

**D**

# Internship Program

## Internship Program Application

Please fill the following application out completely.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
University / College

\_\_\_\_\_  
Location

\_\_\_\_\_  
Major(s)

\_\_\_\_\_  
Minor(s)

Internship for (circle one):

Spring

Summer

Fall

Winter

\_\_\_\_\_  
Year

\_\_\_\_\_  
Desired Internship Company

\_\_\_\_\_  
Location

### CONTACT INFORMATION

\_\_\_\_\_  
Present Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Permanent Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone Number(s)

Present

Cellular

Permanent

\_\_\_\_\_  
Email Address(es)

\_\_\_\_\_  
How did you hear about the CBS Corporation Internship Program?

\_\_\_\_\_  
Have you ever applied to the CBS Corporation Internship Program?

\_\_\_\_\_  
If yes, when?

## Intern Information Sheet

### PERSONAL INFORMATION

Last Name	First Name	M.I.	Nickname/Common Name
Address		City	State Zip
Home Phone Number		Cell Phone Number	
Email Address that you check regularly			

### SCHOOL INFORMATION

School Attending	Location
Anticipated Date of Graduation	
Class Attending for Credit	

### INTERNSHIP INFORMATION

Company	Location	Department
Supervisor	Phone Number	Best Time to Reach
Dates of Participation	Start	End
Internship Schedule	Day(s)	Hours

### EMERGENCY CONTACT INFORMATION

Name(s)		Relationship	
Address	City	State	Zip
Home Telephone Number		Cell phone Number	

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[tv/film/video/radio jobs](#) > payment confirmation

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**Thanks for posting with us, we really appreciate it!**

2012-08-06

**Description**

**Price**

Interns Wanted!! Fall 2012 with 99.7 NOW

PostingID 3188280010: [SF bay area](#) > [city of san francisco](#) > [financial district](#) >  
[tv/film/video/radio jobs](#)

**Total:**

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**Description**

**Price**

Interns Wanted!! Fall 2012 with 99.7 NOW

SF bay area > city of san francisco > financial district > tv/film/video/radio jobs

**Total:**

Please review and confirm your ad by [angela@997now.com](mailto:angela@997now.com) for SF bay area (san francisco) craigslist.

SF bay area craigslist > san francisco > jobs > tv/film/video/radio jobs

**Interns Wanted!! Fall 2012 with 99.7 NOW (financial district)**

Date: 2012-08-06, 2:45PM PDT

Reply to: *your anonymous craigslist address will appear here*

Interns play a significant role at 99.7 NOW!, and as a result, 99.7 NOW! has designed an internship program for college and graduate students who have a passion for music and entertainment! Our internship program enables students interested in the broadcasting industry to receive college credit by working close with our on-air talent and other station personnel. Our interns experience first hand the fun, but fast-paced nature of a commercial radio station in the San Francisco Bay Area!

Interns are provided with a valuable experience through exposure to radio production & imaging, station programming, and marketing & promotions.

We are currently accepting and reviewing applicants for the Fall 2012 semester.

Candidates must have knowledge in music, social media, and news-writing/blogging. Familiarity with Adobe Audition, Pro Tools, or Ableton Live is a plus!

Internships are unpaid. CBS Radio policy requires that selected students must be enrolled in college and receive academic credit for their work. The duration of the internship is negotiable, but should include at least two full days per week.

Submit your RESUME and COVER LETTER to: [angela@997now.com](mailto:angela@997now.com)  
Or fax to: 415-951-2376, Attention: Angela

It is the continuing policy of CBS RADIO to afford equal employment opportunity to qualified

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[ [Post an Ad](#) ] [ [Infinity Radio](#) ]

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Posting Title:

**Interns Wanted!! Fall 2012 with 9**

Neighborhood:

financial district

Purchase Order:

Category:

tv/film/video/radio jobs

Reply to:

[angela@997now.com](mailto:angela@997now.com)

[angela@997now.com](mailto:angela@997now.com)

[show](#) : [hide](#) \* [anonymize](#) (your email will show as: xxxxx-xxxxxxxxxx@job.craigslist.org)

**Posting Description:** Only one job description per posting please. Please see our FAQ for job posters [?]

Interns play a significant role at 99.7 NOW!, and as a result, 99.7 NOW! has designed an internship program for college and graduate students who have a passion for music and entertainment! Our internship program enables students interested in the broadcasting industry to receive college credit by working close with our on-air talent and other station personnel. Our interns experience first hand the fun, but fast-paced nature of a commercial radio station in the San Francisco Bay Area!

Interns are provided with a valuable experience through exposure to radio production & imaging, station programming, and marketing & promotions.

**Compensation:** [please be as detailed as possible]

Unpaid

- telecommuting ok
- part-time
- contract
- non-profit organization
- internship
- direct contact by recruiters is ok
- phone calls to you about this job are ok
- ok to highlight this job opening for persons with disabilities [?]

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**Thanks for posting with us, we really appreciate it!**

2012-08-07

**Description**

**Price**

NOW 99.7 Morning Show Intern

PostingID 3190529376: *SF bay area > city of san francisco > financial district > tv/film/video/radio jobs*

**Total:**

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[ Posting As: [Infinity Radio](#) ]

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**Description**

**Price**

NOW 99.7 Morning Show Intern

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Please review and confirm your ad by [jason@997now.com](mailto:jason@997now.com) for SF bay area (san francisco) craigslist.

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## NOW 99.7 Morning Show Intern (financial district)

Date: 2012-08-07, 2:16PM PDT

Reply to: *your anonymous craigslist address will appear here*

Fernando and Greg in the Morning on 99.7 Now is hiring interns for the upcoming semester.

This unpaid internship is open to college students for credit that have a serious interest in radio broadcasting, and want to learn how a major market morning show is produced. Internship tasks will include:

- Phone call screening during the live show
- Audio editing and production
- Assisting in morning show web content and social media
- Guest relations

All interns will need to be able to work 5:30 am - 10 am, and be working for college credit. This is not a paid or part time position. This is unpaid, for college credit only.

Email cover letter and resume

It is the continuing policy of CBS RADIO to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, or sexual orientation, national origin, age or physical or mental disability, veteran or disabled veteran status, and to conform to applicable laws and regulations. We solicit your assistance on these openings and future openings.



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[ [help](#) ] [ [Infinity Radio](#) ]

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### Description

### Price

Alice Radio/Now 99.7 Sales & Marketing Intern

*SF bay area > city of san francisco > financial district > tv/film/video/radio jobs*

**Total:**

Please review and confirm your ad by [maura.donohue@cbsradio.com](mailto:maura.donohue@cbsradio.com) for SF bay area (san francisco) craigslist.

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## Alice Radio/Now 99.7 Sales & Marketing Intern (financial district)

Date: 2012-08-30, 9:26AM PDT

Reply to: *your anonymous craigslist address will appear here*

ALICE @ 97.3 & NOW 99.7 Intern will be the departmental liaison for sales department. The CBS Radio student internship program is designed to provide practical experience to students interested in pursuing careers in broadcasting sales. Participants spend their entire time focusing in on sales and promotions. Learn, in phases, the operations of a radio station either by hands-on work or through observing the station within each department.

### REQUIREMENTS:

All interns must be 18 years of age. Enrolled in a college or University program for the specific purpose of gaining a degree, and receiving college credit for the internship. Able to commute at specified times to the station. All interns must provide a letter from the college indicating the number of credits they will receive for completing the internship. Unpaid.

Please email your cover & resume.

It is the continuing policy of CBS RADIO to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, or sexual orientation, national origin, age or physical or mental disability, veteran or disabled veteran status, and to conform to applicable laws and regulations. We solicit your assistance on these openings and future openings.

- This is an internship job

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[Infinity Radio](#)

**Thanks for posting with us, we really appreciate it!**

2012-08-30

**Description**

**Price**

Alice Radio/Now 99.7 Sales & Marketing Intern

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tv/film/video/radio jobs*

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tv/film/video/radio jobs > repost posting

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### Description

### Price

Interns Wanted!! Fall 2012 with 99.7 NOW

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**Total:**

Please review and confirm your ad by [angela@997now.com](mailto:angela@997now.com) for SF bay area (san francisco) craigslist.

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## Interns Wanted!! Fall 2012 with 99.7 NOW (financial district)

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Date: 2012-09-06, 9:10AM PDT

Reply to: *your anonymous craigslist address will appear here*

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Interns play a significant role at 99.7 NOW!, and as a result, 99.7 NOW! has designed an internship program for college and graduate students who have a passion for music and entertainment! Our internship program enables students interested in the broadcasting industry to receive college credit by working close with our on-air talent and other station personnel. Our interns experience first hand the fun, but fast-paced nature of a commercial radio station in the San Francisco Bay Area! Intern hours: 2pm-7pm

Interns are provided with a valuable experience through exposure to radio production & imaging, station programming, and marketing & promotions.

We are currently accepting and reviewing applicants for the Fall 2012 semester.

Candidates must have knowledge in music, social media, and news-writing/blogging. Familiarity with Adobe Audition, Pro Tools, or Ableton Live is a plus!

Internships are unpaid. CBS Radio policy requires that selected students must be enrolled in college and receive academic credit for their work. The duration of the internship is negotiable, but should include at least two full days per week.

Submit your RESUME and COVER LETTER to: [angela](mailto:angela@997now.com)  
Or fax to: 415-951-2376, Attention: Angela

It is the continuing policy of CBS RADIO to afford equal employment opportunity to qualified

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[ Posting As: [Infinity Radio](#) ]

**Thanks for posting with us, we really appreciate it!**

2012-09-06

**Description**

**Price**

Interns Wanted!! Fall 2012 with 99.7 NOW

PostingID 3253998454: [SF bay area](#) > [city of san francisco](#) > [financial district](#) >  
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**Description**

**Price**

NOW 99.7 Morning Show Intern

*SF bay area > city of san francisco > financial district > tv/film/video/radio jobs*

**Total:**

Please review and confirm your ad by [jason@997now.com](mailto:jason@997now.com) for SF bay area (san francisco) craigslist.

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## NOW 99.7 Morning Show Intern (financial district)

Date: 2012-12-03, 7:58AM PST

Reply to: *your anonymous craigslist address will appear here*

Fernando and Greg in the Morning on 99.7 Now is hiring interns for the upcoming semester.

This unpaid internship is open to college students for credit that have a serious interest in radio broadcasting, and want to learn how a major market morning show is produced. Internship tasks will include:

- Phone call screening during the live show
- Audio editing and production
- Assisting in morning show web content and social media
- Guest relations

All interns will need to be able to work 5:30 am - 10 am, and be working for college credit. This is not a paid or part time position. This is unpaid, for college credit only.

Email cover letter and resume

It is the continuing policy of CBS RADIO to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, or sexual orientation, national origin, age or physical or mental disability, veteran or disabled veteran status, and to conform to applicable laws and regulations. We solicit your assistance on these openings and future openings.

Academy of Art San Francisco  
Industry & Career Development

College of San Mateo Broadcast  
Media Ctr  
1700 West Hillsdale  
San Mateo, CA 94042

San Francisco State  
Career Svc  
1600 Holloway Ave, SSB 206  
San Francisco, CA 94132

UC Berkeley Career Center  
Internships  
2111 Bancroft Way  
Berkeley, CA 94720

Chabot College  
Career & Transfer Center  
25555 Hesperian Blvd  
Hayward, CA 94545

Domnican University  
Career & Internship Svcs  
50 Acacia Avenue  
San Rafael, CA 94901

San Jose State University  
Career Center  
1 Washington Square  
San Jose, CA 95112

UCSF  
Job Developer  
982 Mission St, 2<sup>nd</sup> Fl  
San Francisco, CA 94143

City College of San Francisco  
Career Center  
50 Phelan Ave  
San Francisco, CA 94112

Ohlone College Job Placement  
Career Counselor  
43600 Mission Blvd  
Fremont CA 94539

Skyline College Career Center  
3300 College Dr  
San Bruno, CA 94066

College/University	Main Phone	Website	Media/Broadcast/Communication	Internship Contact	Internship Instructor	Internship Contact
University of California, Berkeley	510-842-6000	http://www.berkeley.edu/index.html	Dawn Strougl	mediastudies@berkeley.edu (510) 842-2363		
Stanford University	857-233-2031	http://www.stanford.edu/	Vanessa Bravo	bravo@stanford.edu		
San Francisco State University, Hayward	415-838-1111	http://www.sfsu.edu/	Craig Abaya	cray@sfhsu.edu 415.817.4290	Joy Weiss, Ph.D.	415-406-2128
University of San Francisco	415-422-5555	www.usfca.edu	J. Michael Robinson	robsonm@usfca.edu TEL: (415) 422-0250	Janette Callaghy	callaghy@usfca.edu
University of California, San Francisco	415-476-2657	www.usfca.edu	Libby Berkoff	lbernar@sfmc.ucsf.edu (925) 831-4045	Leslie Gravano	lgravano@sfparkscollege.edu, 925-424-1876
Saint Mary's College of California	925-581-4222	www.stmaryscollege.edu	Christina Knox	knocbk@laosobiascollege.edu 925-424-1266	Career Center	925-569-2135
Diablo Valley College	925-973-6900	www.diablocollege.edu	Christina Knox	Cknx@dvcc.edu 925-955-1230, ext. 2263	Blaine O'Brien	925-955-1230 or 925-955-2263
Los Medanos College	925-585-1230	www.losmedanos.edu	Christina Knox	925-439-2161 X 3367	David A. Reed	(510) 744-4300 or 925-955-2263
College of San Mateo	650-334-6151	http://www.collegesofsanmateo.edu/	Christina Knox	ly@smccol.edu (650) 574-8399	Shirley Boyles	(510) 744-4300
College of Marin	415-924-8811	http://www.marin.edu/	Christina Knox	stfish@psfalle.edu	Mark Yuramona	(650) 738-4332, loren@smccol.edu
Skyline College	925-738-4100	http://www.skylinecollege.edu/	Christina Knox	ly@smccol.edu (650) 574-8399	Ms. Webb	(510) 236-7600, ext. 4377
Contra Costa College	925-455-7600	http://www.contracosta.cc.ca.us	Christina Knox	(415) 467-8811 / (415) 883-2211 James.pomalez@marin.edu	Phuong Tran	(650) 949-7206
Ohlone College	925-669-6208; 925-669-6000	http://www.ohlone.edu	Christina Knox	ly@smccol.edu (650) 574-8399	Dina Galovay	(415) 482-5687, dgalovay@csf.edu
City College of San Francisco	415-539-7777	http://www.citycol.sfncc.edu	Christina Knox	(650) 650-6221 ctkochman@ohlone.edu	Neeraj Parikh	(415) 442-7863 nparikh@ccsf.edu
Golden Gate University	415-466-3605	http://www.ggu.edu	Christina Knox	franchise.fo@gsfca@mail.ccsf.edu (415) 329-3527		
San Francisco State University	415-466-3605	http://www.sfsu.edu	Christina Knox	Samanda Dogter	Debbie Linnell-Williams	707-854-2108, Debbie.Linnell-Williams@csfhsu.edu
Shasta College	530-938-3600	http://www.shastacollege.edu	Christina Knox	Christi Mark, Glen	Erin McWhorter	(510) 733-2789, mcwhort@shastacollege.edu
California College of the Arts	510-594-3500	www.cca.edu	Christina Knox	collings@psfalle.edu (510) 436-2610	Cooperative Work Experience Education	925-2445
Merritt College	510-531-4911	www.merrittcollege.edu	Christina Knox	(510) 430-26561, collings@mtcs.edu		
Mills College	510-539-2255	www.mills.edu	Christina Knox	(510) 748-2244, ceapapel@psfalle.edu		
College of Alameda	925-222-7221	http://alameda-psfalle.edu	Christina Knox		Lidia Villalobos	510-574-2235, 989-201-5941, Ex. 1235, lidia.villalobos@devry.edu
Samuel Merritt College	925-222-7221	www.samuelmerritt.edu	Christina Knox			
DeVry University	925-222-7221	www.devry.edu	Christina Knox			
Heald College	510-574-1100	www.heald.edu	Christina Knox			
Maritime Academy	510-783-2100	www.maritimeacademy.edu	Christina Knox			
Beckley City College	510-981-2600	www.beckleycitycollege.edu	Christina Knox	(510) 981-2600, marns@psfalle.edu	Student Success Center	510-436-1560
Holy Names University	510-436-1000	www.hnu.edu	Christina Knox	(510) 436-1028, jpmiranda@hnu.edu	Career Development Center	(714) 397-6942, Career@champton.edu
Chapman University	925-680-1407	www.chapman.edu	Christina Knox	janitor@chapman.edu (714) 928-7281		
Patten University	510-951-8500	www.patten.edu	Christina Knox	408-554-2788	Gourmy Budzak	408-554-2189, cbudzak@psu.edu
Santa Clara University	408-554-4000	www.scu.edu	Christina Knox		Carrie McKnight	(850) 598-3667, cmcknight@scu.edu
Northern Arizona University	520-339-2600	http://psfalle.edu	Christina Knox			
Carnegie Mellon Silicon Valley	925-222-7221	http://psfalle.edu	Christina Knox			

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jobs > payment confirmation [ no profile selected ]

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2014-08-07 -- Payment ID

**Description**

**Price**

NOW 99.7 Morning Show Intern

PostingID 4607713932: SF bay area > city of san francisco > financial district > tv/film/video/radio jobs

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Thanks for posting with us, we really appreciate it!

2013-08-08 -- Payment ID

Description

Price

NOW 99.7 Morning Show Intern

PostingID 3988973253: SF bay area > city of san francisco > financial district > tv/film/video/radio jobs

Total:

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Academy of Art San Francisco  
Industry & Career Development

College of San Mateo Broadcast  
Media Ctr  
1700 West Hillsdale  
San Mateo, CA 94042

San Francisco State  
Career Svc  
1600 Holloway Ave, SSB 206  
San Francisco, CA 94132

UC Berkeley Career Center  
Internships  
2111 Bancroft Way  
Berkeley, CA 94720

Chabot College  
Career & Transfer Center  
25555 Hesperian Blvd  
Hayward, CA 94545

Domnican University  
Career & Internship Svcs  
50 Acacia Avenue  
San Rafael, CA 94901

San Jose State University  
Career Center  
1 Washington Square  
San Jose, CA 95112

UCSF  
Job Developer  
982 Mission St, 2<sup>nd</sup> Fl  
San Francisco, CA 94143

City College of San Francisco  
Career Center  
50 Phelan Ave  
San Francisco, CA 94112

Ohlone College Job Placement  
Career Counselor  
43600 Mission Blvd  
Fremont CA 94539

Skyline College Career Center  
3300 College Dr  
San Bruno, CA 94066



Rivera, Edith

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**From:** Emerald Templeton <emerald.templeton@dominican.edu>  
**Sent:** Thursday, September 20, 2012 2:12 PM  
**Subject:** Correction: Career, Internship, & Graduate School Fair

DOMINICAN  
UNIVERSITY  
OF THE SACRAMENT

## CAREER AND INTERNSHIP SERVICES

Dear Career, Internship, and Graduate School Attendee,

Thank you for registering for the Dominican University Career, Internship, and Graduate School fair that is being held on Wednesday, September 26<sup>th</sup>, 2012! We are so pleased that you will be participating. Here is some information to ensure a successful event for your organization.

Directions to our campus can be found at:

<http://dominican.edu/about/campus/mapsandparking/index.html.html>. From Grand Avenue, turn left into the Conlan Recreation Center parking lot (if traveling north) or right (if traveling south). Please plan on arriving by 11:00 am. This will allow time for set-up and lunch. There is limited parking near the Career Fair location, however, you will be permitted to drive up and unload your items near the entrance to the Conlan Recreation Center. We will direct you to additional parking on the day of the fair. There will also be parking on Grand Avenue. If you have any other questions, please contact me.

Career Services will provide a table and chair(s), a simple tablecloth, name tags, a small company sign, and lunch for two participants (unless registered for additional participants). Please confirm via email the name of the representative (s) to attend the fair. We suggest bringing brochures, tabletop displays/signage, "free things for students," and copies of job and internship descriptions if appropriate. Students will be arriving between 12 noon and 2 pm.

Note: We do not have access to electrical outlets.

Important: The University requires any visitors to the campus to provide a Certificate of Liability naming Dominican University as an additional insured for \$1,000,000. This Certificate can be easily obtained by usually just a phone call to your insurance broker or human resources office. Our past participating employers did not find this to be a difficult process. Please send the certificate by fax to 415-257-0190, mail to Dominican University Business Services office (50 Acacia Ave. San Rafael, CA 94901), or email to Vincent De Leon at [Vincent.deleon@dominican.edu](mailto:Vincent.deleon@dominican.edu). If you have any questions please do not hesitate to contact Vincent at the above mentioned email address or at 415-257-0188.

If you have any questions regarding the fair, please give us a call. We look forward to seeing you there!

\*\*A full refund will only be issued if a written request is received by September 21, 2012.

Sincerely,

**Emerald Templeton**  
Career Counselor  
p. 415.482-3235  
[emeraldtempleton@dominican.edu](mailto:emeraldtempleton@dominican.edu)

**Susan Fyles**  
Director, Career Services  
p. 415.485.32835  
[sfyles@dominican.edu](mailto:sfyles@dominican.edu)

**Career and Internship Services**  
Dominican University of California  
50 Acacia Ave.  
San Rafael, CA 94901-2298  
fax. 415.257.1399

DOMINICAN  
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--  
*Emerald Templeton, MS*

Career Counselor  
Career and Internship Services  
Edgehill Mansion, 3rd floor  
50 Acacia Avenue, San Rafael, CA 94901  
p. 415.485.3235 | f. 415.257.1399  
<http://www.dominican.edu/about/current/studentlife/careerservices>  
Hours of operation: Mon thru Thur 9am-12pm, 1-6pm, Fri 9am-5pm  
Drop-in hours: Mon thru Thurs 2-4pm, Fri 11am-12pm  
Closed for lunch daily: 12-1pm

.....  
*Up Coming Events*

Resume Writing Workshop: 09/13@4:30pm  
Career Internship, & Graduate School Fair: 09/26@12pm EMPLOYERS REGISTER HERE  
Interviewing Skills Workshop: 10/11@3:30pm  
Getting Into Graduate School Panel: 10/25@4pm  
Resume Writing Workshop: 10/30@4:30pm

Rivera, Edith

---

**From:** Shadia Schoen <sschoen@ohlone.edu>  
**Sent:** Tuesday, October 16, 2012 2:15 PM  
**To:** Shadia Schoen  
**Subject:** REMINDER! & Address Career Fair OCTOBER 19TH- Ohlone College -All Participants  
**Importance:** High

RESENT!

Confirming the Address for the Career Fair October 19<sup>th</sup>:

Ohlone College/ Newark Campus  
39399 Cherry St. Newark, CA 94560  
General Phone: 510-742-2323

Thank You

Shadia Schoen  
Job Developer/ Business Service Liaison  
Ohlone College/ Tri-Cities One Stop Career Centers  
Newark: 510-742-2328 Fax: 510-742-2332  
E-mail: [sschoen@ohlone.edu](mailto:sschoen@ohlone.edu)  
<http://www.linkedin.com/in/shadiaschoen>

**From:** Shadia Schoen  
**Sent:** Tuesday, October 16, 2012 11:25 AM  
**To:** Shadia Schoen  
**Cc:** Robert Hernandez; Tina Dodson  
**Subject:** REMINDER!! Career Fair OCTOBER 19TH- Ohlone College -All Participants  
**Importance:** High

Dear Career Fair Participants,

We are delighted to host this Career Fair at our Platinum Green Campus in Newark. Thank you in advance for your participation at this event.

Your participation in this Career fair is very important to us and to the job seekers. They are excited about meeting with you and are hopeful in finding new employment opportunities.

We strongly encourage you to provide information about your company and to accept resumes even though it is required for them to register on-line first.

We are expecting 600 plus job seekers to the event among them former Solyndra & NUT/ALL employees, Veterans, Ohlone College Students and the general public.

Please bring plenty of copies of your job openings and any other materials you wish to distribute. Due to the green philosophy of our college, our capacity to assist you in making more copies will be limited.

Please let us know if you'll need an electrical outlet near your table or any assistance with the parking lot to bring in materials.

Employers will arrive at 10am or earlier in order to kick off the day with breakfast and to setup their tables. Traditionally, job seekers begin registration at 10:30AM and are ready to start promptly at 11:00AM.

**Parking is FREE and No Fee is required during the event!**

We are looking forward to see each and everyone at the Career Fair.

Thank You,

Shadia Schoen  
Job Developer/ Business Service Liaison  
Ohlone College/ Tri-Cities One Stop Career Centers  
Newark: 510-742-2328 Fax: 510-742-2332  
E-mail: [sschoen@ohlone.edu](mailto:sschoen@ohlone.edu)  
<http://www.linkedin.com/in/shadiaschoen>



## Business Registration Form

**JOB FAIR October 19<sup>th</sup>, 2012 - 11:00 AM to 2:00 PM- Please arrive by 10AM**

Will you have employment openings available during the time of the job fair? YES

Contact Person: EDITH RIVERA

Company Name: CBS RADIO / TV

Address: 865 BATTERY ST City: SAN FRANCISCO Zip code 94111

Phone Number: 415-765-4012 Fax 415-765-4146

E-mail address: RIVERA@SFRADIO.CBS.COM Company E-mail address: \_\_\_\_\_

How many people will be staffing your booth: 1

### Business Services that you are interested in using:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Job Postings   | <input type="checkbox"/> Entrepreneurs Workshops   |
| <input type="checkbox"/> On the Job Training – you receive up to 50% in training cost reimbursement. | <input type="checkbox"/> Development Assistance  |
| <input type="checkbox"/> Interview Facilities  | <input type="checkbox"/> International Trade Assistance  |
| <input type="checkbox"/> Facilities for job fairs and recruiting events                              | <input type="checkbox"/> Labor market and wage survey information  |
| <input type="checkbox"/> Tax Credit  | <input type="checkbox"/> Customize Training: Design your own training for your employees & we find the trainer, facility & the funding |
| <input type="checkbox"/> Downsizing consultation and outplacement services                           |  |

**Our services are individual, customized, and provided at NO FEE**

Please return this form no later than October 5<sup>th</sup> to:

Shadia Schoen

Job Developer/ Business Service Liaison

Ohlone College/ Tri-Cities One Stop Career Centers

Newark: 510-742-2328 Fax: 510-742-2332

sschoen@ohlone.edu



Project  
Fixed.org



CAREER DEVELOPMENT, CONTINUING STUDENT COUNSELING DEPARTMENT  
CITY COLLEGE OF SAN FRANCISCO ♦ STUDENT SERVICES DIVISION

50 PHELAN AVENUE ♦ MULTISE BUILDING M039 ♦ SAN FRANCISCO, CA 94112 ♦ (415) 239-3117 ♦

4/12/13

April 8, 2013

Dear Company Representative:

Thank you for your interest in City College of San Francisco. Your participation in our 2013 Career Information Fair benefits our students greatly in the areas of career and employment development. This letter is to confirm your visit as a representative of your organization.

The Career Information Fair will be held on Wednesday, April 24, 2013, at the Ocean Campus, 50 Phelan Avenue, in the Student Cafeteria, which is located in Smith Hall. The Fair will begin at 9:00 am and will last until 12:00 noon. Please plan to arrive early to secure parking, as set up will begin at 8:00 am.

Parking may be difficult so we ask that you park in the MUB Lot surrounding the Multiuse Building on Phelan Avenue. We strongly recommend that you carpool or take public transportation. Attached is a CCSF visitor parking permit, please place it on your dashboard to identify your car. Please do not park in red, white, yellow and other prohibited parking areas, as you may receive a citation.

Please call (415) 452-5112, if you have any questions. Let us know how we may be of assistance to make this a very productive event for you. We look forward to working with you!

Thank you again.

Sincerely yours,

Josephine Ubungen,  
Career Counselor/Event Coordinator  
(415) 452-5112/jubungen@ccsf.edu

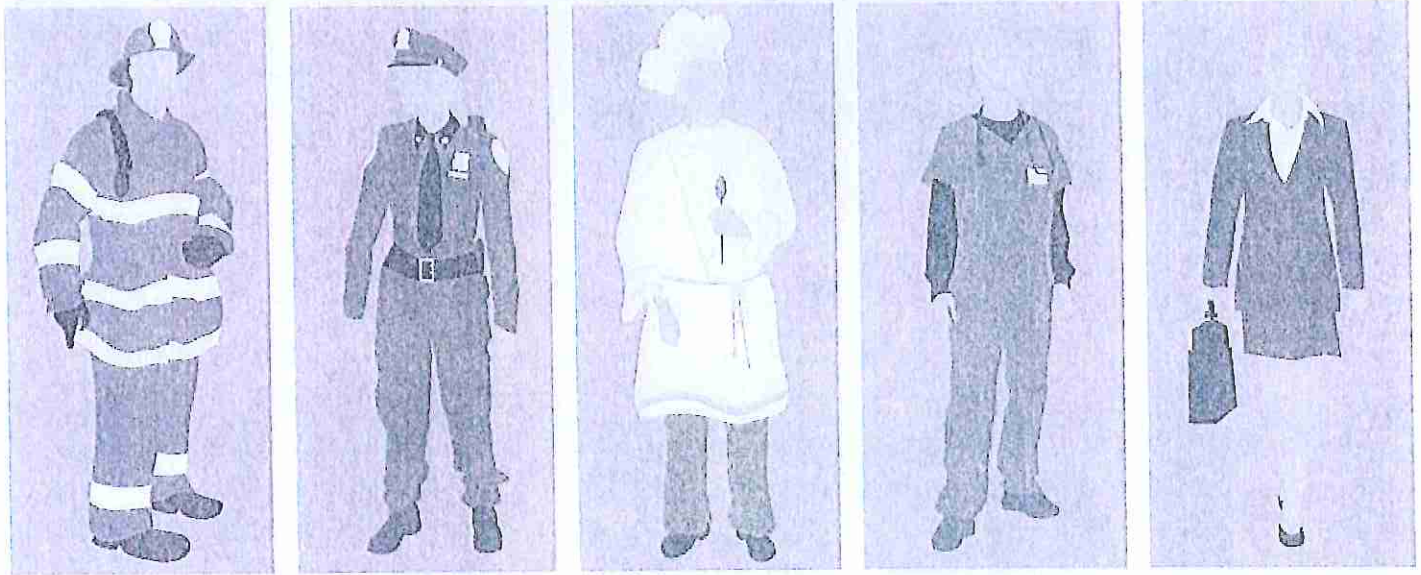
BOARD OF TRUSTEES

JOHN RIZZO, PRESIDENT ♦ DR. ANITA GRIER VICE PRESIDENT  
DR. NATALIE BERG ♦ CHRIS JACKSON ♦ RAFAEL MANDELMAN ♦ STEVE NGO ♦ LAWRENCE WONG, ESQ.

WILLIAM WALKER, STUDENT TRUSTEE

DR. THELMA SCOTT-SKILLMAN, INTERIM CHANCELLOR

What future suits you? Explore your options at



## The Annual Career Information Fair

Wednesday · April 24 · 2013

9:00 AM – 12:00 PM

City College of San Francisco

Ocean Campus · Student Cafeteria

50 Phelan Avenue, SF, Ca 94112

Presented by the CCSF  
Career Development  
Continuing Student  
Counseling Department



**Stand Out — Bring a Resume and Dress for Success**

Talk with employer representatives about  
Career Opportunities and Internships  
in a wide range of industries.

For job preparation counseling, come by the Career Center at Multi Use Building (MUB) 39  
and meet with a Career Counselor who can assist you in preparing for the Career Information Fair.

10.55  
email

# REGISTRATION FORM

CITY COLLEGE OF SAN FRANCISCO  
CAREER INFORMATION FAIR, APRIL 24, 2013

Please return form by mail/email or fax by March 15, 2013  
Contact Person: Josephine M. Ubungen / Fax to (415) 239-3566

COMPANY NAME : CBS RADIO/TV

COMPANY ADDRESS : 865 BATTERY ST, SAN FRANCISCO, CA 94111

COMPANY PHONE NUMBER : 415-765-4012

FAX NUMBER : 415-765-4146

NAMES AND NUMBER OF COMPANY REPRESENTATIVES WHO WILL BE ATTENDING  
(LIMIT OF TWO PEOPLE):

Contact # 1 EDITH RIVERA Phone: 415-765-4012  
EMAIL RIVERA@SFRADIO.CBS.COM

Contact # 2 \_\_\_\_\_ Phone: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### QUESTIONS AND CONCERNS:

Will you need a Parking Permit? If yes, One \_\_\_\_\_ OR Two \_\_\_\_\_

(Note: Parking space is extremely limited, so please car pool if you can.)

If you have any special needs (such as an extension cord) or concerns, please list them here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MUST BE RETURNED BY MARCH 15, 2013**

Rivera, Edith

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**From:** Stanton, Johnnie@EDD <Johnnie.Stanton@edd.ca.gov>  
**Sent:** Thursday, April 18, 2013 2:35 PM  
**To:** 'MaTorres@AccentCare.com'; 'jeanie.irvin@chase.com'; 'rzion@solarcity.com'; 'phung@terarecon.com'; 'Mountain.Taylor@alliedbarton.com'; Reed, Kimberlea@DOT; 'laqu'no@bay-ship.com'; 'lindsay.rodriguez@accountemps.com'; 'drey.naga@sfgoodwill.org'; 'SChung@bloodcenters.org'; 'sprinklesl@cintas.com'; 'kmenezes@aerrotek.com'; 'jerryn@projecthired.org'; 'TrinidadThompson@officemax.com'; 'daskalakispeter@guardsmark.com'; 'abcpeninsula@abc-seniors.com'; 'Helen.Bermond@dor.ca.gov'; Rivera, Edith; 'Howard.Lam@boe.ca.gov'; 'ahuerta@servicebymedallion.com'; 'mrius@stp-sf.org'; 'rabalos@edmc.edu'; 'amasangkay@clp.com'; 'elvis.santoyo@macys.com'; 'reedj@cityofsanmateo.org'; 'ed.sayson@brightstarcare.com'; 'slance@pghwong.com'; 'Marcy.Orosco@usw.salvationarmy.org'; 'gloria.reyes@mipueblofoods.com'; Oda, Frances@EDD; 'ross.connie@gene.com'  
**Cc:** Junio, Arnel@EDD; Kathleen Gamba (KGamba@smcgov.org)  
**Subject:** Please Reply: May 1st Job Fair/Skyline College/Event Information  
**Attachments:** Campus Map.pdf  
  
**Importance:** High

*Key information on the event is below, but as name tags are being prepared for all representatives, please email me the names of all who will be attending from your organization (soonest). This will also serve as an updated confirmation. Thank you again/Johnnie*

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Dear Participating Employers,

On behalf of EDD, PeninsulaWorks, JobTrain, Skyline College Career Services Center and the San Mateo County Veterans Employment Committee, we would like to extend our sincerest appreciation for your continued support and interest in providing our job seekers with career opportunities. The following is detailed event information provided to facilitate a smooth process during your arrival and participation:

**San Mateo Job Fair**  
**Wednesday, May 1st**  
**10:00am-2:00pm**  
**Skyline College**  
**College Dining Hall, Building 6**

**REGISTRATION/CONFIRMATION INFO:** Registration includes: one table, two chairs, 2 complimentary meals.

**ARRIVAL TIME/TABLE PREFERENCES:** We ask that you arrive not later than 9:30 am to allow time for table set up. Table preferences will be on a first come-first served basis for registered participants. If you have promotion materials that require a large space or standing materials, we may ask you to utilize tables along the windows, to facilitate the flow of traffic. Please contact Veronica Osuna at the Career Services Center in advance via [skycareers@smccd.edu](mailto:skycareers@smccd.edu) for these special accommodations.

**Subject:**  
**Attachments:**

San Mateo County Job Fair Tomorrow!  
Job Fair Release.pdf

*Handwritten signature and date:*  
5/1



**Contact:** **Cherie M. Napier**  
Director, Marketing, Communications  
and Public Relations  
(650) 738-4346  
[napierc@smccd.edu](mailto:napierc@smccd.edu)

FOR IMMEDIATE RELEASE

### SKYLINE COLLEGE CAREER CENTER COLLABORATES TO HOST SAN MATEO COUNTY JOB FAIR

**San Bruno, California – April 30, 2013:** The Skyline College Career Services Center will host a San Mateo County Job Fair Wednesday, May 1, 2013 in the Dining Hall at the Skyline College campus, 3300 College Drive, San Bruno, CA 94066. The Job Fair in collaboration with the Employment Development Department (EDD), Peninsula Works, Job Train and the Department of Human Services will offer employment opportunities to Skyline College students as well as members of the community. The event will connect job seekers to employers who are currently hiring.

"Our vision at the Career Center is to be a bridge to assist students transitioning from college to the work world," said Virginia Padron, Director of the Career Services Center at Skyline College. "What's great about our services is that the public benefits as well the students." More than 40 employers will be present at the Job Fair including the following confirmed organizations:

- Accountemps
- AccentCare
- Adecco
- Aerotek
- AlliedBarton
- Always Best Care
- The Art Institutes
- Bay Ship & Yacht Co.
- Blood Centers of the Pacific
- Board of Equalization
- BrightStar Care
- CalTrans
- CA Land Surveyor
- CB5 Radio/TV
- Cintas Corporation
- CLP Resources
- DOR
- Fastenal
- FedEx Ground
- Goodwill
- Genentech
- Guardsmark
- Harbor House
- JP Morgan Chase
- Macys



**Rivera, Edith**

---

**From:** Harvill, Doug  
**Sent:** Thursday, June 20, 2013 9:56 AM  
**To:** Baker, Jennifer S; Rivera, Edith; Hildebrandt, Stephen  
**Cc:** Corr, Patrick  
**Subject:** RE: 2012-2013 SF EEO Rpt Draft

Edith – if it helps I attended a job fair on 5/22 for the Academy of Art. I have the resumes of the students I met with.

Doug Harvill  
Sr. VP & Market Manager  
CBS Radio  
865 Battery St.  
San Francisco, CA 94111

**From:** Baker, Jennifer S  
**Sent:** Thursday, June 20, 2013 9:40 AM  
**To:** Rivera, Edith; Hildebrandt, Stephen  
**Cc:** Corr, Patrick; Harvill, Doug  
**Subject:** RE: 2012-2013 SF EEO Rpt Draft

Internships

<u>Description of Supplemental Recruitment Measure:</u>	<u>Date:</u>	<u>Personnel Involved:</u>
Internship Program offers students from the following accredited schools received school credit and opportunity to learn about programming and promotional elements of radio station. 10-15 interns participated per year. <ul style="list-style-type: none"><li>o California State University, Long Beach</li><li>o California State University, Rivers' de</li><li>o California State University, Northridge</li><li>o California Polytechnic Pomona</li><li>o Chapman University</li><li>o College of the Canyons</li><li>o Los Angeles Valley College</li><li>o Los Angeles Pierce College</li><li>o Loyola Marymount University</li><li>o Musicians Institute</li><li>o Saddleback College</li></ul>	Fall '11 & Spring/ Summer '12 Semesters	CBS Radio Los Angeles Sales Department CBS Radio Los Angeles Promotions Department CBS Radio Los Angeles Digital Department

Thanks!

**From:** Rivera, Edith  
**Sent:** Wednesday, June 19, 2013 3:10 PM  
**To:** Hildebrandt, Stephen  
**Cc:** Corr, Patrick; Harvill, Doug; Baker, Jennifer S  
**Subject:** 2012-2013 SF EEO Rpt Draft





---

**From:** Baker, Jennifer S <jennifer.baker@cbsradio.com>  
**Sent:** Wednesday, October 09, 2013 3:08 PM  
**To:** Estrada, Stephanie M; Elterman, Zoe; Rivera, Edith; Nelson, Carol A; Thomas, Deborah; Robledo, Jennifer; Stabler, Susan A  
**Subject:** FW: Entertainment Industry College Outreach Tour Comes to FAMU  
**Attachments:** SKMBT\_C45113100906310.pdf

More on this...

---

**From:** Diaz, Paul  
**Sent:** Wednesday, October 09, 2013 10:23 AM  
**To:** Murphy, Diane H; Baker, Jennifer S; Edelmann, Kathy; Gillis, Ashley; Marion, Margaret A; McCarter, Douglas J; Schunck, Jana; Sepulveda, Margie; Joksimovic, Andrea R; Kennedy, Francie; Morton, Lisa M; Adams, Kristen A; Barnes, Deborah D  
**Subject:** RE: Entertainment Industry College Outreach Tour Comes to FAMU

I wanted to share the resumes I received from the event. I made notes on the resumes of where the students were most interested but they were open to any opportunities. I did instruct them to visit our career centers at [www.cbcorporation.com](http://www.cbcorporation.com) and [www.cbsradio.com](http://www.cbsradio.com) for a current list of openings, internships, and to apply. Here's the blurb I shared with CBS Entertainment that you may be able to use for your EEO Reports.

*CBS Entertainment participated in the annual Entertainment Industry College Outreach Program (EICOP), held at Florida A&M University (FAMU), on October 3rd. EICOP is an education, recruitment and diversity program that tours Historic Black Colleges and Universities (HBCU) throughout the country bringing a unique view and opportunity to students interested in the entertainment industry. Through workshops, panel discussions, and a recruitment fair with professionals in the industry, students from FAMU's School of Journalism and Graphic Communication gained a rare inside look of major entertainment studios and networks. Paul Diaz, Corp Human Resources, CBS Radio, participated in the panel discussion and provided students information on job and internship opportunities and the skills trending in today's environment. During the Q&A session, students were most interested in finding out how they could make their resume stand out and how they could get their foot in the door with no experience.*

**Paul Diaz | Regional HR Manager | CBS RADIO – Florida | ☎: 407.919.1088 | ✉: [pdiaz@cbs.com](mailto:pdiaz@cbs.com)**

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**From:** Diaz, Paul  
**Sent:** Wednesday, October 02, 2013 9:36 AM  
**To:** Murphy, Diane H; Baker, Jennifer S; Edelmann, Kathy; Gillis, Ashley; Marion, Margaret A; McCarter, Douglas J; Schunck, Jana; Sepulveda, Margie; Joksimovic, Andrea R; Kennedy, Francie; Morton, Lisa M; Adams, Kristen A; Barnes, Deborah D  
**Subject:** FW: Entertainment Industry College Outreach Tour Comes to FAMU

I will be attending this Diversity Career Fair on behalf of CBS Entertainment and CBS Radio tomorrow. Please be sure to include as an outreach supplement for your EEO report. We will have all markets listed at the event and direct students to [cbsradio.com](http://cbsradio.com) and [cbs.com](http://cbs.com) for jobs and internships. I will have the ability to pull up jobs via [cbsradio.com](http://cbsradio.com) for inquiries to specific markets.

**Paul Diaz | Regional HR Manager | CBS RADIO – Florida | ☎: 407.919.1088 | ✉: [pdiaz@cbs.com](mailto:pdiaz@cbs.com)**

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**From:** Stacy Milner [<mailto:smilner@executive-temps.com>]  
**Sent:** Wednesday, September 18, 2013 6:04 PM  
**To:** Diaz, Paul  
**Cc:** Smith-Anoa'i, Tiffany; Merck, Allen E; Zulli, Mark  
**Subject:** RE: Entertainment Industry College Outreach Tour Comes to FAMU

Hello Paul:

As promised, attached is our schedule of events for the Florida A&M University event, Oct. 2&3<sup>rd</sup>. You are welcome to join us for our opening event on the 2<sup>nd</sup>, where DreamWorks Animation and Turner Broadcasting will present a special Animation & Technology seminar from 12-2pm. We have been ask to find out if any of our industry guest would be willing to visit classes during their time on campus; please let me know if you would like to be included. I thank you for your participation in this important diversity outreach initiative.

I have attached the latest Company Profile we have on CBS for the recruitment session. Please provide an updated copy for our files if there are any changes.

Let me know if you have any questions or need additional information. I look forward to seeing you.

Best,

Stacy

---

**From:** Diaz, Paul [<mailto:paul.diaz@cbsradio.com>]  
**Sent:** Friday, September 13, 2013 3:59 AM  
**To:** Stacy Milner  
**Cc:** Smith-Anoa'i, Tiffany; Merck, Allen E; Zulli, Mark  
**Subject:** RE: Entertainment Industry College Outreach Tour Comes to FAMU

I would be happy to participate and represent CBS.

**Paul Diaz | Regional HR Manager | CBS RADIO – Florida | ☎: 407.919.1088 | ✉: [pdiaz@cbs.com](mailto:pdiaz@cbs.com)**

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## INTERNSHIP & EMPLOYMENT OPPORTUNITIES THE EICOP 2013 HBCU TOUR

### COMPANY OVERVIEW:

CBS Corporation is a mass media company with constituent parts that reach back to the beginnings of the broadcast industry, as well as newer businesses that operate on the leading edge of the media industry. The Company, through its many and varied operations, combines broad reach with well-positioned local businesses, all of which provide it with an extensive distribution network by which it serves audiences and advertisers in all 50 states and key international markets. It has operations in virtually every field of media and entertainment, including **broadcast television** (CBS and The CW – a joint venture between CBS Corporation and Warner Bros. Entertainment), **cable television** (Showtime Networks, Smithsonian Networks and CBS College Sports Network), **local television** (CBS Television Stations), **television production and syndication** (CBS Television Studios, CBS Studios International and CBS Television Distribution), **radio** (CBS Radio), **advertising on out-of-home media** (CBS Outdoor), **publishing** (Simon & Schuster), **interactive media** (CBS Interactive), **music** (CBS Records), **licensing and merchandising** (CBS Consumer Products), **video/DVD** (CBS Home Entertainment), **motion pictures** (CBS Films) and **sustainable media** (EcoMedia).

### ABOUT OUR PROGRAM:

CBS Corporation and its subsidiaries is committed to offering Internship Programs and Employment opportunities to Undergraduate and Graduate students that provide a hands-on real-world opportunity in the entertainment industry. Our highly competitive program brings students from across the country to learn to work in the television and radio broadcast industry. Students will interact with management, attend networking events, and gain valuable exposure to the variety of departments in both the TV and radio broadcast divisions.

### REQUIREMENTS:

- Undergraduate and Graduate students currently enrolled in an accredited educational institution.
- Students must receive credit towards their degree in participation for the program.

### LENGTH OF YOUR PROGRAM:

The internship program is designed to run concurrently with the student's semester; typically 10-12 weeks. Our summer session is 8 weeks.

### ID LOCATION:

Positions are available in our Los Angeles, New York, Atlanta, and Florida locations. All students must provide their own housing and transportation.

### COMPENSATION:

Intern positions are paid or for credit only employment opportunities.

### QUALIFICATIONS:

We are looking for enthusiastic and hardworking candidates. All hiring decisions are based on your major field of study, past work/internship experience.

### OPPORTUNITIES:

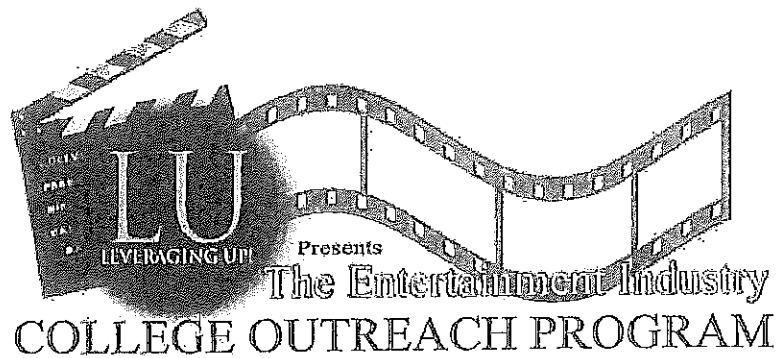
Openings are available in the following divisions: Digital Media, TV/Radio Programming, Feature Animation, Accounting, Legal, Operations, Production, Marketing, and Sales.

### CONTACT:

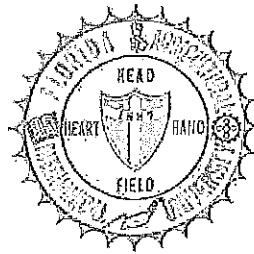
CBS Television: Tiffany Smith Anoi'a, [tiffany.smith@cbs.com](mailto:tiffany.smith@cbs.com)  
CBS Television: Keisha Lancelin, Public Affairs Director, [krancelin@cbs.com](mailto:krancelin@cbs.com)  
CBS Radio: Paul Diaz, Regional HR Manager, [pdiaz@cbs.com](mailto:pdiaz@cbs.com)

APPLY TODAY AT <http://www.cbscorporation.com/careers> or <http://www.cbsradio.com/careers>

We Are an Equal Employment Opportunity Employer



October 2<sup>nd</sup> & 3<sup>rd</sup> 2013  
Florida A&M University  
510 Orr Drive, Tallahassee, Florida, 32311



## ENTERTAINMENT INDUSTRY CAREER CONFERENCE

### *Event Schedule*

#### ***ANIMATION & TECHNOLOGY SEMINAR***

#### ***DREAMWORKS ANIMATION & TURNER BROADCASTING***

**DATE:** October 2<sup>nd</sup>, 2013

**TIME:** 12:00PM – 2:00PM

**LOCATION:** SJGC Lecture Hall

Representatives from DreamWorks Animation SKG and Turner Broadcasting will speak with Technology, Graphic and Animation students to share career paths for students looking to launch a career around these disciplines. The seminar will include a section on the hiring process, stand out resumes and interview techniques.

#### ***LEVERAGING UP! WORKSHOP & INDUSTRY EXPERT PANEL***

**DATE:** October 3<sup>rd</sup>, 2013

**TIME:** 11:00AM – 12:30PM

**LOCATION:** Lee Hall Auditorium

This dynamic presentation is a behind the scenes high definition look at what it takes to land a job and succeed in the entertainment industry. Stacy will take students inside the industry's coveted Inner Circle™ followed by our industry panel discussion. Representatives will share a little about their current role and company, how they got their start and offer advice to today's college students. The panel discussion will also include a Q&A time with the students.

CONTINUED

**RECRUITMENT SESSION**

**DATE: October 3rd, 2013**

**TIME: 2:00PM – 4:00PM**

**LOCATION: SJGC Interview Rooms 4<sup>th</sup> Floor**

Students will interact with recruiters and representatives to learn about internships and other employment opportunities. Students are encouraged to seek resume advice, when to apply for internships and questions about various diversity programs etc. This is a time for students to meet our industry partners up close and personal. Please bring signage and promotional items to promote your company.

**INDUSTRY & FACULTY RECEPTION**

**DATE: October 3rd, 2013**

**TIME: 5:00PM – 6:30PM**

**LOCATION: School of Architecture Building Gallery**

This is a special meet-and-greet time for Professors, Deans & Dept. Chairs to network with our industry representatives. There will be welcome remarks by the Dean of the School of Journalism & Graphic Communication and Stacy Milner. We will also have industry representatives share a few words. We trust that it will be a time to forge professional relationships and discuss the issues related to students transitioning successfully from academia into the competitive entertainment workforce.

**WHAT WE NEED FROM YOU:**

- The names, titles & department/division of those attending.
- Who will serve as your industry expert for our panel discussions? **Example: Jane Smith, SVP Marketing, XYZ TV.**
- You will need to provide students with a brief overview of your company, internship program and employment opportunities. See sample partner profile on page 3.
- Please bring signage and promotional items to promote your company.
- Advance notice if you will need to ship items ahead of your visit.
- Advance notice if you will need electrical access

CONTINUED

PARTNER PROFILE SAMPLE

**COMPANY LOGO      INTERNSHIP & EMPLOYMENT OPPORTUNITIES  
FOR THE EICOP 2011 HBCU/DIVERSITY TOUR**

**COMPANY OVERVIEW:**

XYZ Corporation is a global producer and distributor of filmed entertainment, with robust and multifaceted divisions across all areas including digital, home entertainment, network and cable television distribution, studio operations and consumer products and theme parks. A unit of the leading global entertainment content company, XYZ Corporation is proud to be a part of the family of the most respected brands including our Network and Digital Animation Studios.

**ABOUT YOUR PROGRAM:**

XYZ Company is committed to offering Internship Programs and Employment opportunities to Undergraduate and Graduate students that provides a hand-on working opportunity in the entertainment industry. Our highly competitive program brings students from across the country to learn to work in the television and film industry. Students will interact with senior level management, attend networking event while gaining valuable exposure to the variety of department of both the TV and film divisions.

**REQUIREMENTS:** Your requirements will let prospects know your eligibility requirements:

Undergraduate and Graduate students currently enrolled in an accredited educational institution

- Undergraduate students must be going into their junior or senior year by fall 2011
- Graduate students must have completed their first year by fall 2011

**LENGTH OF YOUR PROGRAM:**

Our summer session is 8 weeks

**ID LOCATION:**

Positions are available in our Los Angeles, New York and Florida locations. All students must provide their own housing and transportation.

**COMPENSATION:**

Intern positions are paid or for credit only employment opportunities.

**QUALIFICATIONS:**

We are looking for enthusiastic and hardworking candidates. All hiring decisions are based on your major field of study, past work/internship experience.

**OPPORTUNITIES:**

Openings are available in the following divisions: Digital Media, TV Programming, Feature Animation, Accounting, Legal, Operations, Production, Marketing etc.

**CONTACT:** John Smith, Senior Campus Recruiter  
Email: John.Smith @EICOP.com

**APPLY TODAY AT <http://www.xyzcompany.com/careers>**  
We Are an Equal Employment Opportunity Employer

CONTINUED

## AIRPORT AND HOTEL INFO

### AIRPORT

Tallahassee Regional Airport  
3300 Capital Circle SW, Ste #1  
Tallahassee, FL 32310  
(850) 891-7802  
<http://www.tal.gov.com/airport/>

### HOTEL

*Recommended Accommodations -*  
Residence Inn, Tallahassee Universities at the Capitol  
600 W Gaines St.  
Tallahassee, Florida 32304-4308  
Phone: 850-329-9080  
[Marriott Hotel Tallahassee](#)  
**NOTE:** This hotel provides *FREE* Shuttle Service to campus.

### OR

SpringHill Suites by Marriott  
1300 Executive Center Drive  
Tallahassee, FL 32301  
Phone: (850) 325 - 1103  
[SpringHill Suites](#)

## DIRECTIONS

### Directions from AIRPORT to RESIDENCE INN

Head east on Capital Circle SW  
Turn LEFT onto County Rd. 2203/Springhill Rd.  
Continue to follow Springhill Rd.  
Continue onto N Lake Bradford Rd.  
Turn RIGHT onto W. Gaines St.  
*Destination will be on the LEFT*

### Directions from RESIDENCE INN to CAMPUS

Head east on W. Gaines St toward Railroad Ave  
Take the 1<sup>st</sup> right onto Railroad Ave  
Turn LEFT onto Gamble St.  
Take the 1<sup>st</sup> right onto Orr Dr. *Destination will be on the RIGHT*

CONTINUED

**Directions from AIRPORT to SPRINGHILL SUITES**

Head east on Capital Circle SW

Turn LEFT onto County Rd. 2203/Springhill Rd

Turn RIGHT onto W Orange Ave

Turn LEFT onto S Monroe St

Turn RIGHT onto E Magnolia Dr.

Turn RIGHT onto Apalachee Pkwy

Turn RIGHT onto Executive Center Dr.

*Destination will be on the RIGHT*

**Directions from SPRINGHILL SUITES to CAMPUS**

Head south on Executive Center Dr.

Make a U-Turn

Turn LEFT onto Apalachee Pkwy

Turn LEFT onto S. Monroe St.

Turn RIGHT onto E Oakland Ave.

E Oakland Ave. turns slightly right and becomes FAMU Way

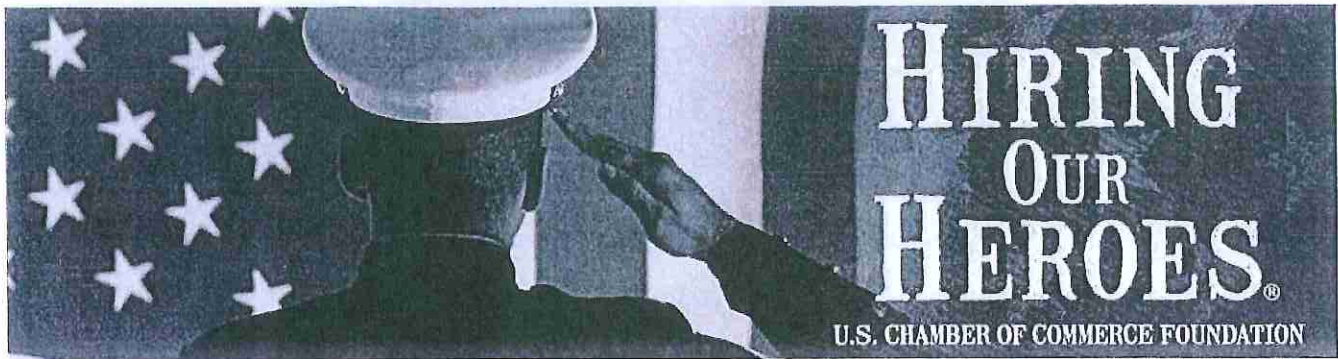
Turn LEFT onto S. Martin Luther King Jr. Blvd.

Turn RIGHT onto Gamble St.

Turn LEFT onto Orr Dr.

*Destination will be on the RIGHT*





**2013 Hiring Our Heroes Veterans Event – San Francisco, CA**  
**Hyatt San Francisco Airport-Burlingame**  
**1333 Bayshore Highway, Burlingame, CA**  
**October 10, 2013**

**HIRING FAIR: 10:00am – 1:00pm**

**EMPLOYMENT WORKSHOP: 9:00am**

This hiring event is being conducted by the U.S. Chamber of Commerce Foundation, the San Francisco Chamber, the Department of Labor Veterans' Employment and Training Service (DOL VETS), the California Committee of the Employer Support of the Guard and Reserve (ESGR), the U.S. Department of Veterans Affairs, The American Legion, NBC News, and other local partners.

<p><b>EMPLOYERS</b></p> <p>Must register for <b>FREE</b> at <a href="http://HOH.Greatjob.net">HOH.Greatjob.net</a></p>	<p><b>JOB SEEKERS</b></p> <p>Register for <b>FREE</b> at <a href="http://HOH.Greatjob.net">HOH.Greatjob.net</a>  to guarantee admission. Walk-ins welcome but space not guaranteed.</p>
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A workshop for veterans and other military job seekers that focuses on resume writing, tips for successfully navigating hiring fairs, military skill translation, and interviewing will start at 9:00am. To register for the Hiring Our Heroes Employment Workshop, visit [hohworks.eventbrite.com/](http://hohworks.eventbrite.com/)

For registration questions, please contact us at [hiringourheroes@uschamber.com](mailto:hiringourheroes@uschamber.com) or call 202-463-5807.



**HIRINGOURHEROES.ORG**



is the official online partner for Hiring Our Heroes | Find Hiring Our Heroes online:



Dear Employer,

Thank you for registering for Hiring Our Heroes- San Francisco, CA which will take place on October 10, 2013 from 10:00am to 1:00pm at the Hyatt San Francisco Airport-Burlingame. This event will be a one-of-a-kind FREE hiring fair for both employers and job seekers.

This exhibitor email contains all the information you need for the hiring fair. Registration and setup for employers begin at the Hyatt San Francisco Airport-Burlingame at 9:00am. The hiring fair begins promptly at 10:00am.

This hiring event is being conducted by the U.S. Chamber of Commerce Foundation, the San Francisco Chamber, the Department of Labor Veterans' Employment and Training Service (DOL VETS), the California Committee of the Employer Support of the Guard and Reserve (ESGR), the U.S. Department of Veterans Affairs, The American Legion, NBC News, and other local partners.

We look forward to seeing you all on October 10, 2013.

Sincerely,  
Kerion Dawkins  
Hiring Our Heroes  
U.S. Chamber of Commerce

Hiring Our Heroes -- San Francisco, CA

**Date:** Thursday, October 10, 2013

**Time:** 9:00am Registration

10:00am Hiring Fair Begins

1:00pm Hiring Fair Ends

**Location:**

Hyatt San Francisco Airport-Burlingame  
1333 Bayshore Highway,  
Burlingame, CA 94010

**Special Requests:**

As you know, we have asked every employer participating in Hiring Our Heroes to have job opportunities available for veterans and their spouses. We would also like each company to report the hires they made as a result of the fair to <http://www.hoh.greatjob.net>.

**Parking and Entry Info:**

Registration for employers at 9:00am. The hiring fair begins promptly at 10:00am. For faster check-in on day of event. Please print your confirmation email or registration and bring to the event.

**Setup Information:**

Employers can setup their booth on the morning of the fair, October 10, 2013 at 9:00am.

Breakdown will occur immediately after the conclusion of the event. Please be prepared to stay for the entire duration of the event.

Shipping Information:

At this time, we are not able to accept packages prior to the event. Packages sent prior to the event will be rejected.

Display Information:

Each company will have one display table, unless you have received special accommodations.

There is limited space at the event, so simple displays are encouraged. There will be notable electricity provided unless a special accommodation has been made.

Each table will have 2 chairs.

We strongly encourage every employer to bring a list of available positions for display.

Veterans should have resumes with them to hand over, employers will be able to view a complete list of resumes online at <http://www.hoh.greatjob.net> after the event.

**Rivera, Edith**

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**From:** Dawkins, Kerion <kdawkins@USChamber.com>  
**Sent:** Thursday, October 03, 2013 11:52 AM  
**Subject:** Hiring Our Heroes- San Francisco, CA (October 10, 2013)  
**Attachments:** HOH-San Francisco, CA.pdf; Hiring Our Heroes- San Fancisco Employer Instructions.pdf

Good Afternoon Employers,

Thank you for your support of Hiring Our Heroes- San Francisco, CA. This email is to inform you, there will be a \$5.00 parking fee at the employers expense for the Hyatt Hotel. The fee is for the full day of parking, we advise that you bring one vehicle to cut down on cost.

As a reminder the fair will run from 10:00am - 1:00pm, organizations are requested to arrive at 9:00am for registration and setup. A copy of the event flyer and detailed fair instructions has been attached. Again, thank you for your support of Hiring Our Heroes, we look forward to seeing you next week. If you have any questions, please feel free to contact me.

Thank You

Kerion Dawkins, MBA  
Hiring Our Heroes, Southwestern Regional Associate  
U.S. Chamber of Commerce Foundation  
email: [kdawkins@uschamber.com](mailto:kdawkins@uschamber.com)  
Phone: (202) 731-2203

natpe.

EDUCATIONAL FOUNDATION



# Free Career Day, Job Fair, Station Tour and Chance to Win \$1,500 Scholarships\*

## Saturday April 12, 2014

### KRON

1001 Van Ness Avenue, San Francisco  
[Between Geary and O'Farrell Streets]

<b>Breakfast</b>	<b>8:00 AM</b>
<b>Welcome</b>	<b>9:15 AM</b>
<b>Panel</b>	<b>9:30 AM</b>
<b>Lunch</b>	<b>11:30 AM</b>
<b>CBA Job Fair</b>	<b>12:30 PM</b>
<b>Tour of KRON</b>	<b>1:30 PM</b>

### Panelists



**Candace Hirleman Archer**  
KGO-TV (ABC),  
VP Creative Services



**James Crowe**  
KRON (myTV),  
Digital Sales Manager



**J.D. Freeman** | Clear Channel  
Media + Entertainment,  
Market President



**Michelle Griego**  
KPIX (CBS),  
Anchor



**Joshua Johnson**  
KQED (PBS),  
Morning Newscaster



**Emily McLaughlin**  
PAC-12 Networks, Public  
Relations & Communications



**Tom Raponi**  
KTVU (FOX) | KICU,  
President & General Manager



**Kimberly Tere**  
KNTV (NBC),  
General Assignment Reporter

### Tour Host



**Pat Patton**  
KRON (myTV),  
Director of Programming

### Job Interview Demo



**Scott Howard**  
KHSB-TV (CBS) | KNVN (NBC),  
News Director



**Paulina Garan**  
Santa Clara University,  
Sophomore

## Three \$1,500 Scholarships Donated by Clear Channel Media + Entertainment

Scholarships will be awarded by drawings between 9:00 AM and Noon.

Eligibility is limited to students who have previously sent an RSVP, have received a confirmation, and show their current college ID and a government-issued photo ID at the Registration Desk.

\*Complete rules are at [natpe.com/education/programs](http://natpe.com/education/programs)

## Career Day RSVP

<https://www.natpe.com/education/programs>

## Questions?

[blockr@usc.edu](mailto:blockr@usc.edu)

*Pat Patton*

**Rivera, Edith**

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**From:** Donohue, Maura  
**Sent:** Wednesday, April 09, 2014 3:18 PM  
**To:** Rivera, Edith  
**Subject:** Fwd: Career Day / 4/12/14 @ KRON  
**Attachments:** NATSFProgram.pdf; ATT00001.htm; image001.png; ATT00002.htm

Maura Donohue  
415-515-6938 c  
415-951-2316 o

Begin forwarded message:

**From:** "Donohue, Maura" <[Maura.Donohue@cbsradio.com](mailto:Maura.Donohue@cbsradio.com)>  
**To:** "Raaka, Brian" <[Brian.Raaka@cbsradio.com](mailto:Brian.Raaka@cbsradio.com)>, "Fritz, Jake" <[Jake.Fritz@cbsradio.com](mailto:Jake.Fritz@cbsradio.com)>, "Donohue, Sean" <[Sean.Donohue@cbsradio.com](mailto:Sean.Donohue@cbsradio.com)>, "Cronin, Nessa" <[Nessa.Cronin@cbsradio.com](mailto:Nessa.Cronin@cbsradio.com)>  
**Subject:** FW: Career Day / 4/12/14 @ KRON

Check this out....you may want to attend on Saturday – I will be there.

From: Dick Block [<mailto:dblock@earthlink.net>]  
Sent: Saturday, April 05, 2014 2:38 PM  
To: Karie Yost  
Cc: Donohue, Maura  
Subject: Career Day / 4/12/14 @ KRON

Hi Karie,

Whoever comes to the Fair is welcome to take in the whole event, or maybe just grab a free lunch, arriving between 11:00 and 1130. The Fair will be in the Conference Room on the first floor,

RSVPs are now at an all-time high for the twenty-five previous biannual events, and they're from students representing over thirty Bay Area schools--and there's still a week to go.

If there are materials to deliver in advance, KRON's receiving dock can receive them starting Monday on the O'Farrell side building, just west of Van Ness. The station address is 1001 Van Ness between Geary and O'Farrell

Pat Patton is the point-person at the station: O-415 561 8917 M-415 531 6055, or call me anytime at 310 452 3355

The best parking at the event will be at the nearby AMC Van Ness 14 Multiplex Arcade & Movie Theater. The complex is on O'Farrell Street, just south of Van Ness Avenue on the North

side of the street. To attain the \$12 rate for twelve hours, a voucher must be purchased after parking at the office near the entrance of the garage. Otherwise, the toll will be \$22.

And students can still RSVP through 6 PM on Friday.

Best,

Dick  
NATPE

1 310 452 3355

PS Maura--There's still room for a CBS Radio table!  
[\[cid:image001.png@01CF53DC.74F6DE00\]](#)

## Rivera, Edith

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**From:** Rivera, Edith  
**Sent:** Wednesday, April 09, 2014 2:48 PM  
**To:** Donohue, Maura  
**Subject:** RE: NATPE / Career Day / Bay Areas STAR

Hey Maura - How long is the job fair? Trying to figure out how much fliers to bring.

-----Original Message-----

**From:** Donohue, Maura  
**Sent:** Friday, March 21, 2014 11:42 AM  
**To:** Rivera, Edith  
**Subject:** RE: NATPE / Career Day / Bay Areas STAR

Great- we'll see you there....

-----Original Message-----

**From:** Rivera, Edith  
**Sent:** Friday, March 21, 2014 11:12 AM  
**To:** Donohue, Maura  
**Subject:** RE: NATPE / Career Day / Bay Areas STAR

Yes ma'am I would like to participate; I contacted Pat Patton at KRON for info on registering.

-----Original Message-----

**From:** Donohue, Maura  
**Sent:** Friday, March 21, 2014 9:20 AM  
**To:** Rivera, Edith  
**Subject:** FW: NATPE / Career Day / Bay Areas STAR

Edith - Bay Area STAR was invited to this event, which includes a Job Fair. Do you want to participate from CBS?

-----Original Message-----

**From:** Dick Block [<mailto:dblock@earthlink.net>]  
**Sent:** Thursday, March 20, 2014 4:15 PM  
**To:** Donohue, Maura  
**Cc:** Karie Yost; Pat Patton; Joe Berry; Zaida Mendoza  
**Subject:** NATPE / Career Day / Bay Areas STAR

Maura,

It was great to talk with you.

KFOG lives!

So I'll call on you after the panel for a "Hi, explanation of BAS, and "Come see me at the Job Fair."

Please let me know if STAR wants its own table at the Job Fair or if you'll have it as part of your CBS exhibit if you decide to do that.



We'll put both down as tentative for Job Fair now.

Logistics for the Fair will be forthcoming in about two weeks.

The advance of the printed program is attached. If you want copies, can we mail to you at KLLC/KMQV, 865 Battery 94111?

Best,

Dick

We have your phone numbers as: O 415 951 2316 and M 415 515 6938.

## Rivera, Edith

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**From:** Shadia Schoen <sschoen@ohlone.edu>  
**Sent:** Thursday, May 29, 2014 10:16 AM  
**To:** Shadia Schoen  
**Cc:** Robert Hernandez; Abby Hirashiki  
**Subject:** THANK YOU CAREER FAIR PARTICIPANTS! 5-28-14  
**Attachments:** Biz Services.doc

Dear Job Fair Participants,

Tri-Cities One-Stop Career Center Staff in conjunction with Ohlone College Newark Campus would like to thank each and everyone of you for your participation in our Annual Spring Career Fair May 28th, 2014. We had a tremendous response to this event that could not have been possible without your attendance. We look forward to hearing from each of you regarding any candidates that you select for employment or considered interviewing, specifically, from this event.

The Tri Cities One-Stop Career Centers offer many "free" services for employers including On-The-Job-Training funding, OJT for new hires, on site recruitments, pre- screening candidates and assistant in job posting. I attached a flyer summarizing our services for your review. Please feel free to express our Thanks to all your colleagues that participated in the Job Fair. We hope to see you in the next event.

Let us know if you need any further assistant.

Regards,

Shadia Schoen  
Job Developer/ Business Service Liaison  
Ohlone College/ Tri-Cities One Stop Career Centers  
Newark: 510-742-2328 Fax: 510-742-2332  
E-mail: [sschoen@ohlone.edu](mailto:sschoen@ohlone.edu)  
<http://www.linkedin.com/in/shadiaschoen>

Robert Hernandez  
510.742.2332

(800) 803 2523



## Business Registration Form

**CAREER FAIR, May 28<sup>th</sup>, 2014 - 11:00 AM to 2:00 PM- Please arrive by 10AM**

Will you have employment openings available during the time of the job fair? YES

Which positions will you be hiring for: ACCOUNT EXECUTIVE, NEWSROOM POSITIONS; PT STREET TEAM, INTERNS

Contact Person: EDITH RIVERA

Company Name: CBS RADIO/TV

Address: 865 BATTERY ST. City: SAN FRANCISCO Zip code 94111

Phone Number: 415-765-4012 Fax 415-765-4146

E-mail address: \_\_\_\_\_ Company E-mail address: rivera@sfradio.cbs.com

How many people will be staffing your booth: 1

Business Services that you are interested in using:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Job Postings   | <input type="checkbox"/> Entrepreneurs Workshops   |
| <input type="checkbox"/> On the Job Training – you receive up to 50% in training cost reimbursement. | <input type="checkbox"/> Development Assistance  |
| <input type="checkbox"/> Interview Facilities  | <input type="checkbox"/> International Trade Assistance  |
| <input type="checkbox"/> Facilities for job fairs and recruiting events                              | <input type="checkbox"/> Labor market and wage survey information  |
| <input type="checkbox"/> Tax Credit  | <input type="checkbox"/> Customize Training: Design your own training for your employees & we find the trainer, facility & the funding |
| <input type="checkbox"/> Downsizing consultation and outplacement services                           |  |

Our services are individual, customized, and provided at NO FEE

Please return this form no later than May 5th to:

Robert Hernandez  
Job Developer/ Business Service Liaison  
Ohlone College/ Tri-Cities One Stop Career Centers  
Newark: 510-742-2328 Fax: 510-742-2332  
[sschoen@ohlone.edu](mailto:sschoen@ohlone.edu)



April 7<sup>th</sup>, 2014

This is a personal invitation to participate in our *Spring Career Fair!* We are delighted to announce that the Tri-Cities One-Stop Career Center & Ohlone College is hosting the Annual Spring Career Fair at Ohlone College in **Newark Campus.**

**This is a great opportunity to meet a wide spectrum of qualified prospective employees for all your hiring needs for present, future, seasonal staffing and more!!**

Save the Date

- **WHAT:** Ohlone College / Tri-Cities One-Stop “Annual Spring Career Fair”
- **WHEN:** Wednesday May 28<sup>th</sup>
- **TIME:** 11:00 AM-2:00 PM – Please arrive at 10AM for Breakfast & set-up
- **WHERE:** Ohlone College – Newark  
39399 Cherry Street  
Newark, CA 94560

In a joint effort with Ohlone College, the *Tri-Cities One-Stop Career Center* is opening our campus to the entire community of job seekers in the Bay Area including, Ohlone College students, other colleges and the community including: East bay, south bay and Peninsula.

Please RSVP as soon as possible due to limited space. In order to guarantee your space, complete the attached registration form and e-mail or fax your confirmation no later than May5<sup>th</sup>, 2014

Please arrive at 10AM to kick off your morning with breakfast and Coffee before setting up for the Career Fair. Career Fair Starts at 11:00AM sharp.

Robert Hernandez  
Job Developer/ Business Service Liaison  
Ohlone College/ Tri-Cities One Stop Career Centers  
Newark: 510-742-2328 Fax: 510-742-2332  
[sschoen@ohlone.edu](mailto:sschoen@ohlone.edu)





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**From:** Rivera, Edith <Rivera@sfradio.cbs.com>  
**Sent:** Wednesday, August 20, 2014 6:28 PM  
**To:**  
**Subject:** FW: Mandatory EEO and OFCCP Webinar Training

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**From:** Gould, Peter M - Lerman Senter  
**Sent:** Tuesday, July 02, 2013 2:08 PM  
**To:** Cottingim, Steve C; Harvill, Doug; Stabler, Susan A; Corr, Patrick  
**Cc:** Murphy, Diane H; Baker, Jennifer S; Hildebrandt, Stephen  
**Subject:** Correction: Mandatory EEO and OFCCP Webinar Training

All-  
As you know, the FCC's EEO Rules require each station employment unit to complete four supplemental recruitment initiatives in each two-year cycle, beginning with the date on which it files its license renewal applications.

CBS Radio has historically conducted, and will continue to conduct, online training seminars for management level personnel involved in the hiring process on methods of ensuring equal employment opportunities and eliminating discrimination. These seminars can be counted as one of the supplemental recruitment initiatives under the FCC's EEO Rules.

We would like to schedule the next seminar for the Sacramento and San Francisco markets for Wednesday, July 17, 2013 at 11:00 AM Pacific Time

The seminar will last approximately 1 hour and should be attended by all management level personnel and any other personnel significantly involved in the hiring process (including personnel who help prepare the EEO reports).

Please confirm that you and all designated employees on your staffs are available to attend the training webinar on the above date and time.

If there are any issues or conflicts that would prevent required attendees from participating on this date and time, please let me know as soon as possible so that we can consider an alternate date. Once participation is confirmed I will provide further instructions for accessing the webinar training. Thank you,

Peter

