

## CIEE, Inc. (Portland)

Participant Services Seasonal Coordinator - Ukraine  
Portland, ME



### Company Biography

Since 1947, the Council on International Educational Exchange, known as CIEE and formerly, Council, has been in pursuit of its mission, "to help people gain understanding, acquire knowledge, and develop skills for living in a globally interdependent and culturally diverse world." Our services to young people studying, working and teaching abroad are more important than ever. As we look ahead, we reaffirm our commitment to the principles and values that guide this mission statement.

### Work Dates and Pay Details

Position title: Participant Services Seasonal Coordinator - Ukraine

**Please make sure you are available to work according to the date requirements below.**

Earliest start date: 10-May-10

Latest start date: 01-Jun-10

Earliest end date: 31-Aug-10

Latest end date: 31-Aug-10

Minimum time students must be available to work: 4 months

Hourly wage: \$9.75

Tips? No

**Description of position:** The student's primary role will be in Customer Service within the Participant Services team but might be asked to provide support to the SEVIS Compliance team. The positions require excellent spoken and written English, strong computer skills, and a positive team-oriented attitude. Prior customer service or work experience is encouraged but not required.  
**Customer Service:** The student's primary job is to answer questions from CIEE participants in the United States by phone and e-mail. The student will be trained to help answer a variety of questions related to the programs CIEE offers. The student will speak English very frequently and they will also use their native language to help participants that have poor English. The student will also fax, file, and perform other administrative duties to support the Customer Service Center.  
**SEVIS Compliance:** The student's primary job is to contact CIEE participants in the United States that are not registered in SEVIS. Following a tracking schedule, the student will try to contact unregistered CIEE participants by e-mail and phone or call their employers to get the participants' US address information. The job requires working with computer programs, multi-tasking, and paying close attention to details. The student will also fax, file, and perform other administrative duties to support the SEVIS Compliance team

**Specific qualifications required:** - You should have prior customer service / or some work experience. You need to be very responsible and dependable.- You need to be comfortable, confident, and friendly talking on the phone and writing e-mails in English.- You have experience and / or strong comfort using MS Office and web-based applications.- You have the desire to 'get the job done correctly' and care about what you're doing at work.- You pay close attention to details and enjoy solving problems.- Repeat Work & Travel participants are encouraged to apply!

Estimated weekly wage (incl. tips): \$390.00

Bonus: None

Conditions of bonus:

Average hours for last year's students? 40 Hours

Maximum weekly hours allowed: Not specified

Minimum average number of hours? 40 Hours

Possibility of getting more than average hours: Slight

Students get the most hours in: June, July

Students get the least hours in: Never less than 40.

How often are students paid? Semi-monthly

Do you pay overtime? No

If yes, after how many hours per week do you pay overtime? 40 Hours

Does your company only operate weekends before or after specific dates? No

If yes, what are the dates?

Position location: 300 Fore St. Portland ME 04101

### Other Job Details

Minimum english level: Advanced

**Description of working conditions:** This is a professional office environment. The students will have access to a computer and will be sitting at a desk for the majority of the day. Office hours are Monday through Friday 9 am to 5 pm. Students are expected to wear casual and professional looking clothes. Jeans and t-shirts are not allowed Monday through Thursday but Fridays are acceptable.

Will job duties be different at the beginning of the season? Yes

## Other Job Details

If yes, provide details of specific job duties: It is possible but unlikely that job assignments will change during the season. Changes would most likely occur within Participant Services only but this is not guaranteed. All students will be trained to do their primary job and the Customer Service job.

## Uniform and Grooming Requirements

Are students required to wear a uniform?	No	If yes, what is the cost of the uniform?	Not specified
Are uniform laundry services available?	No	If yes, what is the cost of the laundry service?	\$0.00
Do students need to purchase specific clothing or footwear?	Yes		
Details of purchasing required clothing or footwear:			
Do you have company grooming requirements?	Yes		
Details of company grooming requirements?	Professional business casual office wear and shoes must be worn Monday through Thursday. No sneakers or jeans are allowed except on Fridays. This is an office environment and clean grooming is required and expected.		

## Other Company Details

Company hires couples?	No	Company hires groups?	Yes	How many are allowed in the group?	2
Drug test required?	No	Do students complete an additional application upon arrival?	No		
Does your company issue completion certificates?	Yes	If requested, will you evaluate the student's performance?	Yes		
Any additional company details?					

## Second Job

Do you permit students to find a second job?	No	Do you assist students to find a second job?	No
Possibility of students finding a second job: Average			

## Training Information

Is job training required?	Yes	Length of training:	continuous, on the job.
Are students paid during training?	Yes	Hourly pay rate during training:	\$9.75
How many hours per week are students likely to receive during training period?	40		
Any other details?			
From June to August the Customer Service Center is open Monday through Friday from 8:00am to 7:00pm and Saturdays from 9:00am to 5:00pm. SEVIS Compliance and Employer Vetting work from 9:00am to 5:00pm Monday through Friday. All students in Participant Services will have the opportunity to work in Customer Service to earn extra hours.			

## Worksite Location

Worksite location: 300 Fore St. Portland ME 04101			
Nearest major city:	Boston	Worksite setting:	Suburban
Nearest major airport:	Bosotn Logan International Airport	Distance to nearest major airport:	105
Additional worksite setting details: This is an office environment and clean grooming is required and expected. Professional business casual office wear and shoes must be worn Monday through Thursday. No sneakers or jeans are allowed except on Fridays.			

## Standard Arrival Information

Are students required to arrive or depart on specific dates?	No		
Details of required arrival or departure dates:			
CIEE prefers that students arrive during business hours Mon. - Fri. 9am - 5pm but we will be flexible and we will provide pick-up for any day/time.			
Mode of transportation:	Employer will arrange pick-up	Students must arrive between these hours:	9 am - 5 pm
Cost:	Not Specified		
Other details: The students should arrive at Concord Trailways, G			

## After Hours Arrival Information

General information: Not specified	
Name of accommodation:	Accommodation address:
Cost per night:	Not Specified
Best way to travel from airport to overnight accommodation:	

Social Security	
Are students required to apply for a social security card prior to arriving at worksite?	No
Will the company assist students with their social security application?	Yes
Assistance detail: If the student does not have a Social Security number CIEE will arrange travel to the local Social Security office so the student can file an application.	
Where is the nearest social security office? 2.5 miles	Distance:
How will students be paid until their social security card arrives?	Students will receive a manual check from CIEE until they receive their Social Security number. Once the number is issued they will be on the normal payroll.

Housing Details	
Housing address: 70 Quebec Street Portland ME 04101	
Is housing provided? Yes	If not, will you assist students in finding housing? No
Is the student required to sign a separate housing contract? Yes	
Type of housing provided: Apartment	Number of students to a room: 2-3
Housing details: Apartments are fully furnished and all utilities except Internet access is included. Internet usage is free at the office.	
Do you offer co-ed housing? Yes	
Cost of housing - per week: 100.00	Includes utilities? Yes
Are housing costs deducted from paycheck? Yes	
Is a housing deposit required? Yes	Amount of housing deposit: \$200.00
Instructions for payment of housing deposit: The housing deposit will be subtracted over the first two pay periods. Pay periods are once every two weeks (\$100.00 each paycheck).	
Housing deposit due date: End of the second pay period.	Is deposit refundable? Yes
Conditions of deposit refund: Refund will be awarded to the student if the apartment is returned to CIEE as it was found.	
How will deposit be refunded? If the student qualifies the deposit will be given back to the student in their last pay check of th	
Are students required to live in provided housing upon arrival? Yes	
During their work stay, can students find alternate housing? No	
If yes, is there a penalty? Yes	

Transportation to/from Worksite	
Method of transportation to worksite: Walking distance.	
Distance to worksite:	Is worksite within walking distance of housing? No
Cost of public transportation to worksite: Not specified	
Details of public transportation to worksite:	
Cost of transportation to worksite provided by employer: Not specified	
Details of transportation to worksite arranged by employer:	
Cost of arranging own transportation to worksite: Not specified	
Details of arranging own transportation to worksite:	

Housing Amenities			
Available public transportation: None Specified			
Access to public transportation? Walking Distance			
On Site Housing Amenities			
Laundry: No	Linens: Yes	Private bath: Yes	
Refrigerator: Yes	Microwave: Yes	Air conditioning: No	
TV: Yes	Telephone: Yes	Security guard: No	
Computer/Internet Access: No	Utensils: Yes	Gym: No	
Nearby Amenities			
Supermarket: Walking Distance	Restaurants: Walking Distance		
Shopping mall: Requires Transportation	Fitness center: Walking Distance		
Post office: Walking Distance	Laundry: Walking Distance		
Bank: Walking Distance	Internet cafe: Walking Distance		
Movie theater: Walking Distance	Library: Walking Distance		
Additional amenities:			

Meal Information	
Are meals included in rent cost?	No
If not, meal plan cost per day:	Not Specified
Meals covered:	Not Specified
Is the purchase of a meal plan mandatory?	No

## CIEE, Inc. (Portland)

IT / Help Desk Seasonal Coordinator  
Portland, ME



### Company Biography

Since 1947, the Council on International Educational Exchange, known as CIEE and formerly, Council, has been in pursuit of its mission, "to help people gain understanding, acquire knowledge, and develop skills for living in a globally interdependent and culturally diverse world." Our services to young people studying, working and teaching abroad are more important than ever. As we look ahead, we reaffirm our commitment to the principles and values that guide this mission statement.

### Work Dates and Pay Details

Position title: IT / Help Desk Seasonal Coordinator

Please make sure you are available to work according to the date requirements below.

Earliest start date: 01-Jun-10

Latest start date: 15-Jun-10

Earliest end date: 15-Sep-10

Latest end date: 01-Oct-10

Minimum time students must be available to work: 4 months

Hourly wage: \$9.75

Tips? No

Description of position: Support Windows based PCs through responding to Helpdesk requests• Assist in network equipment inventory projects to include Disaster Recovery Equipment Preparation• Provide support for MS Office 2007 to users of varying levels of technical knowledge• Participate in the PC/Laptop refresh project

Specific qualifications required: The job offer is contingent on passing an interview with a CIEE staff member. Ability to work with people of varying levels of technical knowledge• Patience when working with users• A love of problem solving• Proficient knowledge of Windows based networks• Proficient knowledge of MS Office suite• Intermediate knowledge of supporting PC equipment• Trustworthy, calm headed, and respectful of privacy of the network users• Attention to Detail• Excellent communication skills• Ability to work with an ever-changing list of problems to solve• To lift/deploy computer equipment as needed (approximately 40 lbs/18 kilos)

Estimated weekly wage (incl. tips): \$390.00

Bonus: None

Conditions of bonus:

Average hours for last year's students? 40 Hours

Maximum weekly hours allowed: Not specified

Minimum average number of hours? 40 Hours

Possibility of getting more than average hours: Slight

Students get the most hours in:

Students get the least hours in: never less than 40.

How often are students paid? Semi-monthly

Do you pay overtime? Yes

If yes, after how many hours per week do you pay overtime? 40 Hours

Does your company only operate weekends before or after specific dates? No

If yes, what are the dates?

Position location: 300 Fore St. Portland ME 04101

### Other Job Details

Minimum english level: Advanced

Description of working conditions: This is a professional office environment. The students will have access to a computer and will be sitting at a desk for the majority of the day. Office hours for this position are Monday through Friday 8:30 am to 5:30 pm. Students are expected to wear casual and professional looking clothes. Jeans and t-shirts are allowed on Friday's.

Will job duties be different at the beginning of the season? No

If yes, provide details of specific job duties:

### Uniform and Grooming Requirements

Are students required to wear a uniform? No

If yes, what is the cost of the uniform? Not specified

Are uniform laundry services available? No

If yes, what is the cost of the laundry service? \$0.00

Do students need to purchase specific clothing or footwear? No

Details of purchasing required clothing or footwear:

Do you have company grooming requirements? Yes

## Uniform and Grooming Requirements

Details of company grooming requirements? Professional business casual office wear and shoes must be worn Monday through Thursday. No sneakers or jeans are allowed except on Fridays. This is an office environment and clean grooming is required and expected.

## Other Company Details

Company hires couples?	No	Company hires groups?	Yes	How many are allowed in the group?	2
Drug test required?	No	Do students complete an additional application upon arrival?	No		
Does your company issue completion certificates?	Yes	If requested, will you evaluate the student's performance?	Yes		
Any additional company details?					

## Second Job

Do you permit students to find a second job?	Yes	Do you assist students to find a second job?	No
Possibility of students finding a second job: Average			

## Training Information

Is job training required?	Yes	Length of training:	continuous, on the job.
Are students paid during training?	Yes	Hourly pay rate during training:	\$9.75
How many hours per week are students likely to receive during training period?	40		
Any other details?			

## Worksite Location

Worksite location:	300 Fore St. Portland ME 04101		
Nearest major city:	Boston	Worksite setting:	Suburban
Nearest major airport:	Bosotn Logan International Airport	Distance to nearest major airport:	105
Additional worksite setting details:	This is an office environment and clean grooming is required and expected. Professional business casual office wear and shoes must be worn Monday through Thursday. No sneakers or jeans are allowed except on Fridays.		

## Standard Arrival Information

Are students required to arrive or depart on specific dates?	Yes		
Details of required arrival or departure dates: CIEE prefers that students arrive during business hours Mon. - Fri. 9am - 5pm but we will be flexible and we will provide pick-up for any day / time.			
Mode of transportation:	Employer will arrange pick-up	Students must arrive between these hours:	9 am - 5 pm
Cost:	Not Specified		
Other details: The students should arrive at Concord Trailways, G			

## After Hours Arrival Information

General information:	Not specified
Name of accommodation:	Accommodation address:
Cost per night:	Not Specified
Best way to travel from airport to overnight accommodation:	

## Social Security

Are students required to apply for a social security card prior to arriving at worksite?	No		
Will the company assist students with their social security application?	Yes		
Assistance detail:	If the student does not have a Social Security number CIEE will arrange travel to the local Social Security office so the student can file an application.		
Where is the nearest social security office?	2.5 miles	Distance:	
How will students be paid until their social security card arrives?	Students will receive a manual check from CIEE until they receive their Social Security number. Once the number is issued they will be on the normal payroll.		

## Housing Details

Housing address:	70 Quebec Street Portland ME 04101		
Is housing provided?	Yes	If not, will you assist students in finding housing?	No

Housing Details	
Is the student required to sign a separate housing contract?	Yes
Type of housing provided: Apartment	Number of students to a room: 2-3
Housing details: Apartments are fully furnished and all utilities except Internet access is included. Internet usage is free at the office.	
Do you offer co-ed housing?	Yes
Cost of housing - per week: 100.00	Includes utilities? Yes
Are housing costs deducted from paycheck? Yes	
Is a housing deposit required? Yes	Amount of housing deposit: \$200.00
Instructions for payment of housing deposit: The housing deposit will be subtracted over the first two pay periods. Pay periods are once every two weeks (\$100.00 each paycheck).	
Housing deposit due date: End of the second pay period.	Is deposit refundable? Yes
Conditions of deposit refund: Refund will be awarded to the student if the apartment is returned to CIEE as it was found.	
How will deposit be refunded? If the student qualifies the deposit will be given back to the student in their last pay check of th	
Are students required to live in provided housing upon arrival?	Yes
During their work stay, can students find alternate housing?	No
If yes, is there a penalty?	Yes

Transportation to/from Worksite	
Method of transportation to worksite: Walking distance.	
Distance to worksite:	Is worksite within walking distance of housing? Yes
Cost of public transportation to worksite: Not specified	
Details of public transportation to worksite:	
Cost of transportation to worksite provided by employer: Not specified	
Details of transportation to worksite arranged by employer:	
Cost of arranging own transportation to worksite: Not specified	
Details of arranging own transportation to worksite:	

Housing Amenities			
Available public transportation:	Interstate Bus		
Access to public transportation?	Walking Distance		
On Site Housing Amenities			
Laundry:	No	Linens:	Yes
Refrigerator:	Yes	Microwave:	Yes
TV:	Yes	Telephone:	Yes
Computer/Internet Access:	No	Utensils:	Yes
		Private bath:	Yes
		Air conditioning:	No
		Security guard:	No
		Gym:	No
Nearby Amenities			
Supermarket:	Walking Distance	Restaurants:	Walking Distance
Shopping mall:	Requires Transportation	Fitness center:	Walking Distance
Post office:	Walking Distance	Laundry:	Walking Distance
Bank:	Walking Distance	Internet cafe:	Walking Distance
Movie theater:	Walking Distance	Library:	Walking Distance
Additional amenities:			

Meal Information	
Are meals included in rent cost?	No
If not, meal plan cost per day: Not Specified	Meals covered: Not Specified
Is the purchase of a meal plan mandatory?	No

## CIEE, Inc. (Portland)

Enrollment Services Seasonal Coordinator  
Portland, ME



### Company Biography

Since 1947, the Council on International Educational Exchange, known as CIEE and formerly, Council, has been in pursuit of its mission, "to help people gain understanding, acquire knowledge, and develop skills for living in a globally interdependent and culturally diverse world." Our services to young people studying, working and teaching abroad are more important than ever. As we look ahead, we reaffirm our commitment to the principles and values that guide this mission statement.

### Work Dates and Pay Details

Position title: Enrollment Services Seasonal Coordinator

**Please make sure you are available to work according to the date requirements below.**

Earliest start date: 17-May-10

Latest start date: 01-Jun-10

Earliest end date: 13-Sep-10

Latest end date: 30-Sep-10

Minimum time students must be available to work: 4 months

Hourly wage: \$9.75

Tips? No

**Description of position:** You will be responsible for creating DS-2019 forms and related materials for participants that will be arriving on future J1 USA High School, Work & Travel USA, Internship USA, and Professional Career Training USA programs sponsored by CIEE. You will also spend time reviewing Work & Travel USA applications for quality assurance and assist with making sure needed corrections are made. You will be involved with shipping all approved program materials and general mail to CIEE's overseas representatives located throughout the world. This job requires excellent attention to detail, strong knowledge of Microsoft Excel and Office applications, and the ability to work with strict deadlines.

**Specific qualifications required:** - You must have experience and be comfortable using computers, software tools, and web-based office applications.- You must have advanced experience and / or strong comfort using MS Excel and Office.- You should have prior customer service / or some work experience. You need to be very responsible and dependable.- You have the desire to 'get the job done correctly' and care about what you're doing at work.- You pay close attention to details and enjoy solving problems.- Repeat Work & Travel participants are encouraged to apply!

Estimated weekly wage (incl. tips): \$390.00

Bonus: None

Conditions of bonus:

Average hours for last year's students? 40 Hours

Maximum weekly hours allowed: Not specified

Minimum average number of hours? 40 Hours

Possibility of getting more than average hours: Slight

Students get the most hours in: June and July

Students get the least hours in: Never less than 40.

How often are students paid? Semi-monthly

Do you pay overtime? Yes

If yes, after how many hours per week do you pay overtime? 40 Hours

Does your company only operate weekends before or after specific dates? No

If yes, what are the dates?

Position location: 300 Fore St. Portland ME 04101

### Other Job Details

Minimum english level: Advanced

**Description of working conditions:** This is a professional office environment. The students will have access to a computer and will be sitting at a desk for the majority of the day. Office hours are Monday through Friday 9 am to 5 pm. Students are expected to wear casual and professional looking clothes. Jeans and t-shirts are not allowed Monday through Thursday but Fridays are acceptable.

Will job duties be different at the beginning of the season? No

If yes, provide details of specific job duties:

### Uniform and Grooming Requirements

Are students required to wear a uniform? No

If yes, what is the cost of the uniform? Not specified

Are uniform laundry services available? No

If yes, what is the cost of the laundry service? \$0.00

Do students need to purchase specific clothing or footwear? No

## Uniform and Grooming Requirements

Details of purchasing required clothing or footwear:	
Do you have company grooming requirements?	Yes
Details of company grooming requirements?	Professional business casual office wear and shoes must be worn Monday through Thursday. No sneakers or jeans are allowed except on Fridays. This is an office environment and clean grooming is required and expected.

## Other Company Details

Company hires couples?	No	Company hires groups?	Yes	How many are allowed in the group?	2
Drug test required?	No	Do students complete an additional application upon arrival?	No		
Does your company issue completion certificates?	Yes	If requested, will you evaluate the student's performance?	Yes		
Any additional company details?					

## Second Job

Do you permit students to find a second job?	Yes	Do you assist students to find a second job?	No
Possibility of students finding a second job:	Average		

## Training Information

Is job training required?	Yes	Length of training:	Continuous on the job training.
Are students paid during training?	Yes	Hourly pay rate during training:	\$9.75
How many hours per week are students likely to receive during training period?	40		
Any other details?			

## Worksite Location

Worksite location: 300 Fore St. Portland ME 04101	
Nearest major city: Boston	Worksite setting: Suburban
Nearest major airport: Bosotn Logan International Airport	Distance to nearest major airport: 105
Additional worksite setting details: This is an office environment and clean grooming is required and expected. Professional business casual office wear and shoes must be worn Monday through Thursday. No sneakers or jeans are allowed except on Fridays.	

## Standard Arrival Information

Are students required to arrive or depart on specific dates?		Yes
Details of required arrival or departure dates:		
CIEE prefers that students arrive during business hours Mon. - Fri. 9am - 5pm but we will be flexible and we will provide pick-up for any day / time.		
Mode of transportation: Employer will arrange pick-up	Students must arrive between these hours: 9 am - 5 pm	
Cost: Not Specified		
Other details: The students should arrive at Concord Trailways, G		

## After Hours Arrival Information

General information: Not specified	
Name of accommodation:	Accommodation address:
Cost per night: Not Specified	
Best way to travel from airport to overnight accommodation:	

## Social Security

Are students required to apply for a social security card prior to arriving at worksite?		No
Will the company assist students with their social security application?		Yes
Assistance detail: If the student does not have a Social Security number CIEE will arrange travel to the local Social Security office so the student can file an application.		
Where is the nearest social security office?	2.5 miles	Distance:
How will students be paid until their social security card arrives?		Students will receive a manual check from CIEE until they receive their Social Security number. Once the number is issued they will be on the normal payroll.

Housing Details	
Housing address:	70 Quebec Street Portland ME 04101
Is housing provided? Yes	If not, will you assist students in finding housing? No
Is the student required to sign a separate housing contract? Yes	
Type of housing provided: Apartment	Number of students to a room: 2-3
Housing details: Apartments are fully furnished and all utilities except Internet access is included. Internet usage is free at the office.	
Do you offer co-ed housing? Yes	
Cost of housing - per week: 100.00	Includes utilities? Yes
Are housing costs deducted from paycheck? Yes	
Is a housing deposit required? Yes	Amount of housing deposit: \$200.00
Instructions for payment of housing deposit: The housing deposit will be subtracted over the first two pay periods. Pay periods are once every two weeks (\$100.00 each paycheck).	
Housing deposit due date: End of the second pay period.	Is deposit refundable? Yes
Conditions of deposit refund: Refund will be awarded to the student if the apartment is returned to CIEE as it was found.	
How will deposit be refunded? If the student qualifies the deposit will be given back to the student in their last pay check of th	
Are students required to live in provided housing upon arrival? Yes	
During their work stay, can students find alternate housing? No	
If yes, is there a penalty? Yes	

Transportation to/from Worksite	
Method of transportation to worksite: Walking distance.	
Distance to worksite:	Is worksite within walking distance of housing? Yes
Cost of public transportation to worksite: Not specified	
Details of public transportation to worksite:	
Cost of transportation to worksite provided by employer: Not specified	
Details of transportation to worksite arranged by employer:	
Cost of arranging own transportation to worksite: Not specified	
Details of arranging own transportation to worksite:	

Housing Amenities			
Available public transportation:	Interstate Bus		
Access to public transportation?	Walking Distance		
On Site Housing Amenities			
Laundry: No	Linen: Yes	Private bath: Yes	
Refrigerator: Yes	Microwave: Yes	Air conditioning: No	
TV: Yes	Telephone: Yes	Security guard: No	
Computer/Internet Access: No	Utensils: Yes	Gym: No	
Nearby Amenities			
Supermarket: Walking Distance	Restaurants: Walking Distance		
Shopping mall: Requires Transportation	Fitness center: Walking Distance		
Post office: Walking Distance	Laundry: Walking Distance		
Bank: Walking Distance	Internet cafe: Walking Distance		
Movie theater: Walking Distance	Library: Walking Distance		
Additional amenities:			

Meal Information	
Are meals included in rent cost? No	
If not, meal plan cost per day: Not Specified	Meals covered: Not Specified
Is the purchase of a meal plan mandatory? No	

**CIEE, Inc. (Portland)**

Participant Services Seasonal Coordinator - Bulgaria  
Portland, ME



**Company Biography**

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**Work Dates and Pay Details**

Position title: Participant Services Seasonal Coordinator - Bulgaria

**Please make sure you are available to work according to the date requirements below.**

Earliest start date: 17-May-10

Latest start date: 01-Jun-10

Earliest end date: 13-Sep-10

Latest end date: 30-Sep-10

Minimum time students must be available to work: 4 months

Hourly wage: \$9.75

Tips? No

Description of position: The student's primary role will be in Customer Service within the Participant Services team but might be asked to provide support to the SEVIS Compliance team. The positions require excellent spoken and written English, strong computer skills, and a positive team-oriented attitude. Prior customer service or work experience is encouraged but not required. Customer Service: The student's primary job is to answer questions from CIEE participants in the United States by phone and e-mail. The student will be trained to help answer a variety of questions related to the programs CIEE offers. The student will speak English very frequently and they will also use their native language to help participants that have poor English. The student will also fax, file, and perform other administrative duties to support the Customer Service Center. SEVIS Compliance: The student's primary job is to contact CIEE participants in the United States that are not registered in SEVIS. Following a tracking schedule, the student will try to contact unregistered CIEE participants by e-mail and phone or call their employers to get the participants' US address information. The job requires working with computer programs, multi-tasking, and paying close attention to details. The student will also fax, file, and perform other administrative duties to support the SEVIS Compliance team

Specific qualifications required: - You should have prior customer service / or some work experience. You need to be very responsible and dependable.- You need to be comfortable, confident, and friendly talking on the phone and writing e-mails in English.- You have experience and / or strong comfort using MS Office and web-based applications.- You have the desire to 'get the job done correctly' and care about what you're doing at work.- You pay close attention to details and enjoy solving problems.- Repeat Work & Travel participants are encouraged to apply!

Estimated weekly wage (incl. tips): \$390.00

Bonus: None

Conditions of bonus:

Average hours for last year's students? 40 Hours

Maximum weekly hours allowed: Not specified

Minimum average number of hours? 40 Hours

Possibility of getting more than average hours: Not specified

Students get the most hours in: June, July

Students get the least hours in: Never less than 40.

How often are students paid? Semi-monthly

Do you pay overtime? No

If yes, after how many hours per week do you pay overtime? 40 Hours

Does your company only operate weekends before or after specific dates? No

If yes, what are the dates?

Position location: 300 Fore St. Portland ME 04101

**Other Job Details**

Minimum english level: Advanced

Description of working conditions: This is a professional office environment. The students will have access to a computer and will be sitting at a desk for the majority of the day. Office hours are Monday through Friday 9 am to 5 pm. Students are expected to wear casual and professional looking clothes. Jeans and t-shirts are not allowed Monday through Thursday but Fridays are acceptable.

Will job duties be different at the beginning of the season? Yes

## Other Job Details

If yes, provide details of specific job duties: It is possible but unlikely that job assignments will change during the season. Changes would most likely occur within Participant Services only but this is not guaranteed. All students will be trained to do their primary job and the Customer Service job.

## Uniform and Grooming Requirements

Are students required to wear a uniform?	No	If yes, what is the cost of the uniform?	Not specified
Are uniform laundry services available?	No	If yes, what is the cost of the laundry service?	\$0.00
Do students need to purchase specific clothing or footwear?	No		
Details of purchasing required clothing or footwear:			
Do you have company grooming requirements?	Yes		
Details of company grooming requirements?	Professional business casual office wear and shoes must be worn Monday through Thursday. No sneakers or jeans are allowed except on Fridays. This is an office environment and clean grooming is required and expected.		

## Other Company Details

Company hires couples?	No	Company hires groups?	Yes	How many are allowed in the group?	2
Drug test required?	No	Do students complete an additional application upon arrival?	No		
Does your company issue completion certificates?	Yes	If requested, will you evaluate the student's performance?	Yes		
Any additional company details?					

## Second Job

Do you permit students to find a second job?	Yes	Do you assist students to find a second job?	No
Possibility of students finding a second job:	Average		

## Training Information

Is job training required?	Yes	Length of training:	continuous, on the job.
Are students paid during training?	Yes	Hourly pay rate during training:	\$9.75
How many hours per week are students likely to receive during training period?	40		
Any other details?			
From June to August the Customer Service Center is open Monday through Friday from 8:00am to 7:00pm and Saturdays from 9:00am to 5:00pm. SEVIS Compliance and Employer Vetting work from 9:00am to 5:00pm Monday through Friday. All students in Participant Services will have the opportunity to work in Customer Service to earn extra hours.			

## Worksite Location

Worksite location:	300 Fore St. Portland ME 04101		
Nearest major city:	Boston	Worksite setting:	Suburban
Nearest major airport:	Bosotn Logan International Airport	Distance to nearest major airport:	105
Additional worksite setting details:	This is an office environment and clean grooming is required and expected. Professional business casual office wear and shoes must be worn Monday through Thursday. No sneakers or jeans are allowed except on Fridays.		

## Standard Arrival Information

Are students required to arrive or depart on specific dates?	No		
Details of required arrival or departure dates:			
CIEE prefers that students arrive during business hours Mon. - Fri. 9am - 5pm but we will be flexible and we will provide pick-up for any day/time.			
Mode of transportation:	Employer will arrange pick-up	Students must arrive between these hours:	9 am - 5 pm
Cost:	Not Specified		
Other details:	The students should arrive at Concord Trailways, G		

## After Hours Arrival Information

General information:	Not specified
Name of accommodation:	Accommodation address:
Cost per night:	Not Specified
Best way to travel from airport to overnight accommodation:	

Social Security	
Are students required to apply for a social security card prior to arriving at worksite?	No
Will the company assist students with their social security application?	Yes
Assistance detail: If the student does not have a Social Security number CIEE will arrange travel to the local Social Security office so the student can file an application.	
Where is the nearest social security office? 2.5 miles	Distance:
How will students be paid until their social security card arrives?	Students will receive a manual check from CIEE until they receive their Social Security number. Once the number is issued they will be on the normal payroll.

Housing Details	
Housing address: 70 Quebec Street Portland ME 04101	
Is housing provided? Yes	If not, will you assist students in finding housing? No
Is the student required to sign a separate housing contract? Yes	
Type of housing provided: Apartment	Number of students to a room: 2-3
Housing details: Apartments are fully furnished and all utilities except Internet access is included. Internet usage is free at the office.	
Do you offer co-ed housing? Yes	
Cost of housing - per week: 100.00	Includes utilities? Yes
Are housing costs deducted from paycheck? Yes	
Is a housing deposit required? Yes	Amount of housing deposit: \$200.00
Instructions for payment of housing deposit: The housing deposit will be subtracted over the first two pay periods. Pay periods are once every two weeks (\$100.00 each paycheck).	
Housing deposit due date: End of the second pay period.	Is deposit refundable? Yes
Conditions of deposit refund: Refund will be awarded to the student if the apartment is returned to CIEE as it was found.	
How will deposit be refunded? If the student qualifies the deposit will be given back to the student in their last pay check of th	
Are students required to live in provided housing upon arrival? Yes	
During their work stay, can students find alternate housing? No	
If yes, is there a penalty? Yes	

Transportation to/from Worksite	
Method of transportation to worksite: Walking distance.	
Distance to worksite:	Is worksite within walking distance of housing? Yes
Cost of public transportation to worksite: Not specified	
Details of public transportation to worksite:	
Cost of transportation to worksite provided by employer: Not specified	
Details of transportation to worksite arranged by employer:	
Cost of arranging own transportation to worksite: Not specified	
Details of arranging own transportation to worksite:	

Housing Amenities			
Available public transportation: Interstate Bus			
Access to public transportation? Walking Distance			
On Site Housing Amenities			
Laundry: No	Linens: Yes	Private bath: Yes	
Refrigerator: Yes	Microwave: Yes	Air conditioning: No	
TV: Yes	Telephone: Yes	Security guard: No	
Computer/Internet Access: No	Utensils: Yes	Gym: No	
Nearby Amenities			
Supermarket: Walking Distance	Restaurants: Walking Distance		
Shopping mall: Requires Transportation	Fitness center: Walking Distance		
Post office: Walking Distance	Laundry: Walking Distance		
Bank: Walking Distance	Internet cafe: Walking Distance		
Movie theater: Walking Distance	Library: Walking Distance		
Additional amenities:			

Meal Information	
Are meals included in rent cost?	No
If not, meal plan cost per day:	Not Specified
Meals covered:	Not Specified
Is the purchase of a meal plan mandatory?	No

## CIEE, Inc. (Portland)

Participant Services Seasonal Coordinator - Russia  
Portland, ME



### Company Biography

Since 1947, the Council on International Educational Exchange, known as CIEE and formerly, Council, has been in pursuit of its mission, "to help people gain understanding, acquire knowledge, and develop skills for living in a globally interdependent and culturally diverse world." Our services to young people studying, working and teaching abroad are more important than ever. As we look ahead, we reaffirm our commitment to the principles and values that guide this mission statement.

### Work Dates and Pay Details

Position title: Participant Services Seasonal Coordinator - Russia

**Please make sure you are available to work according to the date requirements below.**

Earliest start date: 24-May-10

Latest start date: 01-Jun-10

Earliest end date: 24-Sep-10

Latest end date: 30-Sep-10

Minimum time students must be available to work: 4 months

Hourly wage: \$9.75

Tips? No

**Description of position:** The student's primary role will be in Customer Service within the Participant Services team but might be asked to provide support to the SEVIS Compliance team. The positions require excellent spoken and written English, strong computer skills, and a positive team-oriented attitude. Prior customer service or work experience is encouraged but not required.  
**Customer Service:** The student's primary job is to answer questions from CIEE participants in the United States by phone and e-mail. The student will be trained to help answer a variety of questions related to the programs CIEE offers. The student will speak English very frequently and they will also use their native language to help participants that have poor English. The student will also fax, file, and perform other administrative duties to support the Customer Service Center.  
**SEVIS Compliance:** The student's primary job is to contact CIEE participants in the United States that are not registered in SEVIS. Following a tracking schedule, the student will try to contact unregistered CIEE participants by e-mail and phone or call their employers to get the participants' US address information. The job requires working with computer programs, multi-tasking, and paying close attention to details. The student will also fax, file, and perform other administrative duties to support the SEVIS Compliance team

**Specific qualifications required:** - You should have prior customer service / or some work experience. You need to be very responsible and dependable.- You need to be comfortable, confident, and friendly talking on the phone and writing e-mails in English.- You have experience and / or strong comfort using MS Office and web-based applications.- You have the desire to 'get the job done correctly' and care about what you're doing at work.- You pay close attention to details and enjoy solving problems.- Repeat Work & Travel participants are encouraged to apply!

Estimated weekly wage (incl. tips): \$390.00

Bonus: None

Conditions of bonus:

Average hours for last year's students? 40 Hours

Maximum weekly hours allowed: Not specified

Minimum average number of hours? 40 Hours

Possibility of getting more than average hours: Slight

Students get the most hours in: June, July

Students get the least hours in: Never less than 40.

How often are students paid? Semi-monthly

Do you pay overtime? No

If yes, after how many hours per week do you pay overtime? 40 Hours

Does your company only operate weekends before or after specific dates? No

If yes, what are the dates?

Position location: 300 Fore St. Portland ME 04101

### Other Job Details

Minimum english level: Advanced

**Description of working conditions:** This is a professional office environment. The students will have access to a computer and will be sitting at a desk for the majority of the day. Office hours are Monday through Friday 9 am to 5 pm. Students are expected to wear casual and professional looking clothes. Jeans and t-shirts are not allowed Monday through Thursday but Fridays are acceptable.

Will job duties be different at the beginning of the season? Yes

## Other Job Details

If yes, provide details of specific job duties: It is possible but unlikely that job assignments will change during the season. Changes would most likely occur within Participant Services only but this is not guaranteed. All students will be trained to do their primary job and the Customer Service job.

## Uniform and Grooming Requirements

Are students required to wear a uniform?	No	If yes, what is the cost of the uniform?	Not specified
Are uniform laundry services available?	No	If yes, what is the cost of the laundry service?	\$0.00
Do students need to purchase specific clothing or footwear?	No		
Details of purchasing required clothing or footwear:			
Do you have company grooming requirements?	Yes		
Details of company grooming requirements?	Professional business casual office wear and shoes must be worn Monday through Thursday. No sneakers or jeans are allowed except on Fridays. This is an office environment and clean grooming is required and expected.		

## Other Company Details

Company hires couples?	No	Company hires groups?	Yes	How many are allowed in the group?	2
Drug test required?	No	Do students complete an additional application upon arrival?	No		
Does your company issue completion certificates?	Yes	If requested, will you evaluate the student's performance?	Yes		
Any additional company details?					

## Second Job

Do you permit students to find a second job?	Yes	Do you assist students to find a second job?	No
Possibility of students finding a second job:	Average		

## Training Information

Is job training required?	Yes	Length of training:	continuous, on the job.
Are students paid during training?	Yes	Hourly pay rate during training:	\$9.75
How many hours per week are students likely to receive during training period?	40		
Any other details?			
From June to August the Customer Service Center is open Monday through Friday from 8:00am to 7:00pm and Saturdays from 9:00am to 5:00pm. SEVIS Compliance and Employer Vetting work from 9:00am to 5:00pm Monday through Friday. All students in Participant Services will have the opportunity to work in Customer Service to earn extra hours.			

## Worksite Location

Worksite location:	300 Fore St. Portland ME 04101		
Nearest major city:	Boston	Worksite setting:	Suburban
Nearest major airport:	Bosotn Logan International Airport	Distance to nearest major airport:	105
Additional worksite setting details:	This is an office environment and clean grooming is required and expected. Professional business casual office wear and shoes must be worn Monday through Thursday. No sneakers or jeans are allowed except on Fridays.		

## Standard Arrival Information

Are students required to arrive or depart on specific dates?	No		
Details of required arrival or departure dates:			
CIEE prefers that students arrive during business hours Mon. - Fri. 9am - 5pm but we will be flexible and we will provide pick-up for any day/time.			
Mode of transportation:	Employer will arrange pick-up	Students must arrive between these hours:	9 am - 5 pm
Cost:	Not Specified		
Other details:	The students should arrive at Concord Trailways, G		

## After Hours Arrival Information

General information:	Not specified		
Name of accommodation:	Accommodation address:		
Cost per night:	Not Specified		
Best way to travel from airport to overnight accommodation:			

Social Security	
Are students required to apply for a social security card prior to arriving at worksite?	No
Will the company assist students with their social security application?	Yes
Assistance detail: If the student does not have a Social Security number CIEE will arrange travel to the local Social Security office so the student can file an application.	
Where is the nearest social security office? 2.5 miles	Distance:
How will students be paid until their social security card arrives?	Students will receive a manual check from CIEE until they receive their Social Security number. Once the number is issued they will be on the normal payroll.

Housing Details	
Housing address: 70 Quebec Street Portland ME 04101	
Is housing provided? Yes	If not, will you assist students in finding housing? No
Is the student required to sign a separate housing contract? Yes	
Type of housing provided: Apartment	Number of students to a room: 2-3
Housing details: Apartments are fully furnished and all utilities except Internet access is included. Internet usage is free at the office.	
Do you offer co-ed housing? Yes	
Cost of housing - per week: 100.00	Includes utilities? Yes
Are housing costs deducted from paycheck? Yes	
Is a housing deposit required? Yes	Amount of housing deposit: \$200.00
Instructions for payment of housing deposit: The housing deposit will be subtracted over the first two pay periods. Pay periods are once every two weeks (\$100.00 each paycheck).	
Housing deposit due date: End of the second pay period.	Is deposit refundable? Yes
Conditions of deposit refund: Refund will be awarded to the student if the apartment is returned to CIEE as it was found.	
How will deposit be refunded? If the student qualifies the deposit will be given back to the student in their last pay check of th	
Are students required to live in provided housing upon arrival? Yes	
During their work stay, can students find alternate housing? No	
If yes, is there a penalty? Yes	

Transportation to/from Worksite	
Method of transportation to worksite: Walking distance.	
Distance to worksite:	Is worksite within walking distance of housing? Yes
Cost of public transportation to worksite: Not specified	
Details of public transportation to worksite:	
Cost of transportation to worksite provided by employer: Not specified	
Details of transportation to worksite arranged by employer:	
Cost of arranging own transportation to worksite: Not specified	
Details of arranging own transportation to worksite:	

Housing Amenities			
Available public transportation: Interstate Bus			
Access to public transportation? Walking Distance			
On Site Housing Amenities			
Laundry: No	Linens: Yes	Private bath: Yes	
Refrigerator: Yes	Microwave: Yes	Air conditioning: No	
TV: Yes	Telephone: Yes	Security guard: No	
Computer/Internet Access: No	Utensils: Yes	Gym: No	
Nearby Amenities			
Supermarket: Walking Distance	Restaurants: Walking Distance		
Shopping mall: Requires Transportation	Fitness center: Walking Distance		
Post office: Walking Distance	Laundry: Walking Distance		
Bank: Walking Distance	Internet cafe: Walking Distance		
Movie theater: Walking Distance	Library: Walking Distance		
Additional amenities:			

Meal Information	
Are meals included in rent cost?	No
If not, meal plan cost per day:	Not Specified
Meals covered:	Not Specified
Is the purchase of a meal plan mandatory?	No

**CIEE, Inc. (Portland)**

Participant Services Seasonal Coordinator - Turkey  
Portland, ME



**Company Biography**

Since 1947, the Council on International Educational Exchange, known as CIEE and formerly, Council, has been in pursuit of its mission, "to help people gain understanding, acquire knowledge, and develop skills for living in a globally interdependent and culturally diverse world." Our services to young people studying, working and teaching abroad are more important than ever. As we look ahead, we reaffirm our commitment to the principles and values that guide this mission statement.

**Work Dates and Pay Details**

Position title: Participant Services Seasonal Coordinator - Turkey

**Please make sure you are available to work according to the date requirements below.**

Earliest start date: 15-Jun-10

Latest start date: 30-Jun-10

Earliest end date: 15-Sep-10

Latest end date: 01-Oct-10

Minimum time students must be available to work: 4 months

Hourly wage: \$9.75

Tips? No

Description of position: The student's primary role will be in Customer Service within the Participant Services team but might be asked to provide support to the SEVIS Compliance team. The positions require excellent spoken and written English, strong computer skills, and a positive team-oriented attitude. Prior customer service or work experience is encouraged but not required.  
Customer Service: The student's primary job is to answer questions from CIEE participants in the United States by phone and e-mail. The student will be trained to help answer a variety of questions related to the programs CIEE offers. The student will speak English very frequently and they will also use their native language to help participants that have poor English. The student will also fax, file, and perform other administrative duties to support the Customer Service Center.  
SEVIS Compliance: The student's primary job is to contact CIEE participants in the United States that are not registered in SEVIS. Following a tracking schedule, the student will try to contact unregistered CIEE participants by e-mail and phone or call their employers to get the participants' US address information. The job requires working with computer programs, multi-tasking, and paying close attention to details. The student will also fax, file, and perform other administrative duties to support the SEVIS Compliance team

Specific qualifications required: - You should have prior customer service / or some work experience. You need to be very responsible and dependable.- You need to be comfortable, confident, and friendly talking on the phone and writing e-mails in English.- You have experience and / or strong comfort using MS Office and web-based applications.- You have the desire to 'get the job done correctly' and care about what you're doing at work.- You pay close attention to details and enjoy solving problems.- Repeat Work & Travel participants are encouraged to apply!

Estimated weekly wage (incl. tips): \$390.00

Bonus: None

Conditions of bonus:

Average hours for last year's students? 40 Hours

Maximum weekly hours allowed: Not specified

Minimum average number of hours? 40 Hours

Possibility of getting more than average hours: Slight

Students get the most hours in: June, July

Students get the least hours in: Never less than 40.

How often are students paid? Semi-monthly

Do you pay overtime? No

If yes, after how many hours per week do you pay overtime? 40 Hours

Does your company only operate weekends before or after specific dates? No

If yes, what are the dates?

Position location: 300 Fore St. Portland ME 04101

**Other Job Details**

Minimum english level: Advanced

Description of working conditions: This is a professional office environment. The students will have access to a computer and will be sitting at a desk for the majority of the day. Office hours are Monday through Friday 9 am to 5 pm. Students are expected to wear casual and professional looking clothes. Jeans and t-shirts are not allowed Monday through Thursday but Fridays are acceptable.

Will job duties be different at the beginning of the season? Yes

## Other Job Details

If yes, provide details of specific job duties: It is possible but unlikely that job assignments will change during the season. Changes would most likely occur within Participant Services only but this is not guaranteed. All students will be trained to do their primary job and the Customer Service job.

## Uniform and Grooming Requirements

Are students required to wear a uniform?	No	If yes, what is the cost of the uniform?	Not specified
Are uniform laundry services available?	No	If yes, what is the cost of the laundry service?	\$0.00
Do students need to purchase specific clothing or footwear?	No		
Details of purchasing required clothing or footwear:			
Do you have company grooming requirements?	Yes		
Details of company grooming requirements?	Professional business casual office wear and shoes must be worn Monday through Thursday. No sneakers or jeans are allowed except on Fridays. This is an office environment and clean grooming is required and expected.		

## Other Company Details

Company hires couples?	No	Company hires groups?	Yes	How many are allowed in the group?	2
Drug test required?	No	Do students complete an additional application upon arrival?	No		
Does your company issue completion certificates?	Yes	If requested, will you evaluate the student's performance?	Yes		
Any additional company details?					

## Second Job

Do you permit students to find a second job?	Yes	Do you assist students to find a second job?	No
Possibility of students finding a second job:	Average		

## Training Information

Is job training required?	Yes	Length of training:	continuous, on the job.
Are students paid during training?	Yes	Hourly pay rate during training:	\$9.75
How many hours per week are students likely to receive during training period?	40		
Any other details?			
From June to August the Customer Service Center is open Monday through Friday from 8:00am to 7:00pm and Saturdays from 9:00am to 5:00pm. SEVIS Compliance and Employer Vetting work from 9:00am to 5:00pm Monday through Friday. All students in Participant Services will have the opportunity to work in Customer Service to earn extra hours.			

## Worksite Location

Worksite location: 300 Fore St. Portland ME 04101			
Nearest major city:	Boston	Worksite setting:	Suburban
Nearest major airport:	Bosotn Logan International Airport	Distance to nearest major airport:	105
Additional worksite setting details: This is an office environment and clean grooming is required and expected. Professional business casual office wear and shoes must be worn Monday through Thursday. No sneakers or jeans are allowed except on Fridays.			

## Standard Arrival Information

Are students required to arrive or depart on specific dates?	No		
Details of required arrival or departure dates:			
CIEE prefers that students arrive during business hours Mon. - Fri. 9am - 5pm but we will be flexible and we will provide pick-up for any day/time.			
Mode of transportation:	Employer will arrange pick-up	Students must arrive between these hours:	9 am - 5 pm
Cost:	Not Specified		
Other details: The students should arrive at Concord Trailways, G			

## After Hours Arrival Information

General information:		Not specified	
Name of accommodation:	Accommodation address:		
Cost per night:	Not Specified		
Best way to travel from airport to overnight accommodation:			

Social Security	
Are students required to apply for a social security card prior to arriving at worksite?	No
Will the company assist students with their social security application?	Yes
Assistance detail: If the student does not have a Social Security number CIEE will arrange travel to the local Social Security office so the student can file an application.	
Where is the nearest social security office? 2.5 miles	Distance:
How will students be paid until their social security card arrives?	Students will receive a manual check from CIEE until they receive their Social Security number. Once the number is issued they will be on the normal payroll.

Housing Details	
Housing address: 70 Quebec Street Portland ME 04101	
Is housing provided? Yes	If not, will you assist students in finding housing? No
Is the student required to sign a separate housing contract? Yes	
Type of housing provided: Apartment	Number of students to a room: 2-3
Housing details: Apartments are fully furnished and all utilities except Internet access is included. Internet usage is free at the office.	
Do you offer co-ed housing? Yes	
Cost of housing - per week: 100.00	Includes utilities? Yes
Are housing costs deducted from paycheck? Yes	
Is a housing deposit required? Yes	Amount of housing deposit: \$200.00
Instructions for payment of housing deposit: The housing deposit will be subtracted over the first two pay periods. Pay periods are once every two weeks (\$100.00 each paycheck).	
Housing deposit due date: End of the second pay period.	Is deposit refundable? Yes
Conditions of deposit refund: Refund will be awarded to the student if the apartment is returned to CIEE as it was found.	
How will deposit be refunded? If the student qualifies the deposit will be given back to the student in their last pay check of th	
Are students required to live in provided housing upon arrival? Yes	
During their work stay, can students find alternate housing? No	
If yes, is there a penalty? Yes	

Transportation to/from Worksite	
Method of transportation to worksite: Walking distance.	
Distance to worksite:	Is worksite within walking distance of housing? Yes
Cost of public transportation to worksite: Not specified	
Details of public transportation to worksite:	
Cost of transportation to worksite provided by employer: Not specified	
Details of transportation to worksite arranged by employer:	
Cost of arranging own transportation to worksite: Not specified	
Details of arranging own transportation to worksite:	

Housing Amenities			
Available public transportation: Interstate Bus			
Access to public transportation? Walking Distance			
On Site Housing Amenities			
Laundry: No	Linens: Yes	Private bath: Yes	
Refrigerator: Yes	Microwave: Yes	Air conditioning: No	
TV: Yes	Telephone: Yes	Security guard: No	
Computer/Internet Access: No	Utensils: Yes	Gym: No	
Nearby Amenities			
Supermarket: Walking Distance	Restaurants: Walking Distance		
Shopping mall: Requires Transportation	Fitness center: Walking Distance		
Post office: Walking Distance	Laundry: Walking Distance		
Bank: Walking Distance	Internet cafe: Walking Distance		
Movie theater: Walking Distance	Library: Walking Distance		
Additional amenities:			

Meal Information	
Are meals included in rent cost?	No
If not, meal plan cost per day:	Not Specified
Meals covered:	Not Specified
Is the purchase of a meal plan mandatory?	No