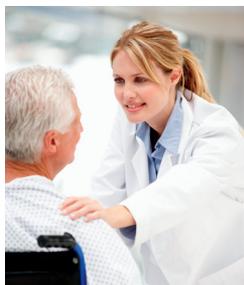


How to Apply for Jobs in the Longwood Medical & Academic Area



Prepared by

MASCO[™]

2015

(Fourth Edition)

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This document was created by MASCO. Call 617-632-2846 to update or change information. MASCO (Medical Academic and Scientific Community Organization, Inc.) is a charitable corporation established in 1972 by its member institutions to plan, develop, and enhance the Longwood Medical and Academic Area (LMA) for the benefit of the general public and its members, and to create and implement programs that assist the institutions and individuals in the LMA.

Jobs in the LMA

Introduction

MASCO members and associate members employ over 46,000 people. This booklet was originally created in June 2005 as an employment resource for our neighbors in Boston to encourage Boston residents to apply for available positions. This fourth edition has been updated to reflect changes to the job application process. MASCO member and associate member institutions included in this guide are: Beth Israel Deaconess Medical Center, Brigham and Women's Hospital, Boston Children's Hospital, Dana-Farber Cancer Institute, Emmanuel College, Harvard University (Medical School, School of Dental Medicine, Chan School), Isabella Stewart Gardner Museum, Joslin Diabetes Center, Judge Baker Children's Center, Massachusetts College of Art and Design, MCPHS University, Massachusetts Eye and Ear, Massachusetts Mental Health Center, Merck Research Laboratories, New England Baptist Hospital, Simmons College, Temple Israel, Wentworth Institute of Technology, Wheelock College, and The Winsor School.

General Guidelines for Applying

Each institution in the LMA has a website, and most provide job listings on those sites. You may be able to apply for a position directly through the website and some institutions accept applications via email or facsimile (FAX). The preferred method of application is provided for each institution. It is very important to **indicate a specific position for which you are applying**. Providing the job title and/or reference number ensures that your application will be considered for the job that best matches your interests and qualifications. Without this, your application may not be considered.

If an application is submitted by mail or in person, you may not receive a confirmation due to the high volume of applications that some institutions receive. In general, online or email applications will receive a computer-generated acknowledgement of receipt.

Additional Resources

Many community organizations serve the neighborhoods of Boston and can serve as a resource for resume writing, interviewing tips and job leads. In addition, access to job listings and computer resources are available through Boston One-Stop Career Centers:

- Boston Career Link, 1010 Harrison Avenue, Boston. 617-541-1400
- The Work Place, 29 Winter Street, 4th Floor, Boston. 617-737-0093

Setting Yourself Up For Success

Public Computers and Free Email

Most institutions prefer to receive job applications through the Internet. In some cases, this is the only accepted method of application. If you do not have a personal computer, there are several resources where you can use a computer free of charge. The Boston Public Library system offers use of computers with a valid library card. Many community-based organizations can assist you with a job search, and often have computers available.

In general, email is the standard way to communicate with potential employers and submit employment applications. Several web-based email providers allow you to establish email accounts without a fee. Search the internet for "free email" for potential providers. Web-based email services enable you to access your email through the Internet on any computer. You log into your email account via the Web to send and retrieve email.

Presentation

Resumes and Cover Letters

A resume and cover letter are important. It is usually the first impression an employer will have of you. Be prepared to discuss any item on your resume in greater detail if you are selected for an interview. Resumes and cover letters should:

- Be well written, grammatically correct and error free;
- Show your relevant skills, knowledge, and accomplishments; and
- Be professional and ready to send to prospective employers.

Interviews

Interviews are part of receiving a job offer. An effective interview process begins with good preparation and continues beyond the actual interview. The following is a list of key elements of an effective interview:

Before the Interview:

- Research the institution by visiting their website. You will need to be able to answer the question, "Why do you want to work here?" Knowing about the institution will help your interview go well.
- Find out directions and travel time so that you know how long it will take you to get there on interview day. Plan to arrive 10-15 minutes before the scheduled start of the interview to be on time.
- Prepare responses to questions about your skills, values, and interests, as well as your strengths and weaknesses. Emphasize not just what you are interested in, but what you can do to benefit the institution.

- Bring copies of your resume, cover letter, and references to the interview. List the names of professional references, including their titles, company names, telephone numbers, addresses, and email addresses. Make sure you contact your references beforehand and ask if you may list them as professional references.

Day of the Interview:

- Dress professionally and be well-groomed. Appearance is important in making a good first impression.
- Be conservative in your choices for clothing, make-up, perfume or aftershave.
- If you wear sneakers while walking to the interview, change into dress shoes in the restroom before your interview.

During the Interview:

- Be prepared to fill out a job application, including the salary of your former positions and employer telephone numbers. Please be aware that most institutions will include a background check as part of the application process.
- Upon meeting the interviewer, shake hands firmly and establish eye contact. Try to be as relaxed as possible.
- When first seated, be aware of the interviewer's style and pace yourself accordingly. As early as possible, ask the interviewer to tell you about the responsibilities of the position. With this knowledge, you will be able to give better answers.
- During the interview, be aware of your own body language. Be sure to sit upright and be attentive, do not fidget or slouch, and do not chew gum or eat food.
- In order to express confidence, you need to be genuine. If you are putting up a false front or not being honest, it will show. However, don't tell the interviewer anything too personal that is not relevant to the job.

After the Interview:

- If the interview was successful for you, let the employer know that you are interested in the position. These will be the last words they hear. If the position doesn't interest you, remain professional and thank the interviewer for his/her time.
- Ask for the interviewer's business card, if one is not offered to you.
- Always send a thank you note to each person who interviewed you. This is courteous and shows your interest in the position.

Colleges of the Fenway



Sample List of Jobs

The Colleges of the Fenway (COF), established in 1996, is a collaboration of six colleges: Emmanuel College, Massachusetts College of Art and Design, MCPHS University, Simmons College, Wentworth Institute of Technology, and Wheelock College.

Internet Access

<http://www.colleges-fenway.org/faculty-staff/job-opportunities/>

The COF website provides a link to each college.

- Under each institution listed, click on the Job Listings link to view positions listed for that institution.
or
- Under each institution, click on the Visit Website link to visit the college's website. This link will bring you directly to their Human Resources page, which contains more detailed information on how to apply, as well as additional job listings that may not be posted on the COF site.

Ways to Apply

Please see information specific to each institution. Do not apply directly to Colleges of the Fenway.

Emmanuel College



EMMANUEL COLLEGE

Sample List of Jobs

Administrative and faculty.

Internet Access

All applicants have to apply online.

<http://www.emmanuel.edu>

- Select “Employment Opportunities” at the bottom of the main page.
- The job titles will appear for all positions.
- Click on the job title for a complete job description.
- Click on “apply now” to submit application materials.

Ways to Apply

Online:

All applicants need to apply online following the directions on the web site. Paper materials can be mailed in addition to online applications to:

Emmanuel College
Human Resources
400 The Fenway
Boston, MA 02115

Applicants are welcome to call with any questions: 617-735-9991.

Massachusetts College of Art and Design

MASSART

MASSACHUSETTS COLLEGE
OF ART AND DESIGN

Sample List of Jobs

Staff positions in the areas of facilities maintenance, public safety, administrative support, technology and information systems, student financial systems, alumnae/i relations and development. Tenure Track and Adjunct Faculty positions.

Internet Access

<http://www.massart.edu>

- We no longer accept paper applications—all applicants must apply online through <http://careers.massart.edu>. Please do not mail or drop off application materials.
- Go to our career website: <http://careers.massart.edu>
- Search current positions by clicking “search jobs”.
- If you find a position you are interested in applying for, select “Apply for this Job” and apply with Vitae or “Login or Create an Account”.
- Create a User Name and Password that will be used each time you visit our website.
- After creating a User Name and Password, fill out our online Job Application, which will be saved in your electronic file.

General inquiries can be sent to jobs@massart.edu. You can also call the Human Resources Office at 617-879-7920 for assistance.

Ways to Apply

Online:

<http://careers.massart.edu>

MCPHS University



MCPHS
UNIVERSITY

Sample List of Jobs

All available faculty and staff positions on all three campuses (Boston, Worcester, and Manchester, NH) are listed on the MCPHS Career page.

Internet Access

Please visit <http://www.mcphs.edu/careers> and follow the prompts to the **Job Openings** page.

- Job postings are listed along with campus location(s)
- Select a job title to view the posting information.
- Click on the “Apply for this job online” button to start the application process.

Ways to Apply

Applications must be submitted online.

Simmons College



SIMMONS

Sample List of Jobs

Faculty, administrative support, technology and information systems, finance, student financial services, advancement and alumnae/i, student life, and management opportunities in various departments.

Internet Access

The Simmons College job site is <https://jobs.simmons.edu>

Ways to Apply

Online:

<https://jobs.simmons.edu>

Simmons College uses an online employment system that allows job seekers to view open positions and submit a job application, and attach a resume, CV, and other supporting documents all online. Electronic submission of resumes is strongly encouraged.

Wentworth Institute of Technology



Sample List of Jobs

Business, Finance, Institutional Advancement, Enrollment Management, Student Affairs, Academic Affairs, and Technology Services.

Internet Access

<http://jobs.wit.edu>

- Click “search jobs” to search open positions.
- To apply, click on the position, then “apply to this job”

Ways to Apply

Online:
<http://jobs.wit.edu>

Wheelock College

WHEELOCK COLLEGE

Sample List of Jobs

Faculty, administrative and administrative support. Full-time, Full-time Temporary, Part-time, Part-time Temporary, and Internship.

Internet Access

<http://www.wheelock.edu>

- Select "Work@Wheelock" for a list of job openings.
- Select the job title of interest to view the details of the position.
- Apply according to the information provided at the end of the job description.

Ways to Apply

Please Apply Online:

Submit your resume and cover letter by following the Internet Access instructions above.

Please upload a cover letter and resume. No phone calls or emails please.

Beth Israel Deaconess Medical Center



Beth Israel Deaconess
Medical Center

Sample List of Jobs

Allied Health Support, Allied Health Technical, Business Office Support, General & Maintenance, Information Systems, Nursing, Professional & Management, and Research/Development.

Internet Access

jobs.bidmc.org

- To search and apply for position(s) go to jobs.bidmc.org. You can search by requisition number, keyword, and/or job category. Please know that we only accept on-line applications (US mail, email, fax, and delivered-in-person resumes/applications are not accepted).
- A list of jobs matching the search criteria is provided. Click on the job title to review the description and qualifications. If you are interested, click on the "Apply Now" button.
- You will be asked to enter your email address and password if you have applied before. If this is your first time applying, you will have the option to create a new account. This will allow you to submit your resume and contact information.
- You will receive an immediate email acknowledgment confirming that your application has been submitted. Some jobs also require candidates to answer additional questions as part of the application process. Another e-mail with instructions will be sent to the e-mail address you provided when you created your BIDMC account. Please note: this career site also has positions listed for BIDMC Hospital affiliates, CareGroup and Affiliated Physicians Group.

Ways to Apply

Online: jobs.bidmc.org

Other: If you are unable or need assistance applying on-line, you may visit the Human Resources Office at 20 Overland Street, Suite 400, Boston, MA 02215 or contact one of the local Massachusetts One Stop Career Centers, <http://www.mass.gov/lwd/docs/dcs/2066a-0115.pdf>

Brigham and Women's Hospital



BRIGHAM AND
WOMEN'S HOSPITAL

Sample List of Jobs

Administrative/medical secretary, allied health, clinical research, development/fundraising, financial/accounting/billing, general services, human resources, information systems, nursing, professional/managerial, research, social work, and summer youth jobs.

Internet Access

<http://careers.brighamandwomens.org>

- On the right of the web site, under “Advanced Job Search”, choose a Department, Location, and/or Shift. Then click on the “Submit” tab.
- For job specifics, enter keywords for the type of position you are looking for.
- Once you find the job you are interested in, click the box next to it, scroll down and click on the “Apply Now” tab.
- If you have applied previously, log in and apply for the job.
- If this is your first time applying, click on the link “Click Here to Register”.
- The next page requires you to “Choose a Resume”.
- If you do not have a resume, choose “Apply Without Using a Resume”.
- Click “Continue”.
- Read every line carefully and start completing the application. Once completed, click “Submit”.

Ways to Apply

Online:
For quickest consideration, submit your resume online (see above).

***Please note: As of July 2015, there will be an updated online application system. Please call 617-582-0100 for instructions on how to apply thereafter.*

Boston Children's Hospital



Boston Children's Hospital

Until every child is well™

Sample List of Jobs

Accounting/finance, administrative, allied health and technical, human resources, information systems, management, marketing/public affairs/development, nursing, research, social work and services/trades.

Internet Access

www.childrenshospital.org

- Click the “Career Opportunities” option at the bottom of the screen (under the “how can we help you?” heading)
- Click the blue “Search Jobs” link on the left hand side of the screen, and you will be able to search job listings by category, status (i.e., full-time or part-time), location, requisition number, keyword(s), and/or date posted.
- Click on the job of interest to review the job description and qualifications. If interested in applying, select “Apply” at the top or bottom of the job description.
- You will be asked to log into the system with a username and password. If you have never created an account with us, click the link titled “Click here to create a login.” You will begin by creating a Username with your email, as well as a password and security question.
- Click “Continue,” and you will be prompted to add a resume, cover letter and complete a profile with your contact information, work experience, education, and additional information, such as shift preference. This profile may be used for multiple job listings and accessed at a later date.
- When you are on the Confirmation page that outlines which jobs you have successfully applied to, select “Continue” at the bottom of the page to complete your application. Your resume and cover letter will be submitted for review.

Ways to Apply

Online:
Submit your resume and cover letter online via www.childrenshospital.org (see above)

In Person: Visit the Human Resources Recruitment Office at 333 Longwood Ave., 2nd Floor (Monday – Friday, 8:30 a.m. – 5:00 p.m.)

Dana-Farber Cancer Institute



DANA-FARBER
CANCER INSTITUTE

Sample List of Jobs

Administrative Support, Allied Health, Patient Care Services, Clinical Research, Development/Fundraising, Finance/Accounting/Medical Billing, Medical Records and Coding, Lab Research & Sciences, Nursing, and Social Work.

Internet Access

<http://www.dana-farbercareers.com>

- Select “Learn How to Apply” for more information on searching and applying for jobs.
 - You must register to create an account. Creating an account will allow you to apply for open positions and receive job alerts for open positions based on selected criteria.
 - After completing registration, you can search for current openings using the “Basic Job Search” function.
- A list of the latest job postings will appear. When you select a position, you will see a brief job summary, job qualifications, and schedule.
- Select “Apply Now” to upload your resume and complete the application form.
- Select “submit” to complete the process.

Ways to Apply

Online:
Submit your resume and cover letter online (see above).

In Person:
Visit the Human Resources Office and submit your resume online with the help of an HR representative using our kiosk. HR is located at 440 Brookline Ave, Mayer Building, 1st floor. Monday-Friday 8:30 a.m.-5:00 p.m.

Harvard University



Medical School



T. H. Chan School of Public Health



School of Dental Medicine

How to Apply for Jobs at Harvard:

In order to be considered for a position(s) at Harvard, you must apply via ASPIRE (Harvard's online job database).

Please search open job postings by visiting our website:

<http://hr.harvard.edu/jobs/>

- Select "Search Jobs", follow instructions for external candidate.
- Search for all jobs in a particular field, or custom search schools, location, salary grade, keyword, and/or date posted.
- List of potential jobs matching search criteria are provided. The requisition number, full- or part-time, salary grade, position title, school/unit, department, and date posted will be listed.
- Click on the job title of interest to review the job description and read through the qualifications. Select "apply to job" at the bottom of the screen.
- Submit resume and cover letter by uploading a Microsoft Word document into the system, as prompted (maintains formatting), or cutting and pasting your resume into the fields provided (will not maintain formatting).
- Continue to check the website as positions are consistently updated and posted as hiring needs change.

Temporary Employment at Harvard

Temporary Employment: Harvard University partners with Randstad to administer the placement of temporary workers at Harvard. There are short- and long-term assignments available, as well as full- and part-time assignments. To learn more, please contact Randstad at 617-495-1500 or visit their web page: www.randstad.com

Joslin Diabetes Center



Joslin Diabetes Center

Sample List of Jobs

Administrative, Clinical, and Research.

Internet Access

<http://www.joslin.org>

- Click on “A Career at Joslin”.
- View all open job positions or use the search form to find jobs according to key word, location, and/or category.
- List of potential jobs matching search criteria is provided. The requisition number, full-time unless otherwise stated, position title, division, and date posted will be listed.

To create your profile in the applicant system:

- Copy and paste your resume to auto-complete the template.
- Complete an online form to interactively build your profile.
- This profile may be used for multiple job listings and accessed at a later date. (Please apply to a specific position each time.)

Ways to Apply

Online: PREFERRED METHOD

Submit your resume and cover letter to specific position of interest online at <http://www.joslin.org>

Massachusetts Eye & Ear



**Massachusetts
Eye and Ear**
sense life. experience life.

Sample List of Jobs

Mass. Eye and Ear is an organization with a rich history, an exemplary employee population and a culture that respects both the legacy and the future potential of its employees. We have rewarding careers in research, clinical and administration.

Internet Access

Every employee makes a difference every day in providing a high quality experience for patients at all levels of care.

To access our career opportunities:

<http://www.masseyeandear.org/careers>

Click on 'Browse Open Jobs' from the left hand menu.

If your disability prevents you from using the on-line employment application please contact the Human Resources department by phoning 617-573-3902 for assistance.

Ways to Apply

Online:

<http://www.masseyeandear.org/careers>

Massachusetts Mental Health Center



Massachusetts Mental
Health Center

Sample List of Jobs

Available positions with the Department of Mental Health's Mass. Mental Health Center that is located in Boston are listed through the Human Resources Division, Mass HR, Commonwealth's Employment Opportunities (CEO).

Internet Access

For Commonwealth Job Openings:

<http://www.mass.gov/hrd>

The link below will take you to CEO and the Department of Mental Health Job Openings

https://jobs.hrd.state.ma.us/recruit/public/3111/job/job_search_results.do?agency=dmh

Ways to Apply

Online:

Follow instructions on Mass HR, Commonwealth's Employment Opportunities.

Other:

For general information: Tel: (617) 626-9300

Merck Research Laboratories



Sample List of Jobs

Wide range of positions focused on Research & Development (Scientist, Senior Scientist, Associate Principal Scientist). Key therapeutic areas of focus: Immunology, Oncology, IMR Discovery, Diabetes, and Neurosciences.

Internet Access

<http://www.merck.com/careers>

Ways to Apply

Online: PREFERRED METHOD
<http://www.merck.com/careers>

New England Baptist Hospital



Sample List of Jobs

Registered Nurse, Nursing Assistant, Patient Service Representative, allied health, research, philanthropy, finance and patient accounting, patient access, OR attendant, environmental services, food and nutrition, information systems, professional/managerial, Physician Assistant, and more.

Internet Access

www.nebh.org/careers

- Search our positions by selecting your preferences on the open positions page. To see all openings, make no selection and click "Search".
- Each job description includes a link for applying and submitting your resume to us online. This is the fastest and most reliable way to be considered for any of our positions.
- You must register to create a profile. Creating a profile account will allow you to apply for open positions.
- Select "Apply Now" to upload your resume and complete the application form.
- Select "submit" to complete the process.

Ways to Apply

Online: To apply online, please go to www.nebh.org/careers

Other:

If you are unable or need assistance applying on-line, you may visit the Human Resources Office at 125 Parker Hill Avenue, Boston, MA 02120

Other: Cultural, Religious & Secondary Schools

Isabella Stewart Gardner Museum

**ISABELLA
STEWART GARDNER
MUSEUM**

Sample List of Jobs

Accounting Assistant, Assistant Curator, Facilities and Loading Dock Assistant, Gallery Officer, Housekeeping Assistant, and Director of Visitor Learning.

Internet Access

<http://www.gardnermuseum.org/about/employment>

- To apply for a position, information can be submitted online (preferred application method). You may also apply via email by sending a cover letter and resume to hr@isgm.org. All attachments should be in Microsoft Word or PDF format. Applications not submitted online or via e-mail can be mailed.

Ways to Apply

Online: PREFERRED METHOD
Email: HR@isgm.org

By Mail:
Isabella Stewart Gardner Museum
25 Evans Way
Boston, MA 02115
Attn: Human Resources

Other: Cultural, Religious & Secondary Schools

Judge Baker Children's Center



Sample List of Jobs

Accounting/finance, administration/management, development, child at-risk hotline, community partnerships, Manville School, research, and training.

Internet Access

<http://jbcc.harvard.edu/employment>

- Each job within the categories details the job application process. Applications may be submitted by email or mail. There is no online job application.

Ways to Apply

Online: PREFERRED METHOD
Email your resume and cover letter
to: jobs@jbcc.harvard.edu

By Mail:
Judge Baker Children's Center
53 Parker Hill Avenue
Boston, MA 02120
Attn: Human Resources

MASCO



Sample List of Jobs

MASCO: Administration, Accounting, Operations and Planning positions.

MASCO Services (MSI): Customer Service Representatives in the Call Center.

Longwood Medical Area Child Care Center (LMACCC): Administrator, Teacher and Assistant Teacher positions.

Internet Access

<http://www.masco.org>

<http://www.lmaccc.org>

<http://www.msicallcenter.com>

Ways to Apply

Online:

Email resumes to:
hr@masco.harvard.edu

By Mail:

MASCO
Human Resources Department
375 Longwood Avenue
Boston, MA 02215

By Fax: (617) 632-2810

Temple Israel



Sample List of Jobs

Custodian, receptionist, administrative support, facilities manager, food services coordinator, accountant, bookkeeper, part-time religious school/hebrew teacher, full-time pre-school teacher, and community organizer.

Internet Access

<http://www.tisrael.org/jobs.asp>

Ways to Apply

Online: Submit your resume and cover letter for a specific position of interest (see above) to jobs@tisrael.org

By Mail:
Temple Israel
Attn: Human Resources
477 Longwood Avenue
Boston, MA 02215

By Fax: (617) 731-3711

Other:
For general information: Tel: 617-566-3960
(Monday through Friday, 9:00 a.m.—5:00 p.m.).

The Winsor School



Sample List of Jobs

Faculty, administrative and coaching.

Internet Access

<http://www.winsor.edu/>

Select "Job Opportunities" from the pull-down window.

Position descriptions are available for each open position.

Ways to Apply

Online:

Email: akimble@winsor.edu

By Mail:

Anna Kimble
Asst. to Asst. Head of School &
Asst. to Head of Upper School
The Winsor School
Pilgrim Road, Boston, MA 02215

By Fax: (617) 912-1381

Other:

To apply for any position, send resume and supporting materials to
Anna Kimble, Asst. to Asst. Head of School & Asst. to Head of Upper School.

To view this guide online, go to:
<http://www.masco.org/working/finding-job-lma>

Notes

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Notes



BRIGHAM AND
WOMEN'S HOSPITAL



Joslin Diabetes Center



JUDGE BAKER
CHILDREN'S CENTER



Massachusetts
Eye and Ear
sense life. experience life.



DANA-FARBER
CANCER INSTITUTE



EMMANUEL COLLEGE



Temple Israel
of Boston
may your gates be open always
מִן פֶּתַח יְרוּשָׁלַיִם לְשׁוּבְרוֹתַי



Beth Israel Deaconess
Medical Center



MCPHS
UNIVERSITY



ISABELLA
STEWART GARDNER
MUSEUM



Boston Children's Hospital
Until every child is well™

WHEELOCK
COLLEGE



Massachusetts Mental
Health Center



NEW ENGLAND BAPTIST®
HOSPITAL



Harvard
Medical
School



Harvard
Chan
School



Harvard
School of
Dental
Medicine



MASSART
MASSACHUSETTS COLLEGE
OF ART AND DESIGN



SIMMONS



Colleges
of the Fenway