



Career Services Newsletter
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Welcome to the ICAR Career Services Newsletter.

Questions or Comments to icarjob@gmu.edu

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Job Search Spotlight

Career Related Events

Organization Spotlight

A useful career link

<http://www.gradswanted.com/>

Fellowships

Council on Foreign Relations International Affairs Fellowship Program

The fellowships—for individuals from the academic, business, professional, government (federal, state, and local levels), religious and congregational communities—seek to bridge the gap between analysis and action in foreign policy by supporting a variety of policy studies and active experiences in policy making.

In addition to providing fellows the opportunity to carry out research, the program also integrates fellows into the intellectual life of the Council on Foreign Relations, which is an independent, nonprofit, nonpartisan organization dedicated to increasing America's understanding of the world and contributing ideas to U.S. foreign policy.

For more information:

Tel 212-434-9489

Fax 212-434-9801

Email fellowships@cfcr.org

www.cfr.org

VISITING FELLOWS PROGRAMS, 2007-2008

The Kroc Institute brings together outstanding scholars to conduct peace-related research.

We invite applications for our Visiting Fellows Program from advanced pre-doctoral, postdoctoral, and senior scholars for a semester or year to research themes including the peacemaking role of international norms, policies, and institutions; approaches to the study and resolution of violence; and the quest for social and economic justice. The Kroc Institute provides fellows with a stipend ranging from \$20,000 - \$25,000 per semester and housing; for further information and the application form, see <http://kroc.nd.edu>. Application materials must be postmarked on or before November 1, 2006.

Internships

Jobs

Position at an Arab Embassy

There is a position open at an Arab Embassy, people interested should contact Julie Shedd, jshedd@gmu.edu
Position open: an executive secretary/assistant with excellent organizational, writing and communication skill, works well under pressure. A bilingual Arabic/English is a plus but not a must. It is a full time position (9 to 5).

George Mason University-Office of Housing and Residence Life Judicial Coordinator, Graduate Assistant

Administrative Tasks

1. Prepare files for hearing officers
2. Photocopy information as needed (per appropriate request)
3. File completed cases in file-storage area
4. Ensure hard-copy data is maintained at the highest standards of professionalism and security

Records

1. Prepare (compile, redact, and copy) FOIA (Freedom of Information Act) requests regarding public record cases (once approved by Director or designee)
2. Prepare (compile, redact, and copy) student records for inspection (or copy) when requested via FERPA guidelines
3. Assist in completion of monthly judicial reports
4. Assist in completion of semester judicial reports
5. Assist in completion of annual judicial reports
6. Assist in tracking and monitoring of vandalism events, costs related to community billing
7. Assist in tracking completion of judicial disciplinary and contractual sanctions
8. Ensure student files are complete
9. Print and keep daily duty report log (in a binder)

Judicial

1. Assist JC in ensuring Residence Life policies and procedures are consistent with University practice and OHRL mission and that publications (*Guide To Pride: Resident Student Handbook*) and web-site are updated and accurate
2. Assist in scheduling contractual (termination and/or relocation) cases; and/or appeals for the JC
3. Assist in recruitment, training, and advising of the Residential Conduct Board
4. Assist in Fall and Spring judicial training for undergraduate and professional staff
5. May assist with hearing disciplinary level cases (at the direction of the Director, Associate Director for Residence Life, or Judicial Coordinator)

Other duties as assigned

1. Serve or assist on Residence Life Teams
2. Assist Judicial Coordinator in their duties as chair or member of committees
3. Other duties as assigned
4. Some evenings and weekends required

Research Assistant Opportunities, United States Institute of Peace, Washington D.C.

Research assistants are paid between \$10-\$14/hr and work an average of 20 hours per week. We currently have 14 openings. Feel free to apply to any or all of the open positions. Keep an eye on our website (<http://www.usip.org/fellows/ra.html>) for updates on these and additional openings.

Please note that only students from universities belonging to CUWMA can be considered for these openings. CUWMA members include American University, The Catholic University of America, Georgetown University, George Mason University, The George Washington University, Howard University, the University of Maryland at College Park, and others. Visit the CUWMA site (www.consortium.org) for a complete list.

For more information and a description of the projects, check out the USIP web site or pick up a paper copy at the ICAR front desk.