Five Words You Should Avoid in an Initial Job Interview *

1. **Money (or pay, salary).** This is something the interviewer should bring up if it’s the initial interview, and it usually isn't discussed until the employer is seriously interested in hiring you.

2. **The word “irregardless”**. Avoid this because of its pointless prefix. Regardless of whether you use this word in correspondence or writing, your computer will pick it up and automatically change the word to regardless.

3. **Describing a Victim Mentality.** You may need to describe a misfortune such as an economic downturn as a reason for leaving a job, or caring for an ill family member to explain an absence. But turn it in to an opportunity to demonstrate your resilience.

4. **Buzzwords.** Both in the resume and interview, avoid using words or worn-out phrases like “seasoned professional”, “results-oriented individual”, “proven track record”, “strategic focus”, “mutually beneficial” “able to think outside of the box” “at the end of the day”, or “seeking a challenging position...”.

5. **Filler Words.** These include “um”, “ah, uh” and “erm”. You may want to pause, or speak more slowly if you’re having trouble with coming up with a word.
Come into the career development office and practice your interviewing skills by engaging in a mock interview. Just send a job description and your resume before you come in. SHW For an appointment: SANDBOX

* Adapted, edited and modified from an on-line article titled “5 Words You Should Never Say in a Job Interview” by John Rampton, 2017. SHW

**Announcements**

Note: Community Health Center Association is also coming on March 28th
IPP is holding an open house interviewing event in April at their private school in Stratford.

This is for current students who are graduating soon and just starting their careers. Positions start summer 2018.

Job Opportunities can be in the Greater Waterbury area and include social workers and ABA Therapists.

Open House Location: 55 Fotch St. Stratford, CT

Date: Wednesday, April 4, 2018

Time: 2:00-5:00 p.m. **doors close at 4:30 p.m.

Pre-Registration available:

https://www.eventbrite.com/e/the-institute-of-professional-practice-open-house-interview-event-tickets-43932170304

Kerry Antolini

203-317-2700 X 110

Human Resources Generalist

The Institute of Professional Practice
SCIENCE & ENVIRONMENTAL STUDIES GRAD SCHOOL
VIRTUAL FAIR - April 5th
REGISTER NOW * LEARN MORE * Live online event - Attend the Fair from Anywhere

Graduate School Virtual Fair | April 5, 2018

Discover Graduate Schools Across the Nation
Register now for the FREE virtual fair to gain key insight into finding the graduate program that's right for you!

Why You’ll Want to Join the Event
- Save time - no cost - no travel
- Engage with faculty, students, and admission reps
- Immediate answers to all your questions
- Chat live in groups and one-to-one
- Easily join the fair from anywhere

Register at CareerEco.com/events/Environmental

April 5, 2018 | 10:00 am - 4:00 pm Eastern

For more information:
770.980.0088 • Environmental@CareerEco.com
### Part-time

**Part-Time, Gilmartin Elementary School Coach Vacancy: Intramural Tennis, Waterbury Public Schools, Waterbury, CT**

**Qualifications:** Connecticut Department of Education coach permit or temporary emergency coach permit; up to date CPR and First Aid certificate; certificate of completion for Module 15 from the Connecticut Coaching Education Program (CCEP); high school diploma or above. Experience as a participant on a middle/high school sports team; Knowledge of teaching coaching techniques of the sport applying for; Experience in an urban school district and/or a multi-cultural environment.

**To Apply:** Submit application, copies of the Connecticut Department of Education coaching permit or temporary coaching permit, CPR certificate, first aid license, head injury and concussion course and high school diploma or above to:

https://a24.applitrack.com/waterbury/onlineapp/_application.aspx?starting=true&isInternal=1&

**Closing Date:** Until Filled

### Part-Time, Physical Therapy Aide, Physical Therapy & Sports Medicine Centers, West Main Street, Waterbury, CT

**Qualifications:** We are looking for an outgoing, dependable individual to assist in the delivery of quality patient care under the direct supervision of a physical therapist while also maintaining a clean work environment. Exercise science background and/or prior PT Aide experience a plus.

**Hours:** Monday 3-7 and Wednesdays 10:30-7

**To Apply:** Interested candidates please email resume to ptteam@ptsmc.com or call Karen at 860-409-4595 x320 for more information

### Full-Time

**Full-Time, Assistant Tutor to the Homeless, Waterbury Public Schools, Waterbury, CT**

**Qualifications:** Associate’s degree required, preference will be given to applicants with Bachelor's degree in related field. Experience working with children and adolescents. Ability to coordinate and implement programs with academic, recreational, and daily living values which are creative, diverse and challenging. Experience in an urban school district and/or a multi-cultural environment preferred.

**Work Schedule:** 10 month position, 8-10 hours per week. (M-F)
The program reserves the right to change schedule based on program needs.

**Position start-date:** April 9, 2018  
**Duties:** Implement a creative educational program incorporating academics, health and life skills to motivate each resident. Plan a scheduled educational program in conjunction with the Homebound Teacher. Foster and maintain a creative educational environment conducive to learning and participation. Foster positive relations with the residents, their families, and staff. Record educational and recreational activities that incite participation and enthusiasm of residents and maintain files on available community activities. Plan and implement a summer program of educational and recreational activities for residents.

**To Apply:** Applications must be submitted electronically under the Tutors tab at:  
**Closing Date:** Monday, March 26, 2018

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**Internships**

**Full-Time, Marketing Assistant, Technology Talent Bridge Internship Entry # 3495, Southington Tool & Mfg. Corp.**  
**Description:** Assist in coordinating various marketing methods and developing new methods of marketing including but not limited to:  
• Making Web Page Updates  
• Social Media Postings  
• Monitoring Google Analytics  
• Creating and Posting Company News Articles  
• Follow-up with Customers  
• Direct Mailings  
• Networking  
• Customer Satisfaction Survey  

**Skills:**  
• Must have excellent organizational skills, attention to detail, and the ability to prioritize workload.  
• Must have excellent interpersonal skills and follow-up skills  
• Be proactive with problem prevention and problem solving skills  
• Proficiency in Microsoft Word, Excel, Outlook and Internet required  
• Ability to learn other software programs  
• Strong verbal and written communication skills required  
• Ability to work independently and as part of a team  

**Compensation:** Associates/Undergraduate - $15/hour required pay  
**Expected Internship start date:** 04/03/2018  
**Expected Internship end date:** 08/25/2018
Full-Time, Project Coordinator, Technology Talent Bridge Internship Entry # 3495, Southington Tool & Mfg. Corp.
Description: Assist Sales, Engineering and Tool Room personnel with documenting, tracking and completing new tooling and tool improvement projects. Tasks include but are not limited to:
• Contract Review activities
• Creating and updating Microsoft Projects plans
• Scheduling and holding design review and project status meetings
• Assist with Quality Planning activities
• Expediting completion of activities
Skills:
• Must have excellent organizational skills, attention to detail, and the ability to prioritize workload.
• Must have excellent interpersonal skills and follow-up skills
• Be proactive with problem prevention and problem solving skills
• Proficiency in Microsoft Word, Excel, Outlook and Internet required
• Ability to learn other software programs
• Strong verbal and written communication skills required
• Ability to work independently and as part of a team
• Understanding of six sigma requirements
Compensation: Associates/Undergraduate - $15/hour required pay
Expected Internship start date: 04/03/2018
Expected Internship end date: 08/25/2018
To Apply: Contact Russell Sherwood at russell.sherwood@stmc.com or call (860) 276-0021

Intern, Armor Shield Exteriors, Oakville, CT
Qualifications: Motivated interns to assist with the company's marketing efforts. The ideal candidates will be detail-oriented, enjoy writing and have excellent communication skills. They also must be honest, innovative and responsible. Upon completion of a successful probationary period, interns are eligible for an earned position.
Compensation: Hours would be 20+, depending on school schedule (possibility of full time position)
Position start-date: April 9, 2018
Duties: Create and post content on company's websites. Write blogs, social media posts, press releases and other marketing materials. Maintain and improve social media profiles. Conduct online research. Prepare reports and spreadsheets. Take photos and video. Organize materials for trade shows
**Requirements:** Currently enrolled in a marketing, advertising, public relations or business related. Ability to work 20+ hours per week-will work around student’s schedule. Proficient in Microsoft Office

**To Apply:** E-mail resume to Dmelaragno@armorshieldroof.com or Call contact to arrange interview at 203.527.5338: David Melaragno
Complete on-line application – www.armorshieldroof.com
Students can also apply in person

**Contact person for position:** E-mail: Dmelaragno@armorshieldroof.com
Telephone number: 203.527.5338

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**Research Intern, Hinson Lab, The Jackson Laboratory,** Farmington, CT

**Description:** The Hinson laboratory at The Jackson Laboratory for Genomic Medicine in Farmington, CT is seeking a talented individual experienced in computational biology, cell and molecular biology.

**Work Schedule:** The Research Intern is a temporary position lasting up to 36 months designed specifically for recent graduates with a 4-year degree looking to advance their scientific/research training prior to pursuing further educational endeavors.

**Responsibilities:** Applies knowledge of the scientific principles, methods and processes (technical and/or theoretical) to conduct a systematic and objective inquiry including experimental design, data collection and analysis; operate instruments and equipment; and use of related information technology. Performs tests, procedures and experiments applying specialized skills, knowledge and equipment; modifies and refines techniques and procedures to meet research objectives; manages multiple, concurrent projects or a multi-faceted project. Trouble shoots new protocols. Monitors and maintains sample databases, collects research data to assess accuracy, validity, and integrity. Coordinates and manages facilities, equipment, supplies and related resources; monitors environmental risks and quality control; understands and complies with safety standards to maintain a safe environment. Clearly and concisely conveys information verbally and in written form; effectively presents ideas to individuals or groups to ensure that they understand the information and message. Presents research results and summaries; adheres to reporting requirements of research project(s).

**Requirements:** Knowledge of biological sciences as would normally be acquired through a 4-year degree in biological sciences/engineering, and a desire to advance scientific/research training prior to pursuing further educational endeavors.

**To Apply:** Click Here
Student Intern, Waterbury Development Corporation, Waterbury, CT

**Responsibilities:** Create a suitable filing system for WDC’s historical records. Assist in maintaining filing system. Electronically convert important historical files into WDC’s system

**Requirements:** Currently enrolled in an Undergraduate or Graduate level Project Management Degree Program. Proficiency in Microsoft Office Suites. Ability to make deadlines in a timely and efficient manner. Ability to work well with others and take directions. Effective oral and written communication. Ability to report regularly and on-time. Self-directed, willing to take initiative, and detail-oriented

**Time Commitment:** 10-20 hours per week, 2/3 days a week. 120 hours overall per semester in order to receive credit. Summer, Fall, Winter, Spring Semesters accepted. Preference will be given to those who can commit to a minimum of 10 weeks of service. Work will be completed during WDC’s office hours, Mon.-Fri. 8:30am to 5:00pm. Holidays Exempt

**To Apply:** Students applying must have one year of core classes completed. Proof of enrollment in an education institution from a University’s Office of Admissions required. Student Resume with Cover Letter.

Submit Cover Letter and Resume via e-mail to WDC’s Internship Coordinator, at levay@wdconline.org, and include “Student Intern” as the subject line.

**For more information:** www.wdconline.org

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Project Management Intern, Waterbury Development Corporation, Waterbury, CT

**Responsibilities:** Assist WDC’s Project Managers/Engineer on field visits. Support WDC staff to ensure all projects and project materials are completed within scope and within budget. Assist with coordinating internal resources at WDC and third party vendors for proper execution of projects. Learn to develop detailed project plans and progress tracking. Measure project performances using appropriate systems, tools, and techniques. Learn to manage relationships with clients and stakeholders. Assist WDC Project Managers/Engineer in performing risk management to minimize project errors and risks. Learn to create and maintain comprehensive project documentation. Examine the process of conducting cost estimates and design calculations

**Requirements:** Currently enrolled in an Undergraduate or Graduate level Project Management Degree Program. Proficiency in Microsoft Office Suites. Ability to make deadlines in a timely and efficient manner. Ability to work well with others and take directions. Effective oral and written communication. Ability to report regularly and on-time. Self-directed, willing to take initiative, and detail-oriented
**Time Commitment:** 10-20 hours per week, 2/3 days a week. 120 hours overall per semester in order to receive credit. Summer, Fall, Winter, Spring Semesters accepted. Preference will be given to those who can commit to a minimum of 10 weeks of service. Work will be completed during WDC’s office hours, Mon.-Fri. 8:30am to 5:00pm. Holidays Exempt

**To Apply:** Students applying must have one year of core classes completed. Proof of enrollment in an education institution from a University’s Office of Admissions required. Student Resume with Cover Letter.
Submit Cover Letter and Resume via e-mail to WDC’s Internship Coordinator, at levay@wdconline.org, and include “Project Management/Engineering Intern Application” as the subject line.

**For more information:** [www.wdconline.org](http://www.wdconline.org)

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**Intern, Digital Marketing Assistant Internship, MBC Interactive, Wolcott, CT**

**Descriptions:** Research industry trends and news to share. Plan, coordinate and execute specific initiatives on main social media platforms, such as Facebook, Twitter, LinkedIn, Google+, Pinterest, Instagram etc. Obtain/Create unique, branded content including blog posts, web pages, graphics, infographics, and video content for social media purposes. Identify and capitalize on emerging social media trends. Assist with our shopping platforms like Wordpress, eCommerce store, Amazon and Ebay. Editing photos using Photoshop for social media, websites, and eCommerce platforms. Basic Website maintenance. Basic SEO research

**Requirements:** Knowledge of Linkedin, Facebook, Google +, YouTube, Twitter and all other relevant social media channels. Knowledge of eCommerce platforms like Ebay and Amazon. Basic Photoshop skills. Microsoft tools knowledge including Excel and Word. Basic Html knowledge. Strong oral and written communication skills required. Documented examples of initiative, creativity and self-motivation. Ability to thrive in a fast-paced, results-driven, team environment with dynamic priorities. Interest in online marketing.

**Requirements:** Must be enrolled in an accredited college or university and major in Digital Media, Social Media, and Advertising, Public Relations, Communications, Journalism or a related field. Previous customer service experience helpful.

**Time Commitment:** 15 - 25 plus hours / week internship

**To Apply:** Please send a cover letter and resume to Scott Moore by e-mail to: smoore@mbcinteractive.com
UCDO On-the-Road Career Development Signature Series
In Partnership with the Waterbury Business Society
Waterbury Campus – Spring 2018 Schedule

Upcoming Event:
Attend LinkedIn Tips and Advice Session

Tuesday, April 10, 2018

* 12:30 p.m. – 2:00 p.m.
* Room 217

Presenter: Judy Stewart – BUSN, Undergrad Career Development Office

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Academy of Sciences and Girl Scouts of CT

After School STEM Mentoring Program at West Side Middle School!!

Are you:
* An undergraduate or graduate student with a major or minor in science, technology, engineering, or math at UConn Waterbury?
* Interested in having more teaching experience on your resume?
* Passionate about volunteering in after school programs in public schools?

About the Program
The New York Academy of Sciences will launch the program with a local Waterbury middle school in the Spring of 2018. The Afterschool STEM Mentoring Program (ASMP) matches undergraduate/graduate school students, postdoctoral fellows, and young professionals with middle-school aged Girl Scouts in Waterbury, CT. This includes weekly sessions with a group of 20-25 Girl Scouts to run fun, hands-on curriculum in an after school environment as well as field trip opportunities to labs, corporate partner headquarters, and a visit to a college campus over the duration of 6-12 sessions.

Next Steps
To begin the selection process, please contact the email below. Mentors will be recruited from Connecticut schools and neighboring institutions for higher education. Once recruited mentors and teachers will be trained by the Academy in pedagogy and how to be prepared for working with middle school youth.

There is an online application through Formstack: https://nyas.formstack.com/forms/20172018_school_year_asmp_gs_ct_copy

Any potential mentors, please send a copy of your resume to the email below.

For more information, visit www.nyas.org/AfterSchoolProgram or email ARendell-Baker@gsofct.org

Part-time

Internship, After School Program Associate, MC2 Technology, Inc., Waterbury, CT
Internship Type: 3:00 pm start (three days a week), Paid $15/hour
Description: To engage at risk youth (Grade 8-9) in order to increase their GPA to ensure the successful completion of high school requirements. Provide financial education and entrepreneurship skills. Increase leadership development (self-esteem, professional capabilities,
personal growth, social awareness and confidence). Health, Wellness, and Nutritional component

Arts and Technical skill development (i.e. Palace Theatre). Hands on learning, experiential curriculum.

**Responsibilities:** Coordinate programming and events aimed at increasing the exposure and awareness of the MC2 Technology, Inc. project in the local community. Highlighting the model’s success in achieving positive academic outcomes for youth. Attend community meetings and develop relationships with key community members. Create and disseminate marketing materials for MC2 (website, social media). Other duties related to overall position.

**To Apply:** contact Samuel Cephas at mc2nets@yahoo.com or 860.212.8164

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**Internship, Marketing and Public Relations Associate, MC2 Technology, Inc.,** Waterbury, CT

**Internship Type:** Approximately 10 hours. Paid $15/hour

**Description:** Effectively communicate the vision, values, and mission of MC2 Technology, Inc. to community stakeholders. Build strategic and accountable community partnerships with local stakeholders and potential donors to support project activities. Represent agency at related community meetings and events as necessary. Follow up with community partners to insure active participation in the implementation of the after school project. Develop marketing materials, articles and develop website and social media strategies that outlines project outcomes and impact for potential donors and community stakeholders. Other related duties as assigned.


**To Apply:** contact Samuel Cephas at mc2nets@yahoo.com or 860.212.8164

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**Internship, Social Impact and Filmmaking Internship, Captured Time Productions, Litchfield, CT**

**Skills/Experience:** Strong understanding of and experience with social media for brands and/or causes. Experience with Hootsuite and Facebook Insights. Excellent writing skills. Strong organizational skills. Strong analytical skills and ability to assist other team members in problem solving. Excellent teamwork skills, flexibility, and ability to
handle multiple tasks. Ability to work well with others, to establish and maintain relationships. Ability to get things done in a dynamic, resource scarce environment w/ competing business priorities. Passion for creating fun and compelling user experiences. Proficiency with Adobe CC; Office; AVID; cameras; lighting, sound, production equipment. Familiarity with, and interest in, nonprofit organizations and causes. Must be a self-starter, a team player and driven.

To Apply: contact capt imepro@gmail.com or call 860-567-0675

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ConnPIRG Students

A statewide student-funded and student-run nonprofit that works to protect the public interest and recruit and train student activists.

Some of our recent victories include:
- Helping to convince McDonald’s, Subway, and KFC to stop serving meat raised with routine antibiotics
- Working with Undergraduate Student Government and the Graduate Student Senate to stop the $300 million dollar proposed cut to UConn
- Registering 6,000 New Student Voters across the state!

This semester, our top priority is to repower college campuses with 100% renewable energy. Our generation is the first to feel the effects of climate change, and the last who can really do anything about it. If we want healthier communities and a livable future for generations to come, we need to change the way we produce and consume energy. This semester, we'll be generating public support through students, faculty, and our communities while working to get campus-wide commitments to 100% renewable energy.

We are looking for passionate students to join our team! ConnPIRG interns learn valuable organizing skills, like building and leading teams of volunteers, organizing events on campus, lobbying elected officials, and working with the media. In addition to building their skills and resume, they work to create tangible policy change in the public interest.

Want to get involved?
Click Here to learn more about our internships and schedule an on campus interview!