**Work in the USA! Opportunities for Summer 2012**

**File Clerk, Miami, Florida**
As a Legal File Clerk, you will be responsible for creating and maintaining legal case files by filing daily correspondence, attorney notes, and legal research. Other duties may involve organizing office paperwork, updating files and making papers, letters or other documents as requested by the lawyer or client.  Excellent organizational skills, communication skills and computer literacy are essential to be successful. The position will last for eight weeks at $13/hour for 40 hours per week Monday – Friday. If interested, please email your cover letter to elsa@u.northwestern.edu with the subject “Legal File Clerk.”

**Business Consulting Internship, Deloitte Consulting LLP, Cleveland, Ohio**

 Summer internships at Deloitte last eight to ten weeks, including an orientation and training period. You’ll be assigned to a project and work with clients and Deloitte professionals who will show you what a career in consulting is like. We are looking for good students who have leadership skills and are good at multitasking. We will develop your technical and client service skills that will help you throughout your career. If interested, please email your cover letter to elsa@u.northwestern.edu with the subject “Part time Admin.”

**Administrative Assistant, Chicago, Illinois**

This part time temporary Administrative Assistant position is available at a charity organization that helps the homeless population in Chicago. This position will last for two months at $11/hour for 20 hours per week Monday - Friday. Social media skills and excellent communication/writing skills are required. Candidates should be comfortable greeting visitors and answering phones. If interested, please email your cover letter to elsa@u.northwestern.edu with the subject “Part time Admin.”

**Au Pair, Cupertino, California**

Working as an au pair is one of the best ways to discover the US. You can experience everyday life with a carefully selected American family by providing child care. You provide child care 45 hours a week and get $195 per week plus room and board. Qualified applicants are aged between 18 - 26 years, have a driver’s license, enjoy caring for children, are a secondary school graduate or equivalent, speak English, have no criminal record, and want to spend at least 2 months living with an American family. Please email your cover letter to elsa@u.northwestern.edu with the subject “Au Pair.”

**Camp Counselor, Camp Cayuga, Pennsylvania**

Camp Cayuga is a sleepaway camp located in the beautiful Pocono Mountains of northeast Pennsylvania. Cayuga caters to children ages 5 – 15.We are choosing 135 staff members who enjoy working in a friendly noncompetitive atmosphere with children. If you consider yourself a good role model with a genuine interest in children, we encourage you to apply. You’ll have a great time at Cayuga if you have an outgoing personality, a good sense of humor, strong teaching skills in your activity area, good leadership ability, and experience in supervising and instructing children. Room, board, and laundry services are provided. New staff lounge provides high speed internet access. Salary is $300 per week. If interested, please email your cover letter to elsa@u.northwestern.edu with the subject “Camp Counselor.”