.S. in civil, mechanical, environmental, or agricultural engineering; active U.S. registration as professional engineer or eligibility to become registered within 12 months; six years' experience in water engineering including project management, or four years' experience and M.S. in engineering; knowledge of environmental protection agency regulations. Salary: \$50K–\$75K. For more information and to apply, email sualauvi@aspower.com; phone: 684.699.3040; website: www.aspower.com.

Tips from the Certification Specialist

If you had an unconsolidated Perkins loan, your loan may have been eligible for a partial Perkins loan cancellation of 15% for each year of service for the first 2 years (and 20% for each year of service for the 3rd and 4th years). PLEASE NOTE: a year of service includes your training time for this benefit. If your lender did not count training time as part of a year of your service and therefore denied a year of the partial cancellation benefit, please email the Volunteer Certification Specialist at certifications@peacecorps.gov to obtain another Certification to resubmit to your lender and for general assistance.

For general information regarding Peace Corps service and partial Perkins loan cancellation, please visit: www.peacecorps.gov/index.cfm?shell=learn.whyvol.finben.instructions.



~ Nicolette Fertakis,
Peace Corps Certification Specialist

COUNTRY DIRECTOR • Swaziland

Position available with Columbia University – International Center for AIDS Programs. Duties: manages all aspects of program including shared responsibility for strategy development and implementation, preparation and management of budgets, implementation of program initiatives, and team management; ensures overall success of program. Qualifications: doctorate in medicine, M.A. in public health or relevant field; eight years' experience; five years' experience in health program management in sub-Saharan Africa; experience supervising international and national staff; demonstrated ability to ensure high-quality program outcomes. Deadline: 6/4/2011. For more information and to apply, email icap-jobs-swaziland@columbia.edu; website: www.columbia-icap.org.

FINANCE MANAGER, KENYA YES YOUR CAN! PROGRAM • KENYA

Position available with IREX. Duties: ensures program meets all requirements; negotiates agreements with sub-grantees and subcontractors; provides financial management and monitoring of agreements; ensures all procurement is in compliance with U.S. government regulations; monitors project budgets; provides required reporting. Qualifications: five years' experience as financial manager, grants manager, or controller preferred; experience providing finance and grants management for USAID programs preferred; experience in finance and grants management for international organiza-

tions or donors; strong interpersonal skills; ability to interact effectively with partners, donors, stakeholders, and personnel associated with program. For more information and to apply, visit www.irex.org/careers.

DEPUTY CHIEF OF PARTY • Azerbaijan

Position available with IREX. Duties: assists in managing socio-economic development activity (SEDA) program; assists chief of party in increasing citizen participation in governance to address regional socio-economic development needs. Qualifications: seven years' experience managing and implementing multi-component, donor-funded programs; experience managing USAID programs preferred; demonstrated capabilities in social, economic, or community development; familiarity with political, social, economic, and cultural context of working in Azerbaijan, strong interpersonal skills; demonstrated proactive approach to problem-solving. For more information and to apply, visit www.irex.org/careers.

DEPUTY CHIEF OF PARTY, KENYA YES YOUTH CAN! PROGRAM • KENYA

Position available with IREX. Duties: assists chief of party in overseeing all components of program; provides expertise in Kenya's youth development sector and other areas; assists in monitoring, evaluating, and reporting functions; leads and manages program staff. Qualifications: seven years' experience managing and implementing multi-component, donor-funded programs, including budget management; familiarity with the

Continued on page 11

Calling all RPCVs and transitioning Peace Corps staff with noncompetitive eligibility and master's degrees!

Centers for Disease Control and Prevention (CDC) Noncompetitive Eligibility Hiring Event

Atlanta, GA

Friday, May 20, 2011

12:30 – 4:00 p.m.

CDC is looking for the best and the brightest RPCVs and transitioning Peace Corps staff with noncompetitive eligibility and master's degrees to fill vacancies in a variety public health areas, including:

- Public health
- Public health analyst
- Physician
- Epidemiologist
- Project officer
- Administration
- Public health education administration
- Public health communication

You must apply and be accepted by CDC to attend this event. Only applicants with NCE and advanced degrees will be considered. This is not a guarantee of employment.

Apply to attend this event online!

Notes:

1. You must have NCE to attend this event. Please do not apply if you do not have NCE. For additional information about NCE, please read the [May 15, 2008, special issue of Hotline](#).
2. CDC will follow up with you directly to confirm receipt of your application. Peace Corps does not have additional information about the positions being filled at this event, nor about their duty stations or salary levels.
3. Please note: **CDC is hiring and anticipates making offers.**



Sponsored by Peace Corps, Returned Volunteer Services

For more information about career events for RPCVs, email rsvs@peacecorps.gov or call 202.692.1430

Continued from page 9

political, social, economic, and cultural context of working in Kenya; experience managing USAID programs preferred; demonstrated capabilities in institutional capacity-building and youth-focused development; demonstrated ability to effectively manage and mentor staff; strong interpersonal skills; demonstrated proactive approach to problem solving. For more information and to apply, visit www.irex.org/careers.

CHIEF OF PARTY, KENYA YES YOUTH CAN! PROGRAM • Kenya

Position available with IREX. Duties: provides vision and strategic direction for program; develops and implements plan of activities to meet program objectives; develops and maintains effective partnerships with local youth serving organizations; serves as primary liaison with donors. Qualifications: experience as chief of party or deputy chief of party; experience specific to youth employment and livelihoods development in developing country context; ten years' experience managing and implementing multi-component, donor-funded programs; experience working effectively with local, regional, and central government authorities. For more information and to apply, visit www.irex.org/careers.

EMERGENCY PROGRAM MANAGER • Darfur, Sudan

Position available with Helpage International. Duties: implements, manages, and administers organization's humanitarian program in Darfur. Qualifications: significant emergency situation experience; experience designing and monitoring emergency interventions in African context; ex-

perience in staff management and development, particularly in insecure and politically sensitive environments; strong leadership skills. Deadline: 5/2/2011. For more information and to apply, email HAIDarfur@oxfordhr.co.uk; website: www.oxfordhr.co.uk/index.php?pg=43&job=133.

Intern/Volunteer

COMMUNICATIONS INTERN • D.C.

Part-time internship position available with IREX. Duties: assists with organization's visual branding worldwide; manages content on public website; reports to new media coordinator; supports communication team with tasks such as writing, editing, graphic design, website edits, and other daily administrative support relating to overhead communications; works 20 to 30 hours per week for six months with possible extension. Qualifications: international study, work, or living experience, strong writing and editing experience, experience in Adobe Creative Suite, Drupal, and Email Marketing preferred; excellent computer skills. For more information and to apply, visit www.irex.org/careers.

AMATEUR VIDEO CONTRIBUTORS • Various locations

Opportunities available with ProQuest. Duties: submit amateur videos detailing country's peoples, customs, lifestyle, and society that give unique perspectives on culture; submit previously-shot footage or footage specifically filmed for project. Qualifications: professional equipment and videographer experience not required. Sal-

ary: \$25/selected clip; \$1/minute of usable footage. For more information and to apply, email Rachel.Ligairi@proquest.com; website: www.culturegrams.com/submissions/video.htm.

AmeriCorps/VISTA

PROGRAM COORDINATOR • Various locations in Oregon

Positions available with Resource Assistance for Rural Environments. Duties: live in rural communities for 11 months; serve cities, counties, non-governmental organizations, or state agencies to improve economic and environmental conditions in rural Oregon. Qualifications: six months' applied community experience; interest in ideology of service-learning; proficiency in Windows-based computer applications. Salary: \$1,500/month. Deadline: 4/29/2011. For more information and to apply, email rare@uoregon.edu; phone: 541.346.0259; website: csc.uoregon.edu/rare.

BILINGUAL YOUTH CORPS CREW LEADER • Various locations in Utah

Positions available with Utah Conservation Corps. Duties: lead crews of 16-year-old to 18-year-old youth on conservation projects in national forests, parks, and monuments. Qualifications: Spanish language proficiency; strong leadership skills; outdoor and experiential education experience; experience working with youth. Deadline: 4/18/2011. For more information and to apply, email kate.stephens@usu.edu; phone: 435.797.8135; website: www.utahconservationcorps.org.

To submit a mailing and/or email address change, visit www.peacecorps.gov/rpcv/info. You can also send changes of contact information to rpcvupdate@peacecorps.gov.

Disclaimer : When responding to a listing, please indicate with a cover letter that you are a returned Peace Corps Volunteer submitting your resume in response to a Hotline announcement. Questions concerning positions should be addressed to the advertiser, not to Returned Volunteer Services. Hotline is published twice monthly for the use of RPCVs and should not be posted on bulletin boards or passed on to non-RPCVs. The Peace Corps has no control over, nor responsibility for, Hotline advertisers, nor do we have personal knowledge relating to working conditions of advertised opportunities. If you have any complaints about an advertiser, please write us.

Your first year of membership in the National Peace Corps Association is FREE!

- Add a returned Peace Corps Volunteer group based on country of service, geographic region, or interest
- Connect with thousands of RPCVs around the U.S.
- Continue to receive WorldView magazine
- Make your voice heard on important advocacy issues.



Visit www.PeaceCorpsConnect.org/free to join.

Want a more personal connection? RPCV Mentors can ease the transition home and help you make the most of Peace Corps community resources. They get it!

Learn more at www.RPCVMentoring.org.





Fellows/USA

Peace Corps Fellows/USA works with more than 50 universities that offer financial assistance to RPCVs who wish to attend graduate school and work in underserved American communities. Below is a list of universities and some of the subject areas they offer. For more information, visit www.peacecorps.gov/fellows; call 800.424.8580, ext. 1440; or e-mail fellows@peacecorps.gov.

Antioch University New England

Keene, NH
Master's and Doctoral Degrees in Education, Environmental Studies, Management, and Psychology.
Contact: Laura Andrews
Phone: 800.552.8380 (Admissions) or 603.283.2131 (Direct)
E-mail: landrews@antioch.edu

Bard College (*Program is under development*)

Annandale-on-Hudson, NY
M.S. in Climate Science and Policy, M.S. in Environmental Policy, Professional Certificate.
Contact: Molly Williams
Phone: 845.758.7071
E-mail: mwilliam@bard.edu

Bowling Green State University

Bowling Green, OH
Master of Arts in Cross-Cultural and International Education (MACIE). Fellows will work with educational organizations in northwest Ohio. Fellows will receive graduate assistantships that include full tuition waivers and stipends.
Contact: Dr. Margaret Zoller Booth
Phone: 419.372.9950
E-mail: boothmz@bgsu.edu

Brandeis University

Waltham, MA
MA in Sustainable International Development; MA in Coexistence and Conflict; MBA in Nonprofit Management degree program; Master of Public Policy (MPP). MBA in Nonprofit Management, concentrations in Health Care; Children, Youth and Family Services; Social Impact; Sustainable Development; or General Social Policy. Master of Public Policy (MPP), concentrations in Health; Behavioral Health; Children, Youth and Families; Poverty Alleviation; Aging Policy and Services; or General Social Policy.
Contact: Margaret Haley
Phone: 781.736.3792
E-mail: haley@brandeis.edu

Carnegie Mellon University

Pittsburgh, PA
Public policy/management, arts management, or healthcare policy management.
Contact: David Eber
Phone: 412.268.2164
E-mail: hznadmit@andrew.cmu.edu

Clark University

Worcester, MA
MBA in social change, Master of Business Administration, Master of Science in finance. Benefits include a minimum 50% tuition scholarship (over \$28,000 value).
Contact: Patrick Oroszko
Phone: 508.793.7682
Email: poroszko@clarku.edu

Columbia University, Teachers College

New York, NY
Urban education, including bilingual/bicultural education, teaching of mathematics or science (biology, chemistry, earth science, or physics), social studies, ID/autism, English.
Contact: Nicolas Stahelin
Phone: 212.678.4080
E-mail: PCFellows@tc.edu

Cornell University

Ithaca, NY
City and regional planning (MS)
Contact: Tina M. Nelson
Phone: 607.255.6848
E-mail: tmn2@cornell.edu

Drew University

Madison, NJ
Master of Arts in Teaching (MAT): Fellows will tutor and teach in the Orange School District. Each Fellow will receive a 40% tuition scholarship.
Contact: Linda Swerdlow
Phone: 973.408.3285
E-mail: lswerdlo@drew.edu

Duke University

Durham, NC
Fuqua School of Business
Master's of Business Administration (MBA) with concentrations in accounting, decision sciences, entrepreneurship and innovation, finance, leadership and ethics, management, marketing, operations management, social entrepreneurship, and strategic consulting. There are also Certificates of Excellence offered in finance and marketing as well as a certificate program in health sector management. Joint degrees in other professional programs also available. Benefits (financial): up to 25% tuition credit.
Contact: Matt Nash, RPCV, Romania
Phone: 919.660.7791
E-mail: mnash@duke.edu

Master of International Development Policy (PIDP) with several concentration options.
Contact: Stephanie Alt Lamm, RPCV, Costa Rica
Phone: 919.613.9218
E-mail: midpinfo@duke.edu

Sanford School of Public Policy
Master of Public Policy (MPP) with option to earn dual degrees in professional or PhD programs.
Contact: Duke MPP Admissions Office
Phone: 919.613.9205
E-mail: MPPadmit@duke.edu

Duquesne University

Pittsburgh, PA
Graduate Center for Social and Public Policy
MA: policy analysis and administration, conflict resolution and peace studies.
Contact: Dr. Evan Stoddard
Phone: 412.396.5179
E-mail: stoddard@duq.edu

Graduate School of Business Administration
MBA/MS/MAcc: sustainable enterprise, information systems management, taxation, accountancy.
Contact: Patricia Moore
Phone: 412.396.5529
Email: moorep@duq.edu

Florida Institute of Technology

Melbourne, FL
Environmental science, engineering, management, teaching, and other areas of education (science, mathematics, computer).
Contact: Dr. Tom Marcinkowski
Phone: 321.674.8946
E-mail: marcinko@fit.edu

Fordham University

Bronx, NY
MA programs in international political economy and development with specializations in international development studies, international banking and finance, international and development economics, and international political analysis.
Contact: Dr. Henry Schwalbenberg
Phone: 718.817.4064
E-mail: iped@fordham.edu

George Mason University

Fairfax, VA
Elementary education and English as a second language master's programs.
Contact: Jennifer Coarts
Phone: 703.993.3602
E-mail: jcoarts@gmu.edu

George Washington University

Washington, DC
Transition special education, secondary education.
Contact: Dr. Jeanne Embich
Phone: 202.973.1061
E-mail: jembich@gwu.edu

Georgia College & State University

Milledgeville, GA
Various education degrees, creative writing. Teaching assistants, tutors, special education teacher training, community creative writing program. Benefits include tuition waiver, stipend.
Contact: Dr. Dwight Call
Phone: 478.445.0875
E-mail: dwight.call@gcsu.edu

Humboldt State University

Arcata, CA
(*Program Temporarily Suspended*)
Secondary education program with placement at Academy of the Redwoods—an early college high school.

Illinois State University

Normal, IL
Applied economics, political science, sociology, with interdisciplinary sequence in applied community/economic development, including community project



Fellows/USA

design and management, topics in administration and planning, and 11-month paid professional internship. Benefits include assistantship with stipend and 2-year full tuition waiver.
Contact: Beverly Beyer
Phone: 309.438.7090
E-mail: StevensonCenter@ilstu.edu

Indiana University–Bloomington

Bloomington, IN
Master of Public Affairs (MPA) with choice of eleven concentrations, including comparative and international affairs, economic development, energy, environmental policy and natural resource management, information systems, nonprofit management, policy analysis, public financial administration, public management, local government management, sustainability and sustainable development. Master of Science in environmental science (MSES) program with concentrations in applied ecology, energy, environmental chemistry, toxicology and risk assessment, water resources. Joint master's degree (MPA/MSES) and combined masters degrees with other programs such as law and area studies are also available.
Contact: Jennifer Forney
Phone: 812.855.2840
E-Mail: speainfo@indiana.edu

Johns Hopkins University

Baltimore, MD
Nursing, public health.
Contact: Mary O'Rourke
Phone: 410.955.7548
E-mail: orourke@son.jhmi.edu

Kennesaw State University

Kennesaw, GA (Metro-Atlanta)
Coles College of Business
Master of Business Administration (MBA). Graduate research assistantship assignment to work with the Maya Heritage Community Project. Benefits include tuition waiver and stipend of \$2,000 per semester.
Contact: Dan Paracka
Phone: 770.423.6732
E-mail: dparacka@kennesaw.edu

Political Science and International Affairs
Master of Science in international policy management, 16-month program for applied understanding of international policy. Courses offered use online and distance learning formats with focus on political risk, regulatory politics, development policy, strategic negotiation, world politics, and trade policy. Graduate research assistantships available to work with Mayan community. Benefits include stipend and tuition waiver.
Contact: Michele Zebich-Knos, Ph.D.
Phone: 770.423.6499
E-mail: mzebich@kennesaw.edu

Master of Science in Conflict Management
Contact: Benjamin Smallwood
Phone: 770.423.6637
E-mail: bsmallwo@kennesaw.edu

Loma Linda University

Loma Linda, CA
Public health, including global health. Certificates in emergency preparedness and response and reproductive health.
Contact: Megan Karius
Phone: 909.558.4000, ext. 42072
E-mail: sphpcinfo@llu.edu

Marquette University

Milwaukee, WI
Master of Arts in communication, educational policy and leadership, English, history, international affairs, political science, public service, social and applied philosophy, or theology; Master of Science in civil and environmental engineering or economics; Master of Business Administration. Benefits: full tuition scholarship and monthly stipend.
Contact: Carole Ferrara
Phone: 414.288.5861
E-mail: carole.ferrara@marquette.edu

Monmouth University

West Long Branch, NJ
Master of Social Work (MSW) with concentrations in clinical practice with families and children, and international and community development. Fellows will be awarded Graduate Assistantships which include free room and board and 6 credits of tuition remission.
Contact: Dr. Robin Mama
Phone: 732.571.3543
E-mail: rmama@monmouth.edu

New Mexico State University

Las Cruces, NM
College of Agricultural, Consumer and Environmental Sciences (ACES)
MA, MS, MBA-AB, MAG-AB (Master of Agriculture), DED (Doctorate in Economic Development), and PhD programs available. Fellows will intern with organizations such as the New Mexico Climate Center, USDA Natural Resources Conservation Service, or the Navajo Agriculture Products Industry. Benefits include teaching or research assistantship, including an out-of-state tuition waiver.
Contacts: Gary R. Lowe
Phone: 575.646.7962
E-mail: bhopal@nmsu.edu

College of Health and Social Services
Degrees in public health, social work, and nursing, plus joint public health and social work degree.
Contact: Dr. Sue Forster-Cox
Phone: 575.646.2183
E-mail: sforster@nmsu.edu

The New School

New York, NY
Urban policy analysis/management, health services management and policy, human resources management, organizational change management.
Contact: Admissions Office

Phone: 212.229.5400, ext. 1130
E-mail: milanoadmissions@newschool.edu

Northern Arizona University

Flagstaff, AZ
Business and accounting. Career tracks in geographic information systems (GIS), marketing analysis and distribution, management, finance, and accounting.
Contact: Jane Thompson
Phone: 928.523.7387
E-mail: mba@nau.edu

Rutgers University

Camden, NJ
Master of Public Affairs in educational policy and leadership with K–12 teaching position at the LEAP Academy.
Contact: Sandra Cheesman-Cattefesta
Phone: 856.225.6860
E-mail: scheesma@camden.rutgers.edu

Seton Hill University

Greensburg, PA
Art therapy (counseling specialization), business administration, elementary education, inclusive education (online), instructional design (online), marriage and family therapy, special education, popular-fiction writing. Benefits: 50% tuition discount.
Contact: Laurel Komarny
Phone: 724.838.4209
E-mail: lkomarny@setonhill.edu

Southern New Hampshire University

Manchester, NH
Community economic development, international track; community economic development, national track.
Contact: Sanjeev Sharma
Phone: 603.644.3124
E-mail: s.sharma2@snhu.edu

St. Catherine University (Program is under development)

St. Paul, MN
The Master of Arts in Organizational Leadership (MAOL) degree provides strong business education through the lenses of ethics, leadership and a global perspective. Concentrations available: strategic management, ethics and leadership, dispute resolution, healthcare leadership, information services and technology and dual MAOL/JD (with Hamline University School of Law). Community partners: Greater Twin Cities United Way, Advocates for Human Rights, Refugee Services, Women Venture and Minnesota International Center. Benefits: \$10,500 in tuition waivers (30% of total degree cost).
Contact: Rebecca Hawthorne, Ph.D.
Phone: 651.690.6838
E-mail: rkhawthorne@stkate.edu

University of Alabama at Birmingham

Birmingham, AL
Bachelor of Science in Nursing (BSN), Second Degree Option – 5 semester program for those



Fellows/USA

who have completed a previous non-nursing undergraduate degree. Master of Science in Nursing (MSN) Accelerated Masters in Nursing Pathway (AMNP) – 7 semester program for applicants with a bachelor's degree that is not in nursing. Each Fellow will receive a \$5,000 grant for their first year of study. In addition, AMNP Fellows will receive a full-time nursing resident's salary in their second year when they are employed as registered nurses in a residency program.

Contact: Lynda Wilson
Phone: 205.934.6787
E-mail: lyndawilson@uab.edu

University of Alaska Fairbanks Fairbanks, AK

Dept. of Alaska Native Studies & Rural Development
Master of Arts (M.A.) in Rural Development.
Students gain a broader theoretical understanding of development processes in Alaska and the Circumpolar North. Concentrations include but are not limited to: community leadership, community visioning and planning, project management and evaluation techniques.

Contact: Dr. Ralph Gabrielli
Phone: 907.474.5808
E-mail: rbgabrielli@alaska.edu

University of Alaska Fairbanks Fairbanks, AK

School of Natural Resources and Agricultural Sciences
Master of Science; Master of Natural Resources Management & Geography (NRMNG) with concentrations in natural resources, forestry, high latitude agriculture, and geography.

Contact: Dr. Steven Sparrow
Phone: 907.474.7620
E-mail: sdsparrow@alaska.edu

University of Arizona Tucson, AZ

Criminal justice, community development, environment, health, nonprofit finance, public policy, and more.

Contact: Georgia Ehlers
Phone: 520.621.9103
E-mail: rpcf@grad.arizona.edu

University of Cincinnati Cincinnati, OH

MCP: Economic development planning, environmental planning, international development planning, physical planning, urban design. PhD: regional development planning.

Contact: Johanna W. Looye, Ph.D.
Phone: 513.556.4943
E-mail: johanna.looye@uc.edu

University of Colorado Denver Denver, CO

Master of Public Administration, Master of Criminal Justice, PhD in Public Affairs. Benefits include paid

internships and \$3,000 scholarship renewable for two years.

Contact: Dr. Christine Martell
Phone: 303.315.2716
E-mail: christine.martell@cudenver.edu

University of Denver Denver, CO

Josef Korbel School of International Studies
International development, international human rights, international studies, international security, global finance, trade, and economic integration, and master's in development practice.

Contact: Nicole Vilegi
Phone: 303.871.3838
E-mail: nicole.vilegi@du.edu

Graduate School of Social Work
Master of Social Work (MSW) degree with concentration in either clinical or community practice. Specialized certificates available in social work with Latinos/as, trauma response and recovery, couples and family therapy, animal-assisted social work and Jewish communal service. Benefits include specialized programming for RPCVs and financial assistance. All applicants to the MSW program are considered for merit scholarships, which range from \$6,000 to \$12,000 per year for full-time students. The MSW application fee is waived. Need-based awards are also available. Those selected for the Peace Corps Fellows/USA program will receive an additional \$5,000 scholarship.

Contact: Dr. Julie Laser
Phone: 303.871.2841
E-mail: julie.laser@du.edu

School of Communication
International and intercultural communication.

Contact: Dr. Margaret Thompson
Phone: 303.871.3947
E-mail: mthompson@du.edu

University of La Verne La Verne, CA

A Juris Doctor (JD) degree will be offered for both full and part time students. Fellows will be eligible to apply for one of the two dual degree programs in conjunction with the University's College of Business and Public Management (JD/MBA or JD/MPA). Benefits include a unique program designed to orient Fellows into the legal profession and financial assistance.

Contact: Kelly Fragiaco
Phone: 877.858.4529
E-mail: lawadm@laverne.edu

University of Maryland–Baltimore Baltimore, MD

Obtain an MSW while doing exciting field work. Fellowship involves working at a community based placement with marginalized populations. A variety of fellowships are available, including assistance for students interested in community development/

organizing and policy development.

Contact: Lane Victorson
Phone: 410.706.5316
E-mail: lvictorson@ssw.umaryland.edu

University of Maryland–Baltimore County Baltimore, MD

Shriver Peaceworker Fellows Program
All programs of University of Maryland–Baltimore County: education, policy, applied sociology, intercultural communications, etc. Select consortium programs: social work (MSW), urban studies, nonprofit management, etc.

Contact: Dr. Joby Taylor
Phone: 410.455.6398
E-mail: joby.taylor@umbc.edu

University of Maryland–College Park College Park, MD

Degrees in public policy and management, joint degrees in law, business, engineering, and life sciences and conservation biology. Benefits include half-assistantships worth \$6,350 per year, 5 credits tuition remission per semester, in-state tuition rates, and eligibility for other merit-based awards.

Contact: Ms. Taryn Faulkner
Phone: 301.314.2486
E-mail: faulkner@umd.edu

University of Michigan

Ann Arbor, MI
Ford School of Public Policy
Master of Public Policy with 14 dual degree programs. Graduate certificates in science and technology policy also available. Benefits include \$10,000 tuition fellowship for each of two years, application fee waiver.

Contact: Beth Soboleski
Phone: 734.765.0453
E-mail: bsobo@umich.edu

School of Natural Resources and Environment
Master of Science in natural resources and environment with 8 concentration options; Master of Landscape Architecture either through a 2-year program for those with a BLA or a 3-year program for those with other undergraduate degrees. Benefits (financial): tuition stipend.

Contact: Sondra Auerbach
Phone: 734.764.6453
E-mail: sondramr@umich.edu

University of Missouri–Columbia Columbia, MO

Geography, public affairs, political science, rural sociology, social work, agricultural economics. In-state tuition, possibility for assistantships, waivers and additional support.

Contact: Donald Spiers
Phone: 573.882.6131
E-mail: spiersd@missouri.edu



Fellows/USA

University of Missouri–Kansas City

Kansas City, MO

Master of Public Administration (MPA) with specialties in urban administration, nonprofit management, and health services administration. Benefits include wages from intern stipend, \$10,000; 6 credit hours tuition remission and possibilities for additional assistance.

Contact: David Renz

Phone: 816.235.2342

E-mail: renzd@umkc.edu

University of New Orleans

New Orleans, LA

Public administration, urban planning and urban studies with concentrations in housing/community development, land use/environment, historic preservation, urban anthropology, and nonprofit management.

Contact: Dr. Marla Nelson

Phone: 504.280.3110

E-mail: cupa@uno.edu

University of Notre Dame

Notre Dame, IN

Master of Nonprofit Administration (MNA). Fellows will receive \$10,500 (approximately 25% of the total tuition for 42 credit hour degree).

Contact: Kim Brennan

Phone: 574.631.3639

E-mail: kbrenna1@nd.edu

University of Oregon

Eugene, OR

Community and regional planning, public administration.

Contact: Megan Smith

Phone: 541.346.3881

E-mail: smith@uoregon.edu

University of Pennsylvania

Philadelphia, PA

Fels Institute of Government

Full-time and part-time Master of Governmental Administration (MGA) degree. Certificates in nonprofit administration, economic development & growth, politics, and public finance. Benefits include application fee waiver, a minimum of \$6,000 per year award for Fellows and assistance in paid internship placement.

Contact: Jaclyn Clevinger

Phone: 215.898.2600

E-mail: jaclyncl@sas.upenn.edu

School of Medicine – Public Health

Master of Public Health (MPH). Fellows will intern at nonprofit, public, and private organizations in Philadelphia and the surrounding area. Fellows receive a one-time \$6,000 scholarship towards tuition and are able to apply for an additional merit/need-based scholarship.

Contact: Jackie McLaughlin

Phone: 215.746.2043

E-mail: jmclaugh@mail.med.upenn.edu

University of Rochester

Rochester, NY

Master of Business Administration (MBA). Fellows will receive \$10,000 annual scholarships and will be eligible for additional merit-based aid.

Contact: Dan Struble

Phone: 585.275.2515

E-mail: dan.struble@simon.rochester.edu

University of South Carolina

Columbia, SC

Moore School of Business

International Master of Business Administration

Contact: Marcelo Frias

Phone: 803.777.4346

E-mail: gradinfo@moore.sc.edu

Center for Child and Family Studies

(Program Temporarily Suspended)

Multidisciplinary program (written/oral proficiency in Spanish required).

University of Southern California

Los Angeles, CA

Master's degrees in Public Administration, Public Policy, Health Administration, Planning, and Real Estate Development. Some Fellows can study at the Los Angeles or Sacramento campus. Each Fellow will receive a \$10,000 scholarship and is eligible for other merit-based awards.

Contact: Trina Chakraborty

Phone: 213.740.0550

E-mail: tchakrab@usc.edu

University of Vermont

Burlington, VT

Community and economic development, entrepreneurship, environment, agriculture, applied economics, management, strategic planning, marketing, public policy, healthcare, leadership, international public administration, human resources, budgeting/finance, organizational development, information technology.

Contact: Edward R. McMahon

Phone: 802.656.4565

E-mail: emcmahon@uvm.edu

University of Washington

Seattle, WA

Masters of Public Administration (MPA) with specializations in: international development, metropolitan and regional policy, social policy: poverty, education, and social welfare, science and technology policy, public and financial management, leadership, management, and decision-making, nonprofit management and philanthropy, environment and natural resource management

Contact: Alexandra (Alix) Furness

Phone: 206.616.1618

E-mail: aef4@u.washington.edu

University of Wisconsin–Milwaukee

Milwaukee, WI

Nonprofit management, urban studies, economics,

geography, history, sociology, political science, English, urban planning, public administration.

Contact: Lisa Heuler-Williams

Phone: 414.229.6155

E-mail: heuler@uwm.edu

University of Wisconsin–Stevens Point

Stevens Point, WI

Fields relating to the environment, including natural resources, forestry, environmental education, youth programming, land-use planning, wildlife, soil and water science.

Contact: Dr. Tim Ginnett

Phone: 715.346.4191

E-mail: tim.ginnett@uwsp.edu

University of Wyoming

Laramie, WY

American studies with concentration in education, geography, history, or literature.

Contact: Dr. Eric Sandeen

Phone: 307.766.3898

E-mail: esandeen@uwyo.edu

Villanova University *(Program is under development)*

Villanova, PA

The Bachelor of Science in Nursing (BSN) second degree option is a 14-month program for those who have completed a previous non-nursing undergraduate degree. Master of Science in Nursing (MSN) with concentrations in Nursing Education, Health Care Administration, Nurse Practitioner, and Nurse Anesthetist; programs vary from 2-3 years. Fellows will receive tuition assistance to help reduce the cost of attendance and will participate in professional development activities.

Contact: Kimberly Connolly MPH, RN

Phone: 610-519-5902

E-mail: kimberly.connolly@villanova.edu

Western Illinois University

Macomb, IL

Business administration, economics, geography, health education, political science, recreation, park, and tourism administration, sociology, M.S.Ed. in educational and interdisciplinary studies with the option to earn a TESOL Certificate.

Contact: Karen Peitzmeier

Phone: 800.526.9943

E-mail: pcf@wiu.edu

Western New Mexico University

Gallup, NM

Elementary, secondary, or special education, counseling, educational leadership, interdisciplinary.

Contact: Dr. Patricia Maguire

Phone: 505.722.3389

E-mail: wnmupcf@hotmail.com

Willamette University

Salem, OR

MBA for business, government and not-for-profit management. Fellows will work with a variety



Fellows/USA

of public and non-profit organizations in Oregon through the PACE program and other experiential learning opportunities. Fellows are eligible for up to full tuition merit-based scholarships.

Contact: Aimee Akimoff
Phone: 503.370.6167
E-mail: aakimoff@willamette.edu

Xavier University of Louisiana

New Orleans, LA

Fast Track to Teaching Program for those interested in teaching math, science, business, social studies or special education.

Contact: Ahdija Donatto
Phone: 504.520.7533
E-mail: acbaker@xula.edu

Yale University

New Haven, CT

Jackson Institute for Global Affairs, The MacMillan Center
International relations MA with concentrations in history, economics & political science, joint degrees available in forestry and environmental studies, management, law, or public health.
Contact: Alice Kustenbauder

Phone: 203.432.3418
E-mail: international.relations@yale.edu

School of Public Health

Master of Public Health (MPH). Fellows will complete internships with organizations in New Haven. Each Fellow will receive a minimum of \$5,000 and will be eligible for other merit/need-based scholarships and need-based grants.

Contact: Jacqui Comshaw
Phone: 203.785.2844
E-mail: ysph.admissions@yale.edu



Since 1961.

April 15, 2011

Dear RPCVs,

Before you apply for a position where noncompetitive eligibility (NCE) is a qualification, it is important to be sure you have current NCE status. Employers who are only looking for NCE candidates cannot hire someone without NCE status. In order to ensure that Federal agencies continue to promote this hiring mechanism, we ask you to not apply for NCE positions if you do not have current NCE.

About Your Noncompetitive Eligibility (NCE):

- RPCVs are awarded one year of noncompetitive eligibility that begins the day after their COS date. It can only be extended by the hiring agency (not Peace Corps) if an RPCV is in graduate school full-time, enters the military, or engages in another activity that the hiring agency thinks warrants an extension. NCE can be extended for two years beyond the initial one-year period, for a grand total of three years. Three years after the COS date, your NCE is no longer valid, regardless of your circumstances.
- RPCVs who have completed less than one year of service (including training time) will not receive NCE. However, the Country Director may issue certification to a Volunteer who has satisfactorily served for twelve consecutive months, including training, and whose termination is determined to be for reasons beyond the Volunteer's control. If you are not sure if you have NCE, please check the last paragraph of your Description of Service.
- Peace Corps staff members who have successfully completed 36 months of continuous service without a break in service of three days earn the status of noncompetitive eligibility (NCE) in applying for other Federal positions, which they retain until three years from the date that they separate from the Peace Corps. Please see 5 CFR 315.607 for the governing authority.
- For further questions regarding RPCV noncompetitive eligibility (NCE), please review the special federal employment issue of *Hotline*, May 15, 2008, at: <http://www.peacecorps.gov/multimedia/pdf/returned/hotline/hotline051508.pdf>

If you have any questions about your remaining NCE, please feel free to contact us at 202.692.1430 or at rvs@peacecorps.gov. We wish you the best of luck in your post service job search.

Best regards,

Returned Volunteer Services

Continued from page 1

nization recently won a big USAID grant and will be branching into ABC technical area. That's interesting because I have skills in that technical area which may be compatible...."

Project the best image. In a perfect world, details such as dress, appearance, and resume format would not matter. However, I caution you not to think of the career fair as a model for a perfect world. It is far from that. In fact, first impressions matter a lot at career fairs. You should make sure that you dress appropriately. At a minimum, you should plan to arrive in business casual attire; more appropriately, you would wear a suit. Also, review your resume before you arrive and make sure that it is correctly formatted, devoid of typos, and has your phone number and email contact information listed in the event that an organization wants to speak with you further. When speaking with a recruiter, exude confidence by offering a firm handshake and maintaining appropriate eye contact.

Tie your Peace Corps experience into a larger technical skill set. Having Peace Corps experience is a great asset to your resume. It shows that you have the capacity to live, work, and thrive in a developing country. Additionally, you may also be able to tout some advanced foreign language communication skills. However, serving in the Peace Corps is

not enough to land a job. You have to be able to tie your Peace Corps experience into a larger professional skill set in order for it to be marketable. For example, try to highlight your pre- or post-Peace Corps professional experiences, internships, or other relevant experiences which demonstrate your technical capacity and/or your capacity to excel in a traditional organizational structure. Then, when speaking about your Peace Corps experience, reference technical skill areas that your service may have helped you to gain relevant to the organization you are speaking with, such as public health, natural resource management, or international business. Your Peace Corps experience becomes particularly poignant when it highlights a commitment to a particular technical area demonstrated through other experiences on your resume.

Shoot for informational interviews. The biggest question with career fairs is this: How do you know if you have been successful, if the end point is not a job offer? There are other human resources professionals who may offer varying opinions to this question, but I believe a successful career fair is one where you leave with either a confirmed informational interview or a strong lead to follow-up on for an informational interview. This can take the form of a confirmed informational interview appointment with

the representative, the exchange of email addresses with the representative, or the name of a department head that you could follow-up with after the career fair. Maneuvering an informational interview is delicate territory, because the representative or recruiter's likelihood to oblige your request for an informational interview is greatly dependent on how well those few 2-5 minutes you have with them goes. That is why following the above suggestions is important. Usually, if someone is impressed with you and thinks that you would be a good fit for the organization, they will try to accommodate your request for an informational interview or refer you to someone who is better suited to speak with you at a later time.

I hope the above suggestions will help you to devise your next career fair strategy. Even if you decide that this approach isn't for you, I would hope that you at least leave this article with the knowledge that you need to plan and prepare for a career fair, just as you do for many things in life. Good luck on your job search!

Editor's note: Returned Volunteer Services publishes list of participating employers for all our career fairs; visit www.peacecorps.gov/rpcv/events and click on the calendar listing for the appropriate career fair.

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- *Public Health Jobs Worldwide*
- *Enviromental Career Opportunities*
- *Ethical Jobs*

To receive free online passwords, email rvs@peacecorps.gov. Please specify which job bulletin(s) you would like to receive. Include your name, country of service, and dates of service in your request.