

H TLINE

A Bulletin of Career, Educational, & Reentry Information & Opportunities for RPCVs

HOT RESOURCES

Check out these resources to help you with the informational interview process:

The *Career Information Consultants* manual (2002 edition), published by the Peace Corps' Returned Volunteer Services, lists over 1,000 names of professionals in various careers who are available to answer job-related questions from RPCVs.

For a copy of the CD-ROM version of this resource, send your request via e-mail (include your U.S. mailing address) to rvs@peacecorps.gov. The 2003 edition (in print and CD-ROM) will be available in the fall.

The *Occupational Outlook Handbook* is a nationally recognized source of career information designed to provide valuable assistance to individuals making decisions about their work lives.

Revised every two years, the *Handbook* describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations. Go to www.bls.gov/oco/home.htm.

Shanta Swezy
RPCV Kazakhstan
Hotline Editor

Richard Montpelier
RPCV Papua New Guinea
Hotline Assistant

For information on how to place job announcements, contact:

Peace Corps
Returned Volunteer Services
Phone: 202.692.1430 or
800.424.8580, ext. 1430
E-mail: hotline@peacecorps.gov
Fax: 202.692.1431 or 1421
Website:
www.peacecorps.gov/rpcv/hotline

Informational Interviewing:

Get the Inside Scoop on Careers

by Olivia Crosby

Note: This is the first of a two-part series reprinted with permission from the Summer 2002 issue of *Occupational Outlook Quarterly*, published by the Bureau of Labor Statistics.

Want to know what a career is really like? Ask someone with first-hand experience.

Many people wonder anxiously about which type of job they'll like or how they can break into the career of their dreams. Surprisingly, very few people ever take advantage of one of the best ways to answer their questions about careers: asking the workers already in them.

Talking to people about their jobs and asking them for advice is called informational interviewing, a term coined by career counselor and author Richard Bolles. And the technique usually works very well for people exploring careers. Stories abound of students who used informational interviewing to decide between occupations or to find a way to convert their interests to a paying job.

Some people who conduct informational interviews discover their dream job isn't so dreamy after all. They learn the truth in time to change course and find a career that suits them. Others have their career goals confirmed.

Informational interviewing can be as simple as striking up a conversation with friends and others about their oc-

cupations. But to take full advantage of this career exploration tool requires a more methodical approach.

Read on to learn the purpose of informational interviewing; whom to interview; how to set up, prepare for, and conduct an interview; and what to do afterward.

The What and Why of Informational Interviews

An informational interview is a brief meeting between a person who wants to investigate a career and a person working in that career. The interviews usually last 20 to 30 minutes.

The purpose of an informational interview is not to get a job. Instead, the goal is to find out about jobs you might like—to see if they fit your interests and personality.

Specifically, interviews can help you learn more about the realities of working in a particular occupation; decide among different occupations or choose an occupational specialty; focus career goals; discover careers you never knew existed; uncover your professional strengths and weakness; and find different ways to prepare for a particular career.

Informational interviews also provide an inside look at an organization you may want to work for in the future. And they polish communication skills, helping jobseekers gain confidence and poise before the high-pressure situation of a job interview.

Deciding Whom to Interview

Before seeking someone to interview, you'll need to decide which occupations you want to learn more about. You may already have some ideas about the kinds of work you want to do, but, if you are stymied, consider visiting a career or guidance counselor. He or she can help you to clarify your interests and favorite skills and goals for earnings, work setting, and education.

Career guidance tests can produce lists of careers that match one's temperament. Browsing occupational descriptions, including those in the U.S. Department of Labor's *Occupational Outlook Handbook* and O*NET occupational database, is another good way to identify careers, as is reading books written by career experts.

Additional detailed information is available from professional associations and trade magazines. The more you research possible occupations, the better your questions will be when conducting informational interviews.

After identifying a few possible occupations, it is time to choose people to interview. Look for people actually working in the occupations you are considering. These people probably know more about what the work is like than human resources specialists or hiring managers do. Also,

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PUBLIC SECTOR

EDUCATION SPECIALIST • Milwaukee, WI

Position available with the Housing Authority. Duties: works with parents and youth to increase school attendance; establishes and maintains community partnerships to implement Housing Authority educational initiatives; seeks funding services, training, and volunteers from all possible resources; provides leadership for the development and implementation of special projects that enhance academic achievement and increase school attendance; develops strategies to increase student use of on-site computer learning labs and neighborhood network centers. Qualifications: familiar with all aspects of No Child Left Behind legislation; bachelor's degree in education, public administration, or a closely related field; master's degree strongly preferred; three to five years of experience in teaching or public administration. Deadline for applications: 7/23/03. Application materials may be obtained from the Department of City Development, Personnel Office, 809 N. Broadway, Third Floor, Milwaukee, WI 53202; phone: 414.286.5900.

PRIVATE SECTOR

SCIENCE TEACHER • San Juan Island, WA

Position available with Spring Street School, a small private school serving grades 6-12. Live in a beautiful setting working within a caring and inspired community. Long hours and high expectations. Qualifications: teaching experience essential; international experience a plus. Deadline for applications: 8/29/03. Salary: \$25K plus. Send a résumé and cover letter to e-mail: business@springstreet.org. More information available at the website: www.springstreet.org.

COMMUNICATIONS OFF. • New York, NY

Position available with National Federation of Community Development Credit Unions, one of the leaders in the field of domestic nonprofit community development finance. Duties: manages electronic communications; writes press releases and reports; acts as liaison with media; coordinates communications with board and members; assists in meeting planning. Qualifications: B.A./B.S.;

three years of professional experience; superb writing skills; commitment to mission of empowering low-income and minority communities; high energy and multi-tasking ability; knowledge of Spanish a plus. Will consider candidate splitting time between Washington and New York. Salary: mid-\$30s. See www.cdcu.coop for full details. Deadline for applications: 8/1/03. Send résumé and cover letter by mail to: National Fed. of CDCUs, Attn: Communications Officer, 120 Wall Street, 10th Floor, New York, NY 10005. To see a more detailed job description, visit the web site www.cdcu.coop and click on "About Us."

INT'L RECRUITER • Washington, DC

Position available with Population Services International, the world's leading social marketing organization. Duties: coordinates all aspects of recruitment for domestic and overseas employees; recruits talented candidates for management, technical, and overseas positions; conducts interviews and reference checks; makes and negotiates employment offers; represents PSI at career fairs; helps define recruitment objectives, strategies; enhances internal initiatives for talent retention, diversity, and professional development. Qualifications: superior organizational skills and attention to detail; excellent written and oral communication skills; familiarity with international development field; M.A. or equivalent experience; and three or more years of experience in a fast-paced environment with high work volume. Apply online at the website: www.psi.org.

ADJUNCT PROF. • Washington, DC

Positions available with American University in the International Training and Education Program. Duties: teach graduate and undergraduate level courses in the fields of international training and education; design and implement ITE courses; advise students in those courses. Classes are taught in the evening and begin on 8/25/03. Qualifications: master's degree; significant stand-up training experience, preferably in grassroots, community development, and international and developing countries; well connected with the international education and training community in Washington, DC, area and elsewhere; recognized as a key player in the field. Deadline for applications: 8/1/03. For more information about ITEP, visit

american.edu/cas/soe/itep. Candidates for these positions must submit cover letter and current curriculum vitae to either Dr. Flavia Ramos at framos@american.edu or Dr. Lynn Fox at lynn.fox@american.edu. Please indicate what course you would like to teach.

GRANTS COORD. • Richmond, VA

Position available with Christian Children's Fund, Inc. in the grants unit. When responding, send cover letter describing how your skills and experience match the position requirements. Deadline for applications: 7/21/03. Send résumé and cover letter to Christian Children's Fund, Inc., Human Resources, 2821 Emerywood Parkway, Richmond, VA 23294; fax: 804.756.2732; or via e-mail: humanresources@ccfusa.org. Visit the website for the full position description: www.christianchildrensfund.org.

DENTAL ASSISTANT • Salt Lake City, UT

Position available with Salt Lake Donated Dental Services, a nonprofit dental clinic providing comprehensive and emergency treatment to the homeless and indigent in the Salt Lake Valley. Duties: coordinates and maintains patient flow; sterilizes and disinfects instruments; sets up instrument trays; takes and develops x-rays; prepares materials, including sealants, fluoride treatments, and limited prophys; and assists volunteer dentists during procedures. Qualifications: previous experience assisting in a fast-paced office; assertive; superior organizational skills and attention to detail; familiarity of dental codes; knowledge of Dextrix Software and conversational Spanish. Certification as a dental assistant is not required. Deadline for applications: 9/15/03. Send résumé with cover letter and salary requirements to Stephanie Jensen, Executive Director, SLDDS, 415 West 400 South, Salt Lake City, UT 84101; fax: 801.983.0353; website: www.donateddental.org.

PROGRAM COORDINATOR • Saltville, VA

Position available with Migrant Health Network. Duties: serves as coordinator for multi-county migrant health program; serves as intermediary between community health centers and farm workers; locates farm workers and provides case management, health education, transportation, and translation services; maintains positive relationships with growers, farm workers, and clinic staff; supervises program staff; writes grants; serves as advocate for farm workers in the community; provides direct patient care. Qualifications: bilingual in Spanish and English; health background in nursing, health education, public health, social work, or other field related to farm worker issues; management experience. Contact Cindy Corrigan, P.O. Box 729, Saltville, VA 24370; phone: 276.496.4433; e-mail: marybell@juno.com.

PHONE INTERVIEWER • Silver Spring, MD

Position available with DB Consulting Group, Inc. Duties: administers a survey for the Office of Refugee Resettlement over the phone to refugees new to this country. Qualifications: bilingual because the survey needs to be administered in a

HOT! OPPORTUNITIES

COUNTRY DIRECTORS • Worldwide

Positions available with the Peace Corps. Applications are being accepted for the winter of 2004. Duties: act as the senior Peace Corps official in the country of assignment; responsible for the management of all aspects of the program. Qualifications: senior level professionals with extensive and exceptional leadership skills, international experience, administrative expertise, and strong cross-cultural facility; U.S. citizen. No requirement of prior Peace Corps Volunteer service. Deadline for applications: 9/2/03. Apply online at website: www.peacecorps.gov; or request an application by e-mail: cdselection@peacecorps.gov; phone: 800.424.8580, ext. 2114.

host of different languages; high school diploma required. Deadline for applications: 8/15/03. Send résumé to Zaina Alldredge via e-mail: zalldredge@dbconsultinggroup.com; phone: 301.589.4020.

SR. PROGRAM OFFICER • Washington, DC
Position available with IFES. Duties: manages current programs in the Middle East and North Africa region; helps develop new business opportunities; conducts outreach on all MENA programs and pursues development of new concepts with local and international partners, donors, and other relevant governmental and non-governmental actors; provides region-wide management oversight to ensure coordination and cross-fertilization among all MENA programs. Qualifications: master's degree in international relations, political science, management, public administration, or a related field, and five years of professional experience; or a similar degree at the bachelor's level and a minimum of seven years of professional experience of which two years will include implementing a project in a MENA country; flexible personal schedule and willingness to travel are essential. Deadline for applications: 7/20/03. Send résumé and cover letter to e-mail: jobs@ifes.org, indicating "SPO Middle East" in the e-mail subject line; website: www.ifes.org.

EDUCATION COORDINATOR • Denver, CO
Position available with Volunteers of America. Duties: implements federal, licensing, and organization guidelines, performance standards, and state and local regulations; responsible for outreach, recruitment, enrollment, and tracking attendance of eligible children; develops, directs, and monitors the implementation of quality education and early childhood development program; provides direct supervision for teachers and oversees supervision of teacher assistants; initiates personnel actions; supports and directs employees; develops and directs the implementation of curriculum models for program and provides opportunities for training instruction; responsible for the contractual compliance and operation of the classrooms; develops and provides assessment tools for teaching staff; monitors the developmental screening of enrolled children. Qualifications: bachelor's degree in early childhood education or equivalent experience with the Colorado Department of Human Services as a child-care center director; master's degree preferred; three years of classroom experience plus one year of administration or teacher training level experience; experience with relevant population preferred; experience in evaluating situations and decision-making; good organizational skills and ability to communicate effectively verbally and in writing; a valid Colorado driver's license and state-mandated automobile insurance. Contact Volunteers of America, 2660 Larimer Street, Denver, CO 80205; phone: 303.297.0408.

PROG. DEV. COORD. • Los Angeles, CA
Position available with International Medical Corps. Duties: responsible for proposal development and coordination; knowledge and

program support for food aid activities; primary source within IMC for food-aid information; provides information about program opportunities; assists field locations with program proposals and information; assists operations department and field on program implementation matters; advises on reporting requirements; secures appropriate regulations and program guidance; travel overseas may be required. Qualifications: bachelor's degree in international development or related field required; M.P.H. preferred; two years of experience working in the field or at an NGO/PVO headquarters a plus. Apply online at www.imcworldwide.org.

ASSISTANT EDITOR • Evanston, IL
Position available with Health Newsletters Direct, a full-service, custom publisher of health-related print publications and Internet products. Duties: responsible for ensuring assigned clients are satisfied; fact-checking and proofreading ensuring 100 percent accuracy; creates bibliographies and updates existing bibliographies as needed; facilitates custom client writing requests; responds to sales/marketing requests for sample content. Qualifications: bachelor's degree; excellent, demonstrable language and communication skills, minimum three years of professional editorial experience; fact-checking experience a plus; client services experience/orientation; basic marketing knowledge a plus; proficient in MS Word and e-mail applications; innovative thinker capable of working both independently and as an integral part of a team. Send cover letter and résumé to Health Newsletters Direct, Attn: VPES, 1603 Orrington Ave., Suite 1200, Evanston, IL 60201; fax: 847.869.1365; e-mail: BethanyC@hnd-whc.com.

ASST. PRODUCTION MGR. • Niland, CA
Position available with Fish Partners. Duties include fish health, water quality, and harvesting. Qualifications: works well with others; organized; helpful skills include tractor driving, construction, and mechanics. Deadline for applications: 8/1/03. Contact Fish Partners, P.O. Box 1002, Niland, CA 92257; phone: 760.359.3474.

EDUCATIONAL SPECIALIST • Various, CA
Positions available with Eagles Peak Charter School. Duties: teach non-high school diploma adults. Qualifications: credentialed; ability to work independently in a rehabilitative setting. Deadline for applications: 8/1/03. Send your résumé and cover letter to William W. Sprague, CR94 Millard Program Director, Eagles Peak Charter School, P.O. 2782, Palm Desert, CA 92661.

EDUCATOR • Ann Arbor, MI
Position available with National Wildlife Federation. Duties: conducts regional education and training programs; adapts and implements national education programs to a local/regional level to formal/non-formal educators; works with staff to foster relationships and cultivate partnerships; markets and promotes education programs; integrates programs and outreach with local issues; recruits/manages volunteers. Qualifications: B.A./B.S. in related field required; three years of experience in project coordination;

planning and implementing education programs, negotiating partnerships, experience with regional education networks; prior knowledge of regional education, environment, and conservation issues; PC proficiency; willing to travel and work weekends and some evenings. Deadline for applications: 8/15/03. Send cover letter and résumé with salary requirements indicating job #1551 to National Wildlife Federation, e-mail to: jobopp@nwf.org.

PROGRAM COORDINATOR • Lincoln, NE
Position available with Lincoln Action Program. Duties: implements individual development account program, including marketing, training, purchasing; provides fiscal oversight; manages information system database; prepares reports; coordinates services with project partners and clients. Deadline for applications: 7/05/03. Apply to Lincoln Action Program, Attn: Lisa Davis, 210 O St., Lincoln, NE 68508.

RESEARCH ASSISTANT • Washington, DC
Position available with World Wildlife Fund. Duties: investigates conservation, financial, and environmental issues for Center for Conservation Finance staff; creates and edits various publications and presentations; manages contracts, grants, and budget issues. Qualifications: degree; knowledge of environmental issues, business, and financial industries; contracts and budget tracking experience; knowledge of Spanish and/or French desirable. For more information and to learn how to apply, visit www.worldwildlife.org/jobs and look at conservation jobs.

FIELD INST'R/OUTDOOR EDU. • Hunt, TX
Position available with Mo Ranch, a large conference center located in the heart of the Hill Country 100 miles northwest of San Antonio. The Environmental Leadership Program serves over 30 schools and 1,800 participants a year. ELP activities include ropes courses, nature and environmental issues, outdoor skills, and living history. Duties: instructs various daytime and evening outdoor/environmental education activities; supervises participants during meals, free time, and at the waterfront; assists the general operations of the program; responsible for a selected program area and special project. Deadline for applications: 8/1/03. Send résumé to Patrick Fitzgerald, 2229 FM 1340, Hunt, TX 78024; e-mail: elp@moranch.com; fax: 830.238.4202.

LOGISTICS IT ADVISOR • Milwaukee, WI
Position available with John Snow, Inc. Duties: assists with home-office and country-level work on public sector logistics information systems; provides technical assistance in analysis, design, and implementation of computerized logistics information systems. Job description is at www.jsi.com. Qualifications: master's in information technology or related degree; minimum of three years experience in designing, developing, or implementing information technology projects in developing countries. Deadline: 8/8/03. Submit cover letter, résumé, and salary requirements via e-mail: recruiting@jsi.com; fax: 703.528.7474, Attn: Chitra Rana.

IMPORT/EXPORT MNGR. • Washington, DC
Position available with Forte International, Inc., a full-service consulting group focusing on China and U.S. business ties. Duties: find U.S. buyers for Chinese exports in a variety of industries, but focusing on the auto industry. Qualifications: bright, dynamic, sales and marketing experience; motivated self-starter; bilingual English and

Mandarin; cultural awareness of China preferred. Send résumé and cover to e-mail: info@forteintl.com; fax: 202.296.8685.

ADMIN. COORD. • Boston, MA
Position available with Management Sciences for Health. Duties: responsible for the coordination and support of operational and technical assistance

to MSH activities in Afghanistan; facilitates the communications between project staff; ensures that requested support and assistance is provided to the project. Qualifications: bachelor's degree or equivalent relevant experience; strong office and organizational skills; ability to assess priorities and manage a variety of activities in a time-sensitive environment with attention to detail and quality; language skills in Dari helpful. Deadline for applications: 7/20/03. Send cover letter and résumé to Marcia Herrera, Senior Recruitment Officer, Management Sciences for Health, 891 Centre St., Boston, MA 02130; fax: 617.524.1363; e-mail: jobs@msh.org; website: www.msh.org.

PEACE CORPS FELLOWS/USA



MARQUETTE UNIVERSITY • Milwaukee, WI

RPCVs are invited to apply for graduate study in the Marquette University Trinity Fellows Program, a twenty-one month study/work program offering master's degrees in business administration, civil and environmental engineering, communication, economics, English, history, applied philosophy, political science, or public service. While engaged in full-time graduate study, Fellows work on substantive projects designed by selected nonprofit organizations in the Milwaukee area. Each fellowship includes a monthly stipend and a full-tuition scholarship. Each student is charged a participation fee of \$1,250 per semester. The application deadline, changed as of June 2003, is February 15 for fellowships beginning the following August. Contact Carole Ferrara at phone: 414.288.5861; e-mail: carole.ferrara@marquette.edu; website: www.marquette.edu/trinityfellows.

ILLINOIS STATE UNIV. • Normal, IL

The Peace Corps Fellows Program in applied community and economic development is considering 8/03 and 1/04 admissions. RPCVs earn master's degrees in economics, politics and government, or sociology by completing one year of full-time class work and a second year of hands-on consulting work with urban and rural communities and agencies across the nation. Fellows awarded assistantships receive tuition waivers and earn stipends in their first year. All Fellows earn a modest income during their second-year internship. Fellows have worked on regional economic development, welfare-to-work programs, grant writing, surveys, planning, tourism promotion, business retention and expansion, as well as projects involving health/wellness, women and social change, cultural awareness and community college outreach. For more information, visit www.StevensonCenter.org; or write to Peace Corps Fellows Program, Campus Box 4200, Illinois State University, Normal, IL 61790-4200; phone: 309.438.7090; e-mail: StevensonCenter@ilstu.edu.

GEORGE WASHINGTON UNIVERSITY • Washington, DC

The GW Teaching Corps Partnership with Montgomery County Public Schools (MCPS) is a unique opportunity for RPCVs to hone their teaching skills and earn Maryland state licensure. As part of the Teachers 2000 graduate program, teacher candidates can earn certification in ESOL, special education, science, French, Spanish, English, and math with 100 percent tuition support. Candidates begin a full-time commitment to the program in January and are required to teach in MCPS for three years. The application deadline is 10/1/03. Please send requests for information to Dr. Jeanne Embich at e-mail: jembich@gwu.edu; phone: 202.973.1061.

UNIVERSITY OF MARYLAND, BALTIMORE • Baltimore, MD

The School of social work through the Shriver Peaceworker Program seeks RPCVs interested in integrating community service, ethical reflection and graduate studies in social work. Peaceworkers enroll in a two-year sequence of seminars in ethical reflection, and are appointed to community service internships. RPCVs must apply to both The University of Maryland, Baltimore (please call 410.706.3602 for an application to the School of Social Work), and The Peaceworker Program (please send e-mail to antoci@umbc.edu or call 410.455.1802 to request an application). Assistantships cover tuition, stipend and health insurance. Completed applications to both programs are due by 1/15/04. The program year begins in July. Download information from shrivercenter.org.

Fellows/USA works with more than 30 universities that offer financial assistance to RPCVs who wish to attend graduate school in a multitude of subject areas. Through internships, RPCVs work in underserved U.S. communities. Find out more at www.peacecorps.gov/fellows, call 800.424.8580, ext. 1440, or write to fellows@peacecorps.gov.

PHONE INTERVIEWERS • Wheaton, MD

Positions available with Reda International, a survey research firm. Qualifications: motivated and team-oriented; excellent verbal skills. Flexible hours available. No sales. Conveniently located at the Wheaton Metro Station (red line). Send résumé and cover letter to fax: 301.946.1911.

EXECUTIVE DIRECTOR • Philadelphia, PA

Position available with Global Health Ministry, a ministry of Catholic Health East providing cross-cultural healthcare with training intended to sustain healthcare development in Peru, Guatemala, Haiti, Brazil, and Jamaica. Duties: responsible for planning, directing, implementing, and evaluating program of healthy community development, volunteer management, fund development, and marketing; establishes and enhances fundraising efforts to continue to grow the financial stewardship in order to become a self-sustaining organization. Qualifications: five or more years of senior leadership experience with a track record in fundraising, program operations, and finance; knowledge of healthcare professions and healthcare delivery; master's degree is preferred. Refer to #5994 The Diversified Search Companies; e-mail: diversified@divsearch.com.

INTERNATIONAL

DEMOC. SUPP. • Europe, Balkans, Central Asia

Positions available with PAE Government Services, Inc. for long- and short-term overseas assignments in support of European, Balkan, and Central Asian democratization projects for the Organization for Security and Cooperation in Europe. Positions involve many disciplines, including rule of law, border monitoring, election monitoring, media development, democratization, human rights, economic and environmental affairs, and political institution building. Qualifications: U.S. citizenship; international expertise in the above disciplines preferred; area language ability may be required. Apply online at www.pae-react.com. For general employment information, contact Leslie Smith in the Recruiting Office at 703.248.1674 or 800.405.7593.

DEV. WORKER • Jalapa, Nicaragua

Position available with Friendship City Projects, a small sister city project. Duties: works on various kinds of health or poverty alleviation projects based on volunteer's initiative. Qualifications:

college degree; community organization experience (Peace Corps preferred) and willingness to commit to at least a two-year project; Spanish language skills preferred, but not required (classes can be taken in country); permanent residence in Colorado or nearby state greatly preferred. Living and readjustment stipends provided; health insurance and transport to and from Nicaragua provided. Deadline for applications: 8/1/03. Send cover letter and résumé to Friendship City Projects, P.O. Box 7452, Boulder, CO 80306; e-mail: bjfcfp@yahoo.com.

ESL TEACHERS • Dalian, Xi'an, Jinan

Positions available with American Educational Services. Duties: teach in Dalian, Jinzhou, Jinan, Chang Chun, Shenyang, DanDong, or Xi'an. Currently hiring teachers for the summer session from mid-July to 8/31/03 and one-year teachers to begin in July or September. One-year applicants will be given preference. Note that the terms below relate to the summer session only. Write for information on one-year contracts or visit the web site at www.aesincorp.com. Stipend offered for up to 30 hours per week for the summer session; additional money for any hours over monthly base; free Internet access; apartment with private bedroom; utility allowance; television, microwave, water dispenser; two days off each week. Qualifications: native speakers of English at least 21 years old; bachelor's degree or higher; teaching experience, or training period at the school. Send résumé as text and not an attachment to: Linda, e-mail: aesdalian@online.ln.cn. On the subject line, state whether you are applying for a summer intensive or are interested in receiving information on a one-year contract.

LEGISLATIVE ADV. • Freetown, Sierra Leone

Position available with National Democratic Institute for International Affairs, an international nonprofit working to strengthen democracy worldwide. Qualifications: 10 years as elected member or senior-level staff in state or national legislative body; familiarity with Westminster parliamentary mode; training experience essential; graduate degree a plus. For more information and to apply visit website: www.ndi.org. Cite job title in cover letter and link résumé to "Sierra Leone-Legislative Advisor."

ENGLISH TEACHERS • China

Positions available with Around China Cultural Exchange, Inc. More than 150 open teaching positions at universities/colleges/schools in China. Most positions offer free housing and free round-trip international airfare with one-year contract. Qualifications: native English speakers; at least 21 years old; no Chinese language skill required; teaching certificate/experience preferred but not required. Deadline for applications: 8/15/03. Apply at the website: www.aroundchina.com/apply; e-mail: jobs@aroundchina.com; fax: 630.469.0826.

TEFL TEACHER • Loma Bonita, Mexico

Position available with Universidad Del Paraloapan, a government-run university. Duties: English language teaching. Qualifications: bachelor's degree and TEFL/TESOL or teaching

certificate; at least one-year experience; Spanish speaking is not required. Salary \$850 per month, paid in Mexican pesos, plus other incentives and savings plan paid out each year in July. Employment will commence 9/15/03. Deadline for applications: 8/8/03. Send cover letter and résumé with photo attached to wendy_guevara@hotmail.com (Attn: Ing. Salvador Torales Iniesta); phone: 01.281.872.2239.

SR. POLICY ADVISER • Kabul, Afghanistan

Position available with MSI for an Afghan Governance and Legal Reform Project. Duties: helps establish and support a policy management unit, based in the Office of the President of the transitional government of Afghanistan; helps unit staff develop their capacities and procedures; facilitates policy management linkages between the Office of the President and Afghan Ministries. The unit will help establish policy priorities and will work across many sectors, but particular priority will be given to coordinating achievement of the Bonn Accord benchmarks for constitutional, judicial, and human rights reforms. Qualifications: significant management skills and professional credibility in areas of institutional development and public sector/executive branch policy analysis, management and implementation; strong facilitation skills; regional expertise in South/Central Asia or the Middle East and experience in post conflict settings and with USAID contracts are all preferred; background in democracy and governance is crucial, and familiarity with the economic development sector would also be beneficial; 20 plus years overall experience and 10 or more years in the international realm. Short-term consultants (one to six month assignments) with varying experience with policy management and coordination are also needed. If interested and qualified, e-mail a cover letter and résumé to gritchley@msi-inc.com.

ENGLISH TEACHER • Canton, China

Positions available with Shimen Experimental Primary School for qualified and willing-to-be qualified English teachers. More information is available at the website: www.smsx.org/foreignteacherrecruitment/recruitment.htm. Contact Kevin Jones, Recruiter, phone: 86.757.5538062 or 86.13058302236; e-mail: dles2004@hotmail.com or zx1@nhedu.net. Please include résumé and personal picture.

ENGLISH INSTRUCTOR • Lanzhou, China

Positions available with Lanzhou University. Duties: teach 14 hours of classroom time plus two hours of office time per week (course subjects include reading, writing, and oral communications); secondary projects are voluntary and include reforestation projects, community economic development, and campus affairs. Benefits: \$550-600 stipend; free housing; personal access to computer/internet; health insurance; roundtrip airfare reimbursement; one month salary bonus upon completion of one-year contract. Contact Ms. Bu Mina at e-mail: bumn@lzu.edu.cn.

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choose people with the same level of responsibility you would have if you entered the occupation. If you would be working in an entry-level job, interview workers who are at or close to entry level rather than interviewing supervisors.

How can you find these people? The easiest way to start is to ask people you already know. Family members, friends, teachers, or past coworkers may work in the occupation you want to explore, or they may know people who do.

Career centers and alumni offices of high schools or colleges are another good source of contacts. These offices usually keep track of graduates and their occupations. Many schools maintain lists of graduates who have agreed to give informational interviews. Schools also may have the names of other community members who have offered to provide career assistance.

In addition, professional associations maintain membership directories and often publish them. Many also produce trade magazines and newsletters describing the activities of specific members. These members might be potential interview subjects. Speaking to association administrators can be useful, as well. They often know a few members who are especially willing to talk with students and career changers.

Interviewees also can be found by contacting businesses and organizations that hire the types of workers you hope to consult. To find a person to interview, call an organization and ask to speak with the human resources department or another appropriate office. If a caller wanted to interview a graphic designer, for instance, he or she could ask for the design department.

Making Contact

After finding people to consult, you are ready to arrange interviews. Contact the people you hope to meet, and ask to speak with them briefly about their careers, making it clear that you want information and not a job.

For most people, this is the most difficult part of informational interviewing. Asking strangers for career help can be daunting, and some people wonder why anyone would agree to be interviewed.

But, in fact, many people are willing to help students and career changers explore occupations. People often like talking about themselves and their careers. Some are happy to advance their profession by encouraging others to enter it. And a few found their own careers as a result of informational interviews and are eager to pass on their good fortune. Even if some people are not willing or able to talk with you, chances are that others will be.

There are three main ways to arrange for an informational interview: through an introduction from a mutual acquaintance, by letter, and by telephone.

CONSULTANTS • Mexico

Positions available with MSI for a Local Governance Reform Project. Qualifications: expertise in decentralization, municipal management, anti-corruption, and government accountability; country or regional experience, and Spanish language required; experience with USAID preferred. Short- and long-term positions available. E-mail cover letter and résumé to gcritchley@msi-inc.com.

PROGRAM MANAGER • Tanzania

Position available with EnterpriseWorks Worldwide, a Washington-based nonprofit organization with sustainable development mission. Duties: plans and manages all aspects of implementing a technical component of the Tanzania country program; applies a demand-driven approach to all of its components, including irrigated horticulture promotion, oilseed production and processing, and marketing, and decentralized tree crop production and marketing. Qualifications: experience and expertise in the implementation of micro/small agribusiness development projects and with well-developed leadership skills and oral and written presentation capabilities; B.A./B.S. in agriculture, business, or other relevant fields required; relevant master's degree is a plus; five years of project implementation/management experience in East/Southern Africa (preferably Tanzania) involving micro/small business development and relevant sub-sectors. Peace Corps experience a plus; familiarity with USAID programs and regulations preferred; excellent writing skills; budget management experience; well-developed interpersonal skills; ability to communicate with technical specialists; fluency in both English and Swahili is required. Salary in the \$30K range. Deadline for applications: 7/31/03. Send cover letter and résumé to Human Resources, EnterpriseWorks Worldwide, 1828 L St., NW, Suite 1000, Washington, DC 20036; e-mail: jobs@enterpriseworks.org.

EDUCATION

SCHOOL INT'L TRAINING • Brattleboro, VT

Build on the intercultural skills you developed during Peace Corps service. Continue to work towards bridging differences between people and nations for a more peaceful and sustainable world. Scholarships provided for Peace Corps service. Admission preference given to RPCVs. Applications being accepted for master's degrees in social justice in intercultural relations, TESOL, conflict transformation, sustainable development, international education, organizational management, or a self-designed option allowing electives from the above. Intensive course work for two semesters in peaceful Vermont. Begin earning (again) in your chosen field within one year. Meaningful, practical experience included as part of the degree. Programs begin September 1, 2003. Contact SIT, One Kipling Road, Brattleboro, VT 05301-0676. Telephone 800.336.1616 or 802.258.3510; e-mail: admissions@sit.edu; website: www.sit.edu/graduate/admissions/index.html.

*UNIV. OF ST. THOMAS • Minneapolis, MN

Use your language ability and experience in another culture to your advantage. The MIM program at the University of St. Thomas incorporates both language and culture into a solid business program. Instructors have real business experience on the international scene. Areas of concentration include managerial communication, finance, human resources, marketing, manufacturing systems engineering, software engineering, and entrepreneurship. You can also customize your degree to suit your needs. The program has two cohort universities in Taiwan and Greece plus many opportunities to study abroad. Courses are offered in the evening to allow you to work while attending the university. For more information, visit the website: www.stthomas.edu/mim; e-mail: mim@stthomas.edu; phone: 651.962.4840.

*NONPROFIT MGMNT. • South Bend, IN

The Mendoza College of Business at the University of Notre Dame offers a master's degree in nonprofit management. The cost-effective MSA degree offers a flexible structure with on-site courses held in the summer and electives offered via e-learning during the fall and spring. Accommodating the full-time work schedules of participants, the program enables degree completion between 14-48 months. Contact Kimberly Brennan, MSA office, at 574.631.3639; fax: 574.631.6532; e-mail: brennan.53@nd.edu; website: www.nd.edu/~msa.

*YALE UNIVERSITY • New Haven, CT

The Yale School of Forestry and Environmental Studies has prepared students for important positions of environmental leadership in the United States and throughout the world. The school offers master's degrees in environmental management, environmental science, forestry, forest science, as well as a one-year master's degree for experienced environmental professionals. Joint master's degrees can be pursued in management, law, public health, international relations, developmental economics, and divinity. Joint programs are also established with Pace Law School and Vermont Law School. In addition, students have the opportunity to continue their studies through the Graduate School of Arts and Sciences (Ph.D.) or within the School of Forestry and Environmental Studies (Doctor of Forestry and Environmental Studies—DFES). For more information, visit the website: www.yale.edu/environment.

ANTIOCH UNIVERSITY • Seattle, WA

AUS offers a Master of Arts degree in Environment and Community for anyone working, or wanting to work, in environmental or community development fields with organizations, businesses, or public agencies. The program provides a unique focus on the relationships between the natural environment and human communities by emphasizing social science perspectives and natural science literacy. Regional, national, and international students pursue place-based studies and routinely meet in Seattle for course intensives over two years. Contact the admissions staff at admissions@antiochsea.edu or jjoichi@antiochsea.edu; website: www.antiochsea.edu/ec.

BOSTON UNIVERSITY • Boston, MA

The Department of International Health at Boston University is offering two competitive half-tuition scholarships for recent RPCVs toward the management and finance for international health program, which runs 9/15 to 12/12/03. This intensive course teaches practical methods for improving health program management, evaluating health policy, and identifying the critical interactive links between management, finance and policy. An ideal program for volunteers who want further management and finance training and wish to pursue graduate study in public health. The program offers 16 credits, 33 percent of the requirement, towards a master of public health degree. For more information visit: www.bumc.bu.edu/IH/Certificates.

INTERCULTURAL INSTIT. • Portland, OR

If you want to continue making a difference, consider graduate work through the Master of Arts in Intercultural Relations, offered in conjunction with the School of International Studies, University of the Pacific. This limited-residency program builds on experiences like the Peace Corps for those who wish to obtain an advanced degree while maintaining employment in their own communities. Designed for adult professionals, the program takes two-and-a-half to three years to complete, with three two-week residencies in Portland and core coursework completed at home. RPCVs receive special consideration for admission. Phone: 503.297.4622; e-mail: mair@intercultural.org; website: www.intercultural.org.

STANFORD UNIVERSITY • Stanford, CA

The Stanford University Graduate School of Business welcomes candidates for its two-year, residential master's in business administration (MBA) program. The program focuses on general management disciplines, with opportunities for advanced study in the second year. Students also enjoy opportunities to pursue degree certificates in public management and global management as well as joint degrees in law, education, and medicine. Comprehensive need-based financial aid is available to RPCVs, as is a generous loan-forgiveness program for those choosing to work in the public and nonprofit sectors after graduation. Contact Jennifer Ratay, MBA Admissions, 518 Memorial Way, Stanford University, Stanford, CA 94305-5015; phone: 650.723.2766; fax: 650.725.7831; e-mail: mba@gsb.stanford.edu; website: www.gsb.stanford.edu/mba.

TULANE UNIVERSITY • New Orleans, LA

Tulane University School of Public Health and Tropical Medicine has rolling admissions and is accepting applications from RPCVs interested in pursuing master's or doctoral degrees in public health specializing in bio-statistics, epidemiology, tropical medicine and parasitology, community health, health systems management, environmental health, or international health and development for the fall 2003 semester. For information, contact Dr. Elaine Boston, Associate Dean of Admissions at



Crisis Corps Recruiting Short-Term Volunteers

Federated States of Micronesia Typhoon Relief and Recovery

Forestry and water and sanitation volunteers to work with the Council of Mayors and the Office of the Governor of Chuuk to provide training community members and to implement projects in areas including reforestation, soil stabilization methods, and in the design, construction, and maintenance of potable water and latrine sanitation systems appropriate for sandy soil conditions (strong technical skills in these areas and experience living and working on a small island, good swimmer, independent and mature RPCV required). Four-month assignment beginning 8/5/03.

Namibia

One-year HIV/AIDS Initiative Crisis Corps assignment to do capacity building and program development with a new multipurpose center to improve community access to information and services relating to HIV/AIDS. Programming issues and services target youth and young adults. One year of experience in youth programming, community development, organizational capacity building, and HIV/AIDS education is required; Owambo language and knowledge of HIV/AIDS in Namibia is desired.

Upcoming Assignments

We anticipate a media communications assignment and a small business volunteer assignment opening soon as well as additional HIV/AIDS assignments in Eastern and Southern Africa. Africa RPCVs with media communications, small business, or HIV/AIDS experience are encouraged to submit applications.

Current Crisis Corps Countries

Volunteers are presently serving in Guinea, Kenya, Malawi, Namibia, and Tanzania.

Because of mail delivery difficulties, Crisis Corps requests that applications and résumés be faxed to 202.692.2251 or e-mailed to crisiscorps@peacecorps.gov. An application and additional position information can be downloaded from the Crisis Corps website at www.peacecorps.gov/rpcv/crisiscorps; or call 800.424.8580, ext. 2250.

800.676.5389; or e-mail: eboston@tulane.edu;
website: www.sph.tulane.edu.

INTERN/VOLUNTEER

VOL. • Belgrade, Serbia, and Montenegro

Positions available with Freedom House to work with the Information Department of the Parliament of Serbia through the Democratic Transition and Reintegration in Serbia Project (DTRS). Duties: assists in defining and implementing a PR strategy and provides capacity building skills; helps with designing and implementing a new organizational structure, including revising job descriptions and hiring new staff. Qualifications: Serbian-speaking volunteers with five or more years of professional experience in PR, government communications, organizational capacity development and strategic planning are needed. Assignment dates: three months beginning 9/03 preferred. Deadline for applications: 8/8/03. Visit the Freedom House website: www.freedomhouse.org/involved/volunteer.htm to download an American Volunteers for International Development (AVID) application and learn more about the program, or contact Freedom House AVID Program, 1319 18th St., NW, Washington, DC 20036; Attn: Kendra Zaharescu; e-mail: avid@freedomhouse.org; fax: 202.296.5256

AMERICORPS/VISTA

VISTA LEADER • Baltimore, MD

Position available with The Maryland Volunteer

Centers AmeriCorps/VISTA. Duties: provides training and technical support to 12 VISTA members serving at 10 state volunteer centers; helps to develop a statewide association of volunteer centers. Qualifications: completed a year of service with AmeriCorps/VISTA or the Peace Corps. This is a great opportunity to serve in a statewide project supporting volunteer centers and the community-based organizations they serve. Contact John Papagni Special Projects Officer, Maryland Revitalization Center, 1201 West Pratt St., Suite D, Baltimore, MD 21223; phone: 410.209.5807; fax: 410.685.8270; website: recruit.cns.gov/searchDetails.asp?listingid=MD011972-6&.



Seeking Suggestions

If you have article ideas or would like to see a particular career topic covered in *Hotline*, please send suggestions to the following e-mail address: hotline@peacecorps.gov. Thanks!

Career Centers Reminder

The Peace Corps would like to remind returned Peace Corps Volunteers (RPCVs) that career centers at all 11 Peace Corps Regional Offices are fully operational.

The career centers offer access to a computer with Internet capabilities, printer, phone, fax, and copier to assist you in your job search.

In addition, copies of Returned Volunteer Services publications are available for review, such as the *Hotline* newsletter and various other career books. Each career center also offers a subscription to the *International Career Employment Weekly*.

By visiting Regional Offices, you may also learn about opportunities to speak to prospective Peace Corps applicants at local recruiting events and network with other RPCVs.

Hours of operation for most Regional Offices are from 8:30 to 4 p.m. Contact each Regional Office directly for more specific information. Contact information can be found at the Peace Corps website: www.peacecorps.gov/volunteer/recruit/index.cfm.

When responding to a listing, please indicate with a cover letter that you are a returned Peace Corps Volunteer submitting your résumé 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 and let us know.

PLEASE CHECK APPROPRIATE BOX AND ENCLOSE IN SEPARATE ENVELOPE:

DISCONTINUE

SEND HOTLINE TO NEW ADDRESS (*Hotline can't be sent overseas*)

Name

Address

City

State

Zip Code

Country/Dates of Service

E-mail Address

To change address or discontinue subscription, fill out the information above, cut out the box, and mail it in an envelope to: Database Mgr., Second Fl., Paul D. Coverdell Peace Corps Headquarters, 1111 20th Street, NW, Washington, DC 20526. Changes cannot be made without this form or over the phone. Please allow four to six weeks for any changes to take effect.

July Career Event

Your Résumé: Mirror to Your Future Career

Geri Critchley (RPCV Senegal) has been advising RPCVs on careers for many years, first as a facilitator of international career roundtables at TransCentury Corporation, then as the initiator of career roundtables at the Institute of International Education and the Association of International Educators, and subsequently, as an individual career counselor. Geri is currently the director of recruitment at an international development firm and reads hundreds of résumés a week. This event will be a hands-on session critiquing your résumé. Please bring copies.

When and Where:

July 16, 2003

Noon to 1:30 p.m.

Paul D. Coverdell Peace Corps
Headquarters

1111 20th Street, NW

Shriver Conference Room B
Washington, DC 20526

For more information, please contact
Elvira May, Returned Volunteer Services,
at 202.692.1445.

"Informational Interviewing: Get the Inside Scoop on Careers,"
continued from page 5

Mutual acquaintance introduction. Friends and family can be very helpful in setting up an informational interview. If someone you know knows someone you would like to interview, that person might be willing to make the initial request for you. After he or she makes the first request, you can call to arrange a date and time for the interview.

Friends, family, and acquaintances also can become referrals—people whose names you can mention when writing or calling contacts yourself. People are usually more willing to talk to those with whom they have a connection. A mutual acquaintance can be that connection.

Letter. A more common way to ask for an interview is to send a letter. Some employers prefer to receive a letter before you call to set up interviews. In part, this is because letters give them time to check their schedules before responding. When writing a letter, explain who you are, why you want to meet, and how long you expect the meeting to take.

You also might mention how you found the person's name. Did someone suggest that you write? Did you find the name through your school?

Did you read about him or her in a newsletter or industry publication? This kind of information adds credibility to your request.

In the last part of the letter, state that you will telephone for a response on a particular day. Be sure to make this follow-up call.

Telephone. Calling people directly is a faster—but often more stressful—way to arrange an interview. Callers give the same type of information they would give in a letter. They ask if it is a good time to talk, mention who they are and how they got the person's name, and explain that they would like to meet to learn more about the person's career. To help this introduction go smoothly, experts advise practicing once or twice before making calls.

Be prepared to meet resistance. Some people might think you are calling for a job. You should reassure them that you are only exploring careers. Other people might say they have no time to talk. Being careful not to be too forceful, you might ask if there is a better time to call.

Suggesting a telephone interview instead of an in-person meeting is another option. With a phone interview, you may lose the chance to see the work environment but gain speed and convenience. If people still cannot speak with you, some career counselors suggest asking them if they know of anyone else who might be able to help.

Part 2, which will appear in the next issue of Hotline, discusses how to prepare for informational interviews, what to wear and do on the interview day, and drawing conclusions from interviews.