

**AFTER LATIN AMERICAN STUDIES:
A GUIDE TO GRADUATE STUDY AND
EMPLOYMENT FOR LATIN AMERICANISTS**

by
SHIRLEY A. KREGAR
and
JORGE NALLIM

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AUTHOR'S NOTE

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Jorge Nallim is a doctoral student in the Department of History and a recipient of the Graduate Certificate in Latin American Studies, University of Pittsburgh. Jorge completed the onerous, monumental task of checking every and all addresses in this volume. He suggested the reorganization of sections and added greatly to the usefulness of this "workbook" by providing web sites. Jorge completed this research as a special student assistant in the summer of 2000. Without his efforts, you would not have this book in hand.

SPECIAL THANKS TO:

Those of you who took the time and trouble to advise me of corrections to be made and ideas for revision of this issue. Also many thanks to those of you who have let me know that this is a useful tool and service.

Dr. Alan Adelman, Director of the Latin American office of the Institute of International Education, Mexico City, and former Associate Director of the Center for Latin American Studies, University of Pittsburgh, conceived of the idea for this publication. His pamphlet, *After Latin American Studies, What?, A Guide to Relevant Employment for Latinamericanists*, was first published in 1983.

This publication is free to students enrolled in the programs of Latin American Studies, University of Pittsburgh; \$15 to all others. Please make checks payable to: University of Pittsburgh.

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HOW TO GET A JOB (or at least some tips on trying)

The job market is like a roller coaster.....vast ups and downs. When I began the final revisions to this edition, the job market for college graduates could not have been better. Within the past month or two, prospects have declined somewhat but the job market is much better than it was in 1995 and much, much better than in 1991 when the previous versions of this book were prepared. Companies are hiring. It is easier than it has been in decades to get a job. Salaries are higher, benefits are very good, and students with the baccalaureate can easily start at salaries that astound those of us who have worked for decades in education.

Enrollments in graduate school are down. However, this will not be a long-term trend. An article in *U.S. News & World Report*¹ said it better than I can: "...overall enrollment in graduate programs has declined over the past two years. But, if grad school is not a prerequisite for that first great job, it may be a necessity for advancing beyond it." Whether you plan to begin graduate school immediately or later, research in selecting the graduate studies program that is right for you should begin while you are a sophomore or junior. Begin by talking to professors who specialize in the field in which you will do your graduate studies. Then talk with the graduate school counsellor in Career and Placement Services of your university. Look at rankings of graduate schools, but limit your readings to those rankings done by professionals...not by popular tabloids. The names of a few universities will repeatedly appear. If you wish to continue the study of Latin America (and we hope that you will), compare your select list of schools with those that have National Resource Centers on Latin America (see Part I of this book). Read about your choices on the web. Does the library have excellent resources for your topical as well as geographic concentration? Does the master's or doctoral program allow you flexibility to do what you intend? Are there at least three professors with whom you can work? (Remember, professors go on sabbaticals, move to other institutions...don't base your selection of graduate school on one working with one specific person.) Don't underestimate yourself: apply to all the schools that have the programs that you want; apply to all the fellowships offered by that school as well as those offered by other organizations and foundations. Use the web as well as resource guides found in the reference section of your library to identify funding opportunities.

The word that is relevant and must be applied over and over again is **persistence**. Whether you are applying to graduate school or seeking the job that begins your working career, you must persevere. Finding the graduate school or job that matches your skills/interests requires much more than skimming through this or any other book and sending off a batch of applications/resumes.

One needs to take the time and make the effort of identifying the type of job in which you are interested and where those jobs are to be found. That is where this book comes in. Scan the sections. You may be surprised to learn of the many different kinds of businesses and organizations that require international and, more specifically, Latin American expertise. This book should be a starting point for your research work. After deciding which organizations are of interest, find out more about those organizations.

¹ "Best Graduate Schools," *U.S. News & World Report*, March 29, 1999, pp. 74-76.

Read about their structure, what they do, if they have branch offices. If they issue a publication, obtain a copy to find out if they actually do the kinds of things you thought they did. If you are looking into government jobs, read Chapter IV and use the web as well as the resources listed in Chapter VII.

The World Wide Web is a phenomenal resource. One can access information about graduate schools, companies, non-profits, volunteer opportunities. One can learn how to prepare a resume, and apply for jobs on-line. Job openings are posted often with descriptions, locations, and, in some cases, the salary range. However, a word of caution. Some web sites are created with good intentions but are not updated on a regular basis. Look for the last date of revision. Some web sites are misleading or are not objective. Look for additional information on other sites or use one or more pamphlets, articles, and books for further investigation.

Once you decide what kind of job you are seeking and in what geographic area, you should then learn how to compile a good resume. Use the resources of the Career or Placement Office of your college/university or the public library. Then prepare a resume that is professional and has absolutely no typographical nor spelling errors (unexcusable). The resume is your first presentation of self to the employer. Appearance and organization count big time!

Go through the requested procedure of applying for a job--that is, the office of human resources. If, however, your uncle's stepson's girlfriend is the head of a department in the company where you want to work, it does not hurt (and could help) if you send her a copy of your resume with a cover letter. Yes, "contacts" are of obvious significance and "networking" of growing importance. Learn how to establish contacts and networks by reading some of the general resource materials cited in the last section of this book.

Even with a top-notch academic record backed up by work experience, you may not be able to land "the" job you want. The next best thing is to get your foot in the door by taking "a" job in an organization that has "the" job you want. This is especially logical when you are attempting to obtain a position with a very large institution (e.g., divisions of the U.S. government). Transfers from one department or office to another are publicized internally before the outside world learns about them. Making contacts within the institution, learning about how it operates, working long and hard, and letting your supervisor know your capabilities and goals are key elements in landing "the" job.

Be realistic; frankly evaluate your skills and work experience. The job market in the United States is extremely competitive; the job market in Latin America is increasingly competitive. Therefore, do not believe that you can jump on a plane and have a job within days of landing in Latin America. It will not happen. Dr. Bob Sanborn wrote an excellent article in the Nov/Dec 1993 issue of *Transitions Abroad* concerning the misconceptions of finding a job abroad. I would like to quote a few of them:

• **If I know a foreign language, I will get a job.** This is like saying 'If you speak English, you can get any job in the U.S.' Fluency in the language of the country in which you wish to work is a requirement, but it will not guarantee you a position. Skills and experience are what employers consider....

• **American subsidiaries abroad hire lots of Americans...**Americans *are* hired by American firms internationally, but these are most likely to be Americans who have skills that are needed in those countries and who have worked with that company for some time and have proven themselves....

• **If you go there, you are bound to find something.** Americans, especially college students, often go abroad...with the idea that once they arrive some type of job opportunity will arise. This is probably one of the biggest mistakes you can make in the job search. Pre-trip preparation is essential; without it, your chances of locating employment are slim and your chances of getting very depressed are great. You can find a job abroad, but it is not as simple as getting on the next plane...."

One of the questions I am asked most often is: "Can I get a job teaching English in Latin America? I know this guy who went to Argentina and lived for two years just by teaching English here and there." That guy was very lucky. Many schools require a valid teaching certificate before they will hire an English teacher. Some schools also require TOEFL training. Also, most countries require a work visa for even part-time teachers.

An alternate and more secure means of working in Latin America is to become a volunteer for a year or more. But, before you apply, carefully consider whether you really want to spend a year or two away from friends, family, and the luxuries of living in a consumer's society. On the other hand, volunteering to assist others not as fortunate as ourselves can be the most rewarding thing you will ever do in your life.

Finally, back to that word--persistence. One must develop patience and persist in the job search. One of the most damaging blows to the ego is to receive letter after letter telling you that you have been rejected. Do not take these letters personally! Look at it philosophically.....the job you didn't get just wasn't meant for you. If this philosophy is too "zen-ish" for you, then shrug off the rejections and critically analyze how you could have better presented yourself. In any case, go out there and keep trying. If all else fails, call me and I will commiserate with you.

--Shirley A. Kregar
15 December 2000

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PART I

GRADUATE STUDY:

NATIONAL RESOURCE CENTERS

FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS

LATIN AMERICAN STUDY PROGRAMS IN THE UNITED STATES

AND

LANGUAGE RESOURCE CENTERS

Universities throughout the United States have developed major instructional and research programs in Latin American language and area studies, often administratively organized in a center, institute, or program. Every three years, these area programs may enter a national competition conducted by the U.S. Department of Education for the distinction of being named a National Resource Center (NRC) on Latin America. Nineteen National Resource Centers were selected for 2000 through 2003. Six programs (listed first) competed individually for designation as comprehensive (graduate/undergraduate) NRCs; three others are undergraduate NRCs. The remainder combined strengths to compete as Latin American consortia, including Pittsburgh and Cornell.

Comprehensive National Resource Centers on Latin America: 2000-2003

UNIVERSITY OF CALIFORNIA - BERKELEY
 Center for Latin American Studies
 2334 Bowditch Street, #2312
 Berkeley, CA 94720-2312
 Telephone: 510-642-2088; Fax: 510-642-3260
 E-mail: clas@uclink4.berkeley.edu
 W e b : <http://socrates.berkeley.edu:7001/index.html>

STANFORD UNIVERSITY
 Center for Latin American Studies
 Bolivar House, 582 Alvarado Row
 Stanford, CA 94305-8545
 Telephone: 650-723-4444; Fax: 650-723-9822
 E-mail: clas-boho@lists.stanford.edu
 Web: www.stanford.edu/group/las/

HARVARD UNIVERSITY
 David Rockefeller Center for
 Latin American Studies
 61 Kirkland Street
 Cambridge, MA 02138
 Telephone: 617-495-3366; Fax: 617-496-2802
 E-mail: drclas@fas.harvard.edu
 Web: www.fas.harvard.edu/~drclas

UNIVERSITY OF TEXAS
 Institute of Latin American Studies
 Sid W. Richardson Hall, 1.310
 Austin, TX 78712-1284
 Telephone: 512-471-5551; Fax: 512-471-3090
 E-mail: ilas@uts.cc.utexas.edu
 Web: <http://lanic.utexas.edu/ilas>

UNIVERSITY OF KANSAS
 Center of Latin American Studies
 107 Lippincott Hall
 Lawrence, KS 66045-2168
 Telephone: 785-864-4213; Fax: 785-864-3800
 E-mail: latamst@ukans.edu
 Web: www.ukans.edu/~latamst

TULANE UNIVERSITY
 Roger Thayer Stone Center
 for Latin American Studies
 100 Jones Hall
 New Orleans, LA 70118-5698
 Telephone: 504-865-5164; Fax: 504-865-6719
 E-mail: rtsclas@tulane.edu
 Web: www.tulane.edu/~clas/

.....CONSORTIA.....

UNIVERSITY OF ARIZONA * with
 Latin American Area Center
 P.O. Box 210028
 103 Douglass Building
 Tucson, AZ 85721
 Telephone: 520-626-7242; Fax: 520-626-7248
 E-mail: lacc@u.arizona.edu
 Web: <http://las.arizona.edu>

ARIZONA STATE UNIVERSITY
 Center for Latin American Studies
 P.O. Box 872401
 Tempe, AZ 85287-2401
 Telephone: 602-965-5127; Fax: 602-695-6679
 E-mail: latin@asuvm.inre.asu.edu
 Web: www.asu.edu/clas/latin/

- COLUMBIA UNIVERSITY * with
 Institute of Latin American Studies
 International Affairs Building, 8th floor
 420 West 118th Street
 New York, NY 10027
 Telephone: 212-854-4643; Fax: 212-854-4607
 E-mail: ilas@columbia.edu
 Web: www.columbia.edu/cu/ilas/
- NEW YORK UNIVERSITY
 Center for Latin American & Caribbean Studies
 53 Washington Square South, 4 West
 New York, NY 10012
 Telephone: 212-998-8686; Fax: 212-995-4163
 E-mail: clacs.info@nyu.edu
 Web: www.nyu.edu/gsas/program/latin/
- UNIVERSITY OF FLORIDA * with
 Center for Latin American Studies
 319 Grinter Hall
 P.O. Box 115530
 Gainesville, FL 32611-5530
 Telephone: 352-392-0375; Fax: 352-392-7682
 E-mail: latam@ufl.edu
 Web: www.latam.ufl.edu
- FLORIDA INTERNATIONAL UNIVERSITY
 Latin American and Caribbean Center
 University Park Campus, DM-353
 Miami, FL 33199
 Telephone: 305-348-2894; Fax: 305-348-3593
 E-mail: lacc@fiu.edu
 Web: <http://lacc.fiu.edu>
- UNIVERSITY OF ILLINOIS AT CHAMPAIGN-URBANA * with
 Center for Latin American and Caribbean Studies
 201 International Studies Building
 910 S. Fifth Street
 Champaign, IL 61820
 Telephone: 217-333-3182; Fax: 217-244-7333
 E-mail: latam@uiuc.edu
 Web: www.uiuc.edu/unit/lat/
- UNIVERSITY OF CHICAGO
 Center for Latin American Studies
 5848 S. University Avenue, Kelly Hall 310
 Chicago, IL 60637
 Telephone: 773-702-8420; Fax: 773-702-1755
 E-mail: clas@uchicago.edu
 Web: <http://clas.uchicago.edu>
- INDIANA UNIVERSITY * with
 Center for Latin American and Caribbean Studies
 1125 E. Atwater Avenue
 Bloomington, IN 47401
 Telephone: 812-855-9097; Fax: 812-855-5345
 E-mail: clacs@indiana.edu
 Web: www.indiana.edu/~clacs/
- UNIVERSITY OF NOTRE DAME
 Latin American Area Studies Program
 Kellogg Institute for International Education
 216 Hesburgh Center
 Notre Dame, IN 46556-5677
 Telephone: 219-631-6580; Fax: 219-631-6717
 Web: www.nd.edu/~kellogg/index.html
- UNIVERSITY OF NEW MEXICO * with
 Latin American & Iberian Institute
 801 Yale NE
 Albuquerque, NM 87131-1016
 Telephone: 505-277-2961; Fax: 505-277-5989
 E-mail: laiinfo@unm.edu
 Web: <http://laii.unm.edu/>
- NEW MEXICO STATE UNIVERSITY
 Center for Latin American Studies
 Box 3001, Dept. 3LAS
 Las Cruces, NM 88003
 Telephone: 505-646-2842; Fax: 505-277-5989
 E-mail: josegarc@nmsu.edu
 Web: <http://www.nmsu.edu/~clas/>

THE UNIVERSITY OF NORTH CAROLINA
 Institute of Latin American Studies * with
 223 E. Franklin Street, CB 3205
 Chapel Hill, NC 27599-3205
 Telephone: 919-966-1484; Fax: 919-962-0398
 E-mail: ilas@email.unc.edu
 Web: www.unc.edu/depts/ilas

DUKE UNIVERSITY
 The Duke Center for Latin American and
 Caribbean Studies
 2114 Campus Drive, Box 90254
 Durham, NC 27708-0255
 Telephone: 919-681-3980; Fax: 919-681-7966
 E-mail: las@acpub.duke.edu
 Web: www.duke.edu/web/las/index.html

UNIVERSITY OF PITTSBURGH
 Center for Latin American Studies * with
 4E Wesley W. Posvar Hall
 Pittsburgh, PA 15260
 Telephone: 412-648-7392; Fax: 412-648-2199
 E-mail: clas@ucis.pitt.edu
 Web: www.ucis.pitt.edu/clas/

CORNELL UNIVERSITY
 Latin American Studies Program
 190 Uris Hall
 Ithaca, NY 14853
 Telephone: 607-255-3345; Fax: 607-255-8919
 E-mail: las@is.cornell.edu
 Web: www.einaudi.cornell.edu/LatinAmerica/

SAN DIEGO STATE UNIVERSITY
 Center for Latin American Studies * with
 Storm Hall 146
 5500 Campanile Drive
 San Diego, CA 92182-4446
 Telephone: 619-594-1103; Fax: 619-594-8748
 E-mail: lasga@rohan.sdsu.edu
 Web: <http://arweb.sdsu.edu/es/psc/ab/latinamericanstudies.htm>

UNIVERSITY OF CALIFORNIA AT
 SAN DIEGO
 Center for Iberian and Latin
 American Studies - 0528
 9500 Gilman Drive
 La Jolla, CA 92093-0528
 Telephone: 858-534-6050; Fax: 858-534-7175
 E-mail: latamst@ucsd.edu
 Web: <http://cilas.ucsd.edu/>

UNIVERSITY OF WISCONSIN * with
 Latin American and Iberian Studies Program
 Suite 209, Ingraham Hall
 1155 Observatory Drive
 Madison, WI 53706
 Telephone: 608-262-2811; Fax: 608-265-5851
 E-mail: abadertscher@facstaff.wisc.edu
 Web: <http://polyglot.lss.wisc.edu/laisp>

UNIVERSITY OF WISCONSIN -
 MILWAUKEE
 Center for Latin America
 Garland Hall 202, P.O. Box 413
 Milwaukee, WI 53201
 Telephone: 414-229-4401; Fax: 414-229-2879
 E-mail: clacs@uwm.edu
 Web: www.uwm.edu/Dept/CLACS/

Undergraduate National Resource Centers on Latin America: 2000-2003

UNIVERSITY OF MARYLAND
Latin American Studies Center
4205 Jiménez Hall
College Park, MD 20742
Telephone: 301-405-6458; Fax: 301-405-3665
E-mail: pb@umail.umd.edu
Web: www.inform.umd.edu/EdRes/Colleges/ARHU/Depts/LAS/

OHIO STATE UNIVERSITY
Latin American Studies Program
Room 307 Oxley Hall
1712 Neil Avenue
Columbus, OH 43210-1219
Telephone: 614-688-4285; Fax: 614-292-4273
E-mail: LASP@osu.edu
Web: <http://oia.osu.edu/clas/>

MICHIGAN STATE UNIVERSITY
Center for Latin American and
Caribbean Studies
206 International Center
East Lansing, MI 48824-1035
Telephone: 517-353-1690; Fax: 517-353-7254
E-mail: clacs@msu.edu
Web: www.isp.msu.edu/CLACS/

Note: Although not designated a NRC in the most recent competition, the UCLA Latin American Center is one of the oldest and has some of the most comprehensive resources on Latin America in the nation.

UNIVERSITY OF CALIFORNIA AT LOS ANGELES

UCLA Latin American Center
10343 Bunche Hall
405 Hilgard Avenue
Los Angeles, CA 90095-1447
Telephone: 310-825-4571; Fax: 310-206-6859
E-mail: latinamctr@international.ucla.edu
Web: www.isop.ucla.edu/lac

Through funds provided by the U.S. Department of Education, the 29 institutions listed below offer Foreign Language and Area Studies Fellowships (FLASFs). These prestigious awards for graduate study provide the recipient with full tuition, fees, and a maintenance stipend (\$11,000 in 2000-01). The fellowships are for U.S. nationals or permanent residents undertaking full-time graduate study in languages and disciplines in which there is a shortage of trained personnel--especially in Portuguese and Amerindian languages and in the professions.

Summer Intensive Language Fellowships funded by the U.S. Department of Education provide support for students who wish to take a full academic year's modern foreign language study in a summer session. The summer fellowships may be used at an accredited institution's language program in the United States (e.g., Portuguese at Pittsburgh or Wisconsin, Quechua at Cornell or Illinois). The fellowships may be used overseas only for advanced language training. Full tuition and fees and a stipend (\$2,400 in 2000-01) are provided; a travel allowance may be provided.

Specific information about these fellowships can be obtained from the Latin American program at the institutions listed below. Contact information for these institutions is given in the following section.

ARIZONA STATE UNIVERSITY
UNIVERSITY OF ARIZONA
UNIVERSITY OF CALIFORNIA
AT BERKELEY
UNIVERSITY OF CALIFORNIA
AT SAN DIEGO
UNIVERSITY OF CHICAGO
COLUMBIA UNIVERSITY
CORNELL UNIVERSITY
DUKE UNIVERSITY
FLORIDA INTERNATIONAL UNIVERSITY
UNIVERSITY OF FLORIDA
HARVARD UNIVERSITY
UNIVERSITY OF ILLINOIS AT
URBANA-CHAMPAIGN
INDIANA UNIVERSITY

UNIVERSITY OF KANSAS
NEW MEXICO STATE UNIVERSITY
UNIVERSITY OF NEW MEXICO
UNIVERSITY OF MICHIGAN
NEW YORK UNIVERSITY
UNIVERSITY OF NORTH CAROLINA
NOTRE DAME UNIVERSITY
OHIO STATE UNIVERSITY
UNIVERSITY OF PITTSBURGH
SAN DIEGO STATE UNIVERSITY
STANFORD UNIVERSITY
UNIVERSITY OF TEXAS
TULANE UNIVERSITY
VANDERBILT UNIVERSITY
UNIVERSITY OF WISCONSIN-MADISON
UNIVERSITY OF WISCONSIN-MILWAUKEE

The preceding information on NRCs and FLASFs has been provided by the: International Education and Graduate Program Service, U.S. Dept. of Education, Washington, DC 20006.

For a comprehensive description of Latin American Studies programs, see: *Latin American Studies in North America 1999-2000: A Select Listing of Institutions with Courses and Programs* published by the Latin American Studies Association, 946 William Pitt Union, University of Pittsburgh, Pittsburgh, PA 15260; telephone 412-648-7929; fax 412-624-7145; e-mail: lasa+@pitt.edu; web: <http://lasa.international.pitt.edu>.

An older publication that provides a comparison of Latin American Studies programs in the United States is: *A Directory of Latin American Studies in the United States* by David B. Bray and Richard E. Greenleaf published by the Roger Thayer Stone Center for Latin American Studies, Tulane University, March 1986.

LATIN AMERICAN PROGRAMS IN THE UNITED STATES

UNIVERSITY OF ALABAMA
Latin American Studies Program
Box 870254
Tuscaloosa, AL 35487-0254
Telephone: 205-348-5298 or 205-348-5298
E-mail: cjaniga@bama.ua.edu
Web: www.as.ua.edu/las/

UNIVERSITY AT ALBANY, SUNY
Department of Latin American and
Caribbean Studies
Social Science 250
Albany, NY 12222
Telephone: 518-442-4590; Fax 518-442-4790
E-mail: LACS@cnsvox.albany.edu
Web: www.albany.edu/lacs/index.html

ALLEGHENY COLLEGE
Latin American Studies Program
Quigley Hall
Meadville, PA 16335
Telephone: 814-332-3360; Fax: 814-337-2789
E-mail: smattiac@allegHENY.edu
Web: <http://webpub.alleg.edu/group/LAS/>

AMERICAN UNIVERSITY
Spanish and Latin American Studies
4400 Massachusetts Avenue, NW
Washington, DC 20016-8045
Telephone: 202-885-2381; Fax: 202-885-1076
E-mail: lhs@american.edu
Web:

www.american.edu/academic.depts/cas/lhs/index.html

ARIZONA STATE UNIVERSITY
Center for Latin American Studies
Room 213, Social Science Building
P.O. Box 872401
Tempe, AZ 85287-2401
Telephone: 602-965-5127; Fax: 602-695-6679
E-mail: LatAm.Studies@asu.edu
Web: www.asu.edu/clas/latin/

UNIVERSITY OF ARIZONA
Latin American Area Center
P.O. Box 210028
103 Douglass Building
Tucson, AZ 85721
Telephone: 520-626-7242; Fax: 520-626-7248
E-mail: laac@u.arizona.edu
Web: <http://las.arizona.edu>

UNIVERSITY OF ARKANSAS
Latin American Studies Program
602 Kimpel Hall
Fayetteville, AR 72701
Telephone: 501-575-2951; Fax: 501-575-6795
E-mail: sbell@uark.edu
Web: www.uark.edu/depts/lastinfo/

AUBURN UNIVERSITY
Latin American Studies
508 Lowder Building
Auburn, AL 36849-5236
Telephone: 334-844-4161; Fax: 334-844-3409
E-mail: ilas@mail.auburn.edu

BAYLOR UNIVERSITY
Latin American Studies
Box 97184
Waco, TX 76798
Telephone: 254-710-4846
E-mail: Joan_Suplee@baylor.edu
Web: http://www.baylor.edu/latin_american/

BINGHAMTON UNIVERSITY, SUNY
Latin American and Caribbean Area Studies
Library Tower 1304
Binghamton, NY 13902
Telephone: 607-777-2765; Fax: 607-777-2280
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Lubbock, TX 79409-1014
Telephone: 806-742-3838; Fax: 806-742-1137
E-mail: alperez@ttacs.ttu.edu

UNIVERSITY OF TEXAS
Institute of Latin American Studies
Sid W. Richardson Hall, Unit 1 (D 0800)
Austin, TX 78712-1284
Telephone: 512-471-5551; Fax: 512-471-3090
E-mail: ilas@uts.cc.utexas.edu
Web: <http://lanic.utexas.edu/ilas>

UNIVERSITY OF TEXAS AT EL PASO
Latin American Studies
Burgess Hall 209
El Paso, TX 79968-0605
Telephone: 915-747-5196
E-mail: cibs@utep.edu
Web:
www.utep.edu/catalogs/undergrad/libart/latin

TRINITY UNIVERSITY
Latin American Studies Concentration
International Studies Program
715 Stadium Drive
San Antonio, TX 78212-7200
Telephone: 210-999-7505; Fax: 210-999-7305
E-mail: alma.carrillo@trinity.edu or
dclark@trinity.edu
Web:
http://www.trinity.edu/departments/int_studies/

TULANE UNIVERSITY
Roger Thayer Stone Center
for Latin American Studies
100 Jones Hall
New Orleans, LA 70118-5698
Telephone: 504-865-5164; Fax: 504-865-6719
E-mail: rtsclas@tulane.edu
Web: www.tulane.edu/~clas/

VANDERBILT UNIVERSITY
 Center for Latin American and Iberian Studies
 Box 1806-B
 Nashville, TN 37235
 Telephone: 615-322-2527; Fax: 615-322-2305
 Web:
www.vanderbilt.edu/catalogs/undergrad/latinamer.html

WASHINGTON UNIVERSITY
 Committee on Latin American Studies
 Dept. of Romance Languages & Literatures
 Campus Box 1077
 One Brookings Drive
 St. Louis, MO 63130-4899
 Telephone: 314-935-5175; Fax: 314-726-3494
 Web: www.artsci.wustl.edu/~rll/rll.html

UNIVERSITY OF WASHINGTON
 Latin American Studies Program
 Henry M. Jackson School of International Studies
 Box 353650
 Seattle, WA 98195
 Telephone: 206-685-3435; Fax: 206-685-0668
 E-mail: lasuw@u.washington.edu
 Web: <http://jsis.artsci.washington.edu/programs/latinam/>

WESLEYAN UNIVERSITY
 Latin American Studies Program
 Center for the Americas
 255 High Street
 Middletown, CT 06459
 Telephone: 860-685-3112; Fax: 860-685-2985
 E-mail: awightman@wesleyan.edu
 Web: www.wesleyan.edu/americas/last/

WEST CHESTER UNIVERSITY
 Center for Latin American Studies
 Department of Foreign Languages
 111 Main Hall
 West Chester, PA 19383
 Telephone: 610-436-2372
 Web:
http://www.wcupa.edu/ACADEMICS/sch_cas/lat_stu/

WESTERN KENTUCKY UNIVERSITY
 Latin American Studies
 c/o David Keeling
 Dept. of Geography & Geology
 Bowling Green, KY 42101-3576
 Telephone: 270-745-4555; Fax: 270-745-6410
 E-mail: david.keeling@wku.edu
 Web:
www.wku.edu/Dept/Support/AcadAffairs/International

WESTERN MICHIGAN UNIVERSITY
 Latin American Studies Program
 Institute for International and Area Studies
 3240 Schneider Hall
 1903 W. Michigan Avenue
 Kalamazoo, MI 49008-5201
 Telephone: 616-387-5988
 Web:
<http://www.wmich.edu/hcenter/>

COLLEGE OF WILLIAM AND MARY
 Program in Latin American Studies
 Reves Center for International Studies
 Williamsburg, VA 23187-8795
 Telephone: 757-221-3590
 E-mail: amstoc@wm.edu
 Web: <http://www.wm.edu/revescenter/>

UNIVERSITY OF WISCONSIN AT MADISON
 Latin American and Iberian Studies Program
 Suite 209, Ingraham Hall
 1155 Observatory Drive
 Madison, WI 53706
 Telephone: 608-262-2811; Fax: 608-265-5851
 E-mail: abadertscher@facstaff.wisc.edu
 Web: <http://polyglot.lss.wisc.edu/laisp>

UNIVERSITY OF WISCONSIN AT MILWAUKEE
 Center for Latin America
 Garland Hall 202, P.O. Box 413
 Milwaukee, WI 53201
 Telephone: 414-229-4401; Fax: 414-229-2879
 E-mail: clacs@uwm.edu
 Web: www.uwm.edu/Dept/CLA/

YALE UNIVERSITY
Latin American Program
Box 1881, Yale Station
New Haven, CT 06250
Telephone: 203-432-3422

Under Title VI of the Higher Education Act, grants are awarded to "institutions of higher education, or the combinations of such institutions, for the purpose of establishing, strengthening, and operating a small number of national language resource and training centers, which serve as resources to improve the capacity to teach and learn foreign languages effectively." Federal funds were first awarded to Language Resource Centers in 1990. Nine Title VI Language Resource Centers are currently funded (1999-2001) and support the activities listed below through a variety of projects. Individuals interested in the work being conducted at the Language Resource Centers are encouraged to contact them directly for more information.

National Foreign Language Resource Centers 1999-2001

Duke University
 Box 90259
 Durham, NC 27708-0259
 E-mail: eda@duke.edu

University of Minnesota
 333 Appleby Hall
 Minneapolis, MN 55455-0434
 E-mail: adcohen@tc.umn.edu

Georgetown University
 NCLRC
 2600 Virginia Avenue, NW, Suite 105
 Washington, DC 20037-1905
 E-mail: nclrc@gwu.edu

Ohio State University
 Foreign Language Center
 276 Cunz Hall
 Columbus, OH 43210-1229
 E-mail: walker.17@osu.edu

University of Hawaii
 1890 East-West Road, Moore Hall 570
 Honolulu, HI 96822-2322
 E-mail: schmidt@hawaii.edu

San Diego State University
 5500 Campanile Drive BAM 426
 San Diego, CA 92182-7703
 E-mail: nlrcsd@mail.sdsu.edu

Iowa State University
 N131 Lagomarcino Hall
 Ames, IA 50011-2041
 E-mail: mrosenbu@iastate.edu

University of Wisconsin
 1220 Linden Drive
 1414 Van Hise Hall
 Madison, WI 53706-1490
 E-mail: ayschlei@facstaff.wisc.edu

Michigan State University
 A712 Wells Hall
 East Lansing, MI 48824-1027
 E-mail: gass@msu.edu or paulsell@msu.edu

The above information was obtained from the publication: "Language Resource Centers Program (84.229), Fiscal Years 1999-2001, Program Description Grants Grantee Information", International Education and Graduate Programs Service, U.S. Department of Education, Washington, D.C. 20202-5331, update 8/15/00.

In previous issues of *After Latin American Studies*, a rather extensive section of the book was devoted to descriptions of scholarships and fellowships, research grants, and internships. To provide correct information about the award as well as updated contact information, a list of fellowships must be updated at least once a year. Thus, we have issued the "Guide to Financial Assistance for Latin American Studies" as a separate publication. Complimentary copies of the 30-plus page "Guide..." may be obtained simply by writing, calling or requesting it via e-mail from the Center for Latin American Studies, University of Pittsburgh (clas@pitt.edu). You may choose to save money/paper/trees by viewing the guide online at our webpage: <http://www.ucis.pitt.edu/clas/english/extern-finance.html>

PART II

**EMBASSIES AND CHAMBERS OF COMMERCE
TRADE COMMISSION OF MEXICO (BANCOMEXT) AND
NACIONAL FINANCIERA (NAFIN)**

SELECTED LATIN AMERICAN EMBASSIES IN THE UNITED STATES

Embassies have information about employment opportunities and business conditions abroad. Embassy officials also can provide travel and tourism information. Those of you who are thinking of going abroad to work should check with the embassy to ascertain visa requirements. The Electronic Embassy website <<http://www.embassy.org/embassies/index.html>> is a useful reference for all embassies in Washington, DC, and should be checked to update the following general information.

Embassy of Argentina
1600 New Hampshire Avenue, NW
Washington, DC 20009
Telephone: 202-939-6400
Fax: 202-332-3171
E-mail: argentina@veriomail.com
Web: <http://www.embajadaargentinaeeuu.org/>

Embassy of Bolivia
3014 Massachusetts Avenue, NW
Washington, DC 20008
Telephone: 202-483-4410
Fax: 202-328-3712
Web: <http://www.bolivia-usa.org/>

Embassy of Brazil
3006 Massachusetts Avenue, NW
Washington, DC 20008
Telephone: 202-238-2700
Fax: 202-238-2827
E-mail: webmaster@brasilemb.org
Web: <http://www.brasilemb.org/>

Embassy of Chile
1140 Connecticut Avenue, NW
Washington, DC 20036
Telephone: 202-785-1746
Fax: 202-887-5579
Web: <http://www.chile-usa.org/>

Embassy of Colombia
2118 Leroy Place, NW
Washington, DC 20008
Telephone: 202-387-8338
Fax: 202-232-8643
E-mail: emwas@colombiaemb.org
Web: www.colombiaemb.org

Embassy of Costa Rica
2114 S Street, NW
Washington, DC 20008
Telephone: 202-234-2945
Fax: 202-234-8653
E-mail: embassy@costarica.com
Web: <http://costarica-embassy.org/>

Embassy of the Dominican Republic
1715 22nd Street, NW
Washington, DC 20008
Telephone: 202-332-6280
Fax: 202-265-8057
E-mail: embdomrepusa@msn.com
Web: www.domrep.org

Embassy of Ecuador
2535 15th Street, NW
Washington, DC 20009
Telephone: 202-234-7200
Fax: 202-667-3482
E-mail: mecuawaa@erols.com
Web: www.ecuador.org

Embassy of El Salvador
2308 California Street, NW
Washington, DC 20008
Telephone: 202-265-9671
E-mail: cbartoli@elsalvador.org
Web: www.elsalvador.org

Embassy of Guatemala
2220 R Street, NW
Washington, DC 20008
Telephone: 202-745-4952
Fax: 202-745-1908
E-mail: Embaguat@sysnet.net
Web:
<http://207.234.185.152/guatemala/embassy.asp>

Embassy of Haiti
2311 Massachusetts Avenue, NW
Washington, DC 20008
Telephone: 202-332-4090
Fax: 202-745-7215
E-mail: embassy@haiti.org
Web: www.haiti.org

Embassy of Honduras
3007 Tilden Street, NW
Washington, DC 20008
Telephone: 202-966-7702
Fax: 202-966-9751
E-mail: embhondur@aol.com
Web: www.hondurasemb.org

Embassy of Jamaica
1520 New Hampshire Avenue, NW
Washington DC 20036
Telephone: 202-452-0660
Fax: 202-452-0081
E-mail: info@emjamusa.org
Web: <http://www.emjamusa.org/>

Embassy of Mexico
1911 Pennsylvania Avenue, NW
Washington, DC 20006
Telephone: 202-728-1600
Fax: 202-728-1698
E-mail: info@embassyofmexico.org
Web: www.embassyofmexico.org

Embassy of Nicaragua
1627 N. Hampshire Avenue, NW
Washington, DC 20009
Telephone: 202-939-6570
Fax: 202-939-6542

Embassy of Panama
2862 McGill Terrace, NW
Washington, DC 20008
Telephone: 202-483-1407

Embassy of Paraguay
2400 Massachusetts Avenue, NW
Washington, DC 20008
Telephone: 202-483-6960
Fax: 202-234-4508

Embassy of Peru
1700 Massachusetts Avenue, NW
Washington, DC 20036
Telephone: 202-833-9860
Fax: 202-59-8124
E-mail: peru@peruemb.org
Web: www.peruemb.org

Embassy of Uruguay
2715 M Street, NW, 3rd Floor
Washington, DC 20007
Telephone: 202-331-1313
Fax: 202-331-8142
E-mail: uruwashi@uruwashi.org
Web: <http://www.uruwashi.org/>

Embassy of Venezuela
1099 30th Street, NW
Washington, DC 20007
Telephone: 202-342-2214
Fax: 202-387-6820
E-mail: embavene@dgsys.com
Web: www.embavenez-us.org

LATIN AMERICAN CHAMBERS OF COMMERCE IN THE UNITED STATES

The increasing trade/exchange between the United States and Latin America has resulted in an ever-growing number of Latin American chambers of commerce in the United States. Since it is not feasible to list all these organizations here, we have included the largest. More specific information on Latin American, Latin and Hispanic Chambers of Commerce in the United States can be obtained through a World Wide Web search. A useful way to refine that search is to orient it towards the cities, states, and regions in the United States with large Latin American and Hispanic American populations (e.g., Miami, Los Angeles; California, Florida, Texas; the Southwest).

A key website for Foreign Chambers of Commerce in the United States <<http://www.fortwayne-ed.org/foreignchambers.htm>> is maintained by the Department of Economic Development in Fort Wayne, Indiana. Additional information can be found at World Chambers of Commerce Network <<http://www.worldchambers.com>>, a website of the International Chamber of Commerce. The site of Bi-National Chambers of Commerce of the Americas <<http://www.binationalchamber.org>> provides Latin American Chambers in Miami and elsewhere in Florida. Finally, additional information can be found in the Trade Unit of the Organization of American States <<http://www.sice.oas.org/actione.asp#HEM/REG>>, especially the link Hemispheric/Regional, where specific and updated information for some of the institutions listed below may be found. The U.S. Hispanic Chamber of Commerce's website <<http://www.usbcc.com>> also provides useful information.

Council of the Americas
680 Park Avenue
New York, NY 10021
Telephone: 212-249-8950 or 212-517-6247
E - m a i l :
Webmaster@CounciloftheAmericas.org
Web: www.CounciloftheAmericas.org

Latin Chamber of Commerce
1417 W. Flagler Street
Miami, FL 33135
Telephone: 305-642-3870
Fax: 305-642-0653
E-mail: info@camacol.org

Latin American Chamber of Commerce
P.O. Box 30240
New Orleans, LA 70190
Telephone: 504-488-7425

Latin American Chamber of
Commerce, Chicago
3512 W. Fullerton Ave.
Chicago, IL 60647
Telephone: 773-252-5211
Fax: 773-252-7065
E-mail: cmontoya@lacc1.com
Web: www.lacc1.com/index.html

Pan American Society of California/
San Francisco
World Affairs Center
312 Sutter Street #405
San Francisco, CA 94108

Pan American Society of the U.S.
680 Park Avenue
New York, NY 10021
Telephone: 212-249-8950

Argentine-American
Chamber of Commerce
10 Rockefeller Plaza, 10th Floor
New York, NY 10022
Telephone: 212-698-2238
Fax: 212-698-2239

Brazilian-American Chamber of
Commerce of Florida
1101 Brickell Avenue, Suite 1102
Miami, FL 33131
Telephone: 305-579-9030
Fax: 305-579-9756
E-mail: baccf@brazilchamber.org
Web: www.brazilchamber.org/

Brazilian-American Chamber of Commerce
509 Madison Avenue, Suite 304
New York, NY 10022
Telephone: 212-751-4691
Fax: 212-751-7692 or 212-751-8929
E-mail: info@brazilcham.com
Web: www.brazilcham.com/

Brazil-California Trade Association
900 Wilshire #1434
Los Angeles, CA 90017
Telephone: 213-627-0634

Bolivian-American Chamber of
Commerce of Florida
7136 S.W. 47th Street
Miami, FL 33155
Telephone: 305-663-8821
Fax: 305-663-9560

Central America-US Chamber of Commerce
2100 Ponce de Leon Blvd., Suite 1180-C
Coral Gables, FL 33134
Telephone: 305-569-9113
Fax: 305-569-6477

Chile-U.S. Chamber of Commerce
P.O. Box 560566
Miami, FL 33256
Telephone: 305-971-2702
Fax: 305-971-9703

North American-Chilean Chamber
220 E. 81st Street
New York, NY 10028
Telephone: 212-288-5691
Fax: 212-628-4978

Colombian-American
Chamber of Commerce
2355 Salzedo Street Suite 209
Coral Gables, FL 33256
Telephone: 305-446-2542
Fax: 305-448-5028
Web: www.colombiachamber.com

California-Colombia
Chamber of Commerce
6100 Wilshire Boulevard, #1170
Los Angeles, CA 90048
Telephone: 213-938-6755
Fax: 213-965-5029

Caribbean-American Chamber of
Commerce and Industry, Inc.
Brooklyn Navy Yard, Bldg. 5, Mezzanine A
Brooklyn, NY 11205
Telephone: 718-834-4544
Fax: 718-834-9774

Ecuadorian American Chamber of
Commerce of Greater Miami
1390 Brickell Avenue, Suite 220
Miami, FL 33131
Telephone: 305-539-0010
Fax: 305-539-8001
E-mail: ecuacham@bellsouth.net
Web: www.ecuachamber.com

Ecuadorean-American Association
150 Nassau #2015
New York, NY 10038
Telephone: 212-233-7776
Fax: 212-233-7779

Guatemala-U.S. Trade Association
299 Alhambra Circle #207
Coral Gables, FL 33134
Telephone: 305-443-0343
Fax: 305-443-0699

Guatemalan-American
Chamber of Commerce
444 Brickell Avenue, #51417
Miami, FL 33131
Telephone: 305-383-0700
Fax: 305-383-0900

Arizona-Mexico
Chamber of Commerce
6330 N. Central Ave., #5
P.O. Box 626
Phoenix, AZ 85021
Telephone: 602-252-6448

U.S.-Mexico Chamber of Commerce
There are several branches in the United States
and Mexico, we include here the two most
important addresses. For more information
e-mail: news-hq@usmcoc.org or visit the
website <http://www.usmcoc.org>

U.S.-Mexico Chamber of Commerce
1300 Pennsylvania Avenue, NW, Suite 270
Washington, DC 20004-3021
Telephone: 202-371-8680
Fax: 202-371-8686
or
United States Trade Center
Ron Brown 100, Liverpool 31
Col. Juárez
06600 México, DF, México
Telephone: 5-140-2671
Fax: 5-535-2545

Paraguayan-American Chamber of
Commerce
6119 NW 72nd Avenue
Miami, FL 33166
Telephone: 305-599-0933
Fax: 305-559-1332

Peruvian-U.S. Chamber of Commerce
444 Brickell Avenue, #311
Miami, FL 33131
Telephone: 305-375-0885
Fax: 305-375-0884
E-mail: delfino@earthlink.net
Web: www.peruvianchamber.org

Puerto Rico Chamber of Commerce -
New York
Box 899, Ansonia Station
New York, NY 10016
Telephone: 212-724-4731

Puerto Rican Chamber of Commerce
of Illinois
2436 W. Division Street
Chicago, IL 60622
Telephone: 773-486-1331
Fax: 773-486-1340
E-mail: info@prcci.com
Web: <http://prcci.com/>

Trinidad & Tobago Chamber of
Commerce
c/o Trintoc Services Ltd.
400 Madison Ave, Room 803
New York, NY 10017
Telephone: 212-759-3388

Uruguayan American Chamber of
Commerce
1710 First Avenue - Suite 333
New York, NY 10128
Telephone: 212-722-6587
Fax: 212-996-2580
E-mail: gateway@uruguaychamber.com
Web: www.uruguaychamber.com

Venezuelan-American Chamber of
Commerce and Industry
SkyBox 030.102
4405 NW 73rd Avenue
Miami, FL 33166
E-mail: skyccs@telcel.net.ve
Web: www.venamcham.org

United States Hispanic Chamber of
Commerce
1019 19th Street NW, Suite 200,
Washington, DC 20036
Telephone: 202-842-1212
Fax: 202-842-3221
E-mail: USHCC@USHCC.com
Web: www.usbcc.com

U.S. CHAMBERS OF COMMERCE IN LATIN AMERICA

The most important source for updated information on U.S. Chambers of Commerce in Latin America is the Association of American Chambers of Commerce in Latin America (615 H Street NW, Washington, DC 20062-2000; telephone: 202-463-5485; fax: 202-463-3126; e-mail: info@aaccla.org; Web: www.aaccla.org) Additional information can be found at the World Chambers of Commerce Network, a website maintained by the International Chamber of Commerce <http://www.worldchambers.com>.

American Chamber of Commerce
in Argentina
Viamonte 1133, 8th floor
1053 Buenos Aires, Argentina
Telephone: (54-11-4) 371-4500
Fax: (54-11-4) 371-8400
E-mail: amcham@amchamar.com.ar
Web: www.amchamar.com.ar

American Chamber of Commerce
of Bolivia
Av. 6 de Agosto
Edif. Hilda - Piso 2, Of. 203
P.O. Box 8268
La Paz, Bolivia
Telephone: (591-2) 443939
Fax: (591-2) 443972
Web: <http://www.amchambolivia.com/>

American Chamber of Commerce
for Brazil (Rio de Janeiro)
Praça Pio X 15 Andar 5
Caixa Postal 916
20.040 Rio de Janeiro, RJ, Brazil
Telephone: (55-21) 203-2477
Fax: (55-21) 518-1564
E-mail: achambr@amchamrio.com.br
Web: www.amchamrio.com.br

American Chamber of Commerce
for Brazil (São Paulo)
Rua da Paz 1431 CEP 04713-001
São Paulo, SP, Brasil
Telephone (55-11-5) 180-3804
Fax: (55-11-5) 180-3777
E-mail: amhost@amcham.com.br
Web: www.amcham.com.br

Chamber of Commerce of the
U.S.A. in Chile
Americo Vespucio Sur 80, Piso 9
Las Condes
Casilla 82, Correo 34
Santiago, Chile
Telephone: (56-2) 290-9700
Fax: (56-2) 206-0911
E-mail: amcham@amchamchile.cl
Web: www.amchamchile.cl

Colombian-American Chamber
of Commerce
Calle 98 No.22-64 Of.1209
PO Box 8008
Santafé de Bogotá, Colombia
Phone: (57-1) 623-7088 or 621-5242
Fax: (57-1) 621-6838
E-mail: info@amchamcolombia.com.co
Web: www.amchamcolombia.com.co

Costa Rican-American Chamber
of Commerce
Costa Rica: PO Box 4946-1000
San José, Costa Rica
Miami: Amcham SJO 1576
PO Box 025216
Miami, FL 33102-5216
Telephone: 506-220-2200
Fax: 506-220-2300
E-mail: chamber@amcham.co.cr
Web: www.amcham.co.cr

American Chamber of Commerce of the Dominican Republic
Torre B.H.D., Piso 4
Ave. Winston Churchill
P.O. Box 95-2
Santo Domingo, Dominican Republic
Telephone: (809) 544-2222
Fax: (809) 544-0502
E-mail: amcham@codetel.net.do
Web: www.amcham.org.do

Ecuadorian-American Chamber of Commerce (Quito)
Telephone: (59-32) 507-450
Fax: (59-32) 504-571
Web: <http://www.ecamcham.com/>

Ecuadorian-American Chamber of Commerce (Guayaquil)
Edificio Centrum, Piso 6, Of. 5
Av. Francisco de Orellana Kennedy Norte
PO Box 09-01-11305
Guayaquil, Ecuador
Telephones: (593-4) 693-470 or 471
Fax: (593-4) 693-465
E-mail: caecam1@caecam.org.ec
Web: www.caecam.org

American Chamber of Commerce of El Salvador
Paseo General Escalón No. 5432
San Salvador, El Salvador
Telephone: (503) 264-7609
Fax: (503) 263-3237
E-mail: contact@amchamsal.com
Web: www.amchamsal.com

American Chamber of Commerce in Guatemala
Avenida Las Americas 18-81, Zona 14
Edificio Columbus Center, 8 Nivel
Ciudad de Guatemala, Guatemala
Telephone: (502) 363-1774
Fax: (502) 367-3414
E-mail: director@comcel.com.gt

Haitian-American Chamber of Commerce & Industry
Complexe 384
Delmas
Port-au-Prince, Haiti
Telephone: (509-1) 63164

Honduran-American Chamber of Commerce
Sección Comercial Hotel Honduras Maya
Apartado Postal 1838
Tegucigalpa, Honduras
Telephone: (504) 232-7043
Fax: (504) 232-2031
E-mail: hamcham@netsys.hn
Web: www.honduras.com

American Chamber of Commerce of Mexico, A.C.
Lucerna 78 - Col. Juárez
06600 México, DF, México
Telephone: (52-5) 724-3800
Fax: (52-5) 703-3908
E-mail: amchammx@amcham.com.mx
Web: www.amcham.com.mx

United States Hispanic Chamber of Commerce
Av. Balderas 144, 3er Piso
06079 México, DF, México
Telephone: (52-5) 709-2281
Fax: (52-5) 709-1177
E-mail: USHCC@USHCC.com
Web: www.usbcc.com

American Chamber of Commerce of Nicaragua
Pista Rubén Dario
ENEL Central 500 Mts. al Sur
Aptdo. Postal 2720
Managua, Nicaragua
Telephone: (505) 267-3099
Fax: (505) 267-3098

American Chamber of Commerce &
Industry of Panama
Apartado 168
Balboa, Ancón
Panamá
Telephone: (507) 269-3881
Fax: (507) 223-3508
E-mail: amcham@sinfo.net
Web: www.panamcham.com

Paraguayan-American Chamber
of Commerce
Edif. Finansud
Av. Mariscal López y Saravi
Asunción, Paraguay
Telephone: (595-21) 442-135 or 442-136
Fax: (595-21) 442-135
E-mail: Pamchamb@infonet.com.py

American Chamber of Commerce
of Perú
Av. Ricardo Palma 836
Lima 18, Perú
Telephone: (51-1) 241-0708
Fax: (51-1) 241-0709
E-mail: amcham@amcham.org.pe
Web: www.amcham.org.pe/

Puerto Rico Chamber of
Commerce
P.O. Box 902-4033
San Juan, PR 00902-4033
Telephone: 787-721-6060
Fax: 787-723-1891
E-mail: camarapr@coqui.net
Web: <http://camarapr.coqui.net>

Chamber of Commerce Uruguay-U.S.A.
Bartolomé Mitre 1337
Casilla de Correo 809
Montevideo, Uruguay
Telephone: (598-2) 959-059
Fax: (598-2) 959-059
E-mail: Amchamuru@zfm.com
Web: www.zfm.com/amchamuru

Venezuelan-American Chamber
of Commerce & Industry
Torre Credival, Piso 10
2da. Av. de Campo Alegre
Apartado 5181
Caracas, 1010-A, Venezuela
Telephone: (58-2) 263-0833
Fax: (58-2) 263-1829
E-mail: venam@venamcham.org
Web: www.venamcham.org

**TRADE COMMISSION OF MEXICO (BANCOMEXT)
AND
NACIONAL FINANCIERA (NAFIN)**

Bancomext and NAFIN may provide information about available job opportunities in Mexico.

Trade Commission of Mexico (Bancomext), Representative Offices in the United States
(Source: Bancomext Website, <http://www.bancomext.com/Bancomext/QueEsBancomext/EUA.jhtml>). This website also lists all of the Mexican regional offices.

Bancomext
229 Peachtree Street, NE
Cain Tower, Suite 1100
Atlanta, GA 30303
Telephone: 404-523-2450 or 522-2740
Fax: 404-681-3361
E-mail: cc-atlanta@bancomext.gob.mx

Bancomext
225 N. Michigan Avenue, Suite 1800
Chicago, IL 60601
Telephone: 312-856-0316 or 856-1257
Fax: 312-856-1834
E-mail: cc-chicago@bancomext.gob.mx

Bancomext
2000 Town Center, Suite 1900
Southfield, MI 48075
Telephone: 810-351-6284
Fax: 810-351-2655
E-mail: cc-detroit@bancomext.gob.mx

Bancomext
2777 Stemmons Freeway, Suite 1622
Dallas, TX 75207
Telephone: 214-688-4096 or 688-4097
Fax: 214-905-3831
E-mail: cc-dallas@bancomext.gob.mx
Web: www.bancomextdallas.com

Bancomext
203 S. St. Mary's St., Suite 450
San Antonio, TX 78205
Telephone: 210-281-9748
Fax: 210-281-9749
E-mail: tcmsa@txdirect.net

Bancomext
220 Alhambra Circle, 2nd floor
Coral Gables, FL 33134
Telephone: 305-372-9929
Fax: 305-374-1238
E-mail: cc-miami@bancomext.gob.mx

Bancomext
World Trade Center
350 South Figueroa Street
Los Angeles, CA 90071
Telephone: 213-628-1220
Fax: 213-628-8466
E-mail1: cc-los.angeles@bancomext.gob.mx
E-mail2: mextrade@earthlink.net
Web: www.bancomextdallas.com

Bancomext
Trade Commission of Mexico
375 Park Avenue, 19th floor
New York, NY 10152
Telephone: 212-826-2978
Fax: 212-826-2979
E-mail: bancomexny@aol.com

Bancomext
2132 Third Avenue
Seattle, WA 98121-2306
Telephone: 206-448-8435
Fax: 206-443-0452
E-mail: cc-seattle@bancomext.gob.mx

Nacional Financiera (NAFIN) Representative Offices in the United States
(Source: Nacional Financiera website <http://www.nafin.com/portalnf/>)

NAFIN
21 East 63rd Street
New York, NY 10021
Telephone: 212-821-0300 or 821-0315
Fax: 212-821-0330
E-mail: nafinsa@ix.netcom.com

NAFIN
1615 L Street NW, Suite 310
Washington, DC 20036
Telephone: 202-338-9010
Fax: 202-338-9244
E-mail: nafinusa@att.net

PART III

**OPPORTUNITIES IN THE PRIVATE SECTOR:
INTERNATIONAL BANKING,
INTERNATIONAL BUSINESS,
TRANSLATING/INTERPRETING,
AND EDUCATION**

PITTSBURGH AREA BUSINESSES WITH INTERESTS IN LATIN AMERICA

Source: Uniworld Business Publications, Inc., *Directory of American Firms Operating in Foreign Countries* (15th edition, 3 volumes, New York, 1999); Dun & Bradstreet, *D&B 1999-2000 Regional Business Directory-Pittsburgh Area* (3 volumes, Bethlehem, 1999.) This section was greatly enhanced thanks to Mr. Kenneth Rodríguez.

ALCOA
201 Isabella Street
at the 7th Street Bridge
Pittsburgh, PA 15212-5858
Telephone: 412-553-4545
Fax: 412-553-4498
Web: www.alcoa.com

Black Box Network Services
1000 Park Drive
Lawrence, PA 15055-1018
Telephone: 877-877-2269
Fax: 800-321-0746
E-mail: info@blackbox.com
Web: www.blackbox.com

Allegheny Technologies, Inc.
1000 Six PPG Place
Pittsburgh PA 15222-5479
Telephone: 412-394-2800
Fax: 412-394-3034
Web: www.alleghenytechnologies.com

Calgon Carbon Corporation
400 Calgon Carbon Drive
Pittsburgh, PA 15205
*Mailing address:
P.O. Box 717
Pittsburgh, PA 15230-0717
Telephone: 412-787-6700; 800-422-7266
Fax: 412-787-4541
Web: www.calgoncarbon.com

Ametek Specialty Metal Products
P.O. Box 427
Eighty-Four, PA 15330
Telephone: 724-225-8400
Fax: 724-225-6622
E-mail: ametek84@nb.net
Web: www.ametek84.com

Contemporary Technologies, Inc.
Four Gateway Center, Suite 1800
444 Liberty Avenue
Pittsburgh, PA 15222-1223
Telephone: 412-642-2222
Fax: 412-642-2223
Web: www.contemptech.com

Ansys Incorporated
275 Technology Drive
Canonsburg, PA 15317
Telephone: 724-746-3304
Toll free in U.S. or Canada: 800-WE-R-FEA-1
Toll free in Mexico: 95-800-937-3321
Fax: 724-514-9494
E-mail: ansysinfo@ansys.com
Web: www.ansys.com

Cutler-Hammer Pittsburgh Headquarters
(Eaton Corp.)
1000 Cherrington Parkway
Moon Township, PA 15108
Telephone: 412-893-3300
Web: www.eatonjobs.com

BEA, Inc.
300 S. Main Street
Pittsburgh, PA 15215
Telephone: 412-782-5150
Toll free in U.S. or Canada: 800-523-2462
Toll free in Mexico: 95-800-711-1398
Fax: 412-782-5154
E-mail: westphal@beainc.com
Web: www.beainc.com

Development Dimensions International (DDI)
1225 Washington Pike
Bridgeville, PA 15017
Telephone: 412-257-0600; 800-933-4463
Fax: 412-257-0614
E-mail: info@ddiworld.com
Web: www.ddiworld.com

Dick Corporation
P.O. Box 10896
Pittsburgh, PA 15236-0896
Telephone: 412-384-1000
Fax: 412-384-1150
e-mail: marketing@dickcorp.com
Web: www.dickcorp.com

Dravo Corporation
11 Stanwix Street, 11th Floor
Pittsburgh, PA 15222-1312
Telephone: 412-995-5500
Fax: 412-995-5570
Web: www.dravo.com

Flexon, Inc.
Buncher Industrial Park
Avenue C, Building C 20-A
Leetsdale, PA 15056-1376
Telephone: 412-749-0400; 800-365-3667
Fax: 412-749-0410
E-mail: mjbl@flexoninc.com
Web: www.flexoninc.com

H. J. Heinz Company
600 Grant Street #6000
Pittsburgh, PA 15219
Telephone: 412-456-5700
Fax: 412-456-6128
Web: www.heinz.com

IMPISA International Inc.
Manor Oak II, #536
1910 Cochran Road
Pittsburgh, PA 15220
Telephone: 412-344-7003
Fax: 412-344-7009
E-mail: impsa@sgi.net
Web: www.impsa.com.ar

Industrial Scientific Corporation
1001 Oakdale Road
Oakdale, PA 15071-1500
Telephone: 412-788-4353; 800-338-3287
Fax: 412-788-8353; 800-788-8383
E-mail: info@indsci.com
Web: www.indsci.com

International Technologies Corporation
2790 Mosside Boulevard
Monroeville, PA 15146
Telephone: 412-372-7701
Fax: 412-373-7135

Kennametal Inc.
1600 Technology Way
Latrobe, PA 15650
Telephone: 724-539-5000
Web: www.kennametal.com

Ketchum Public Relations
Six PPG Place #1111
Pittsburgh, PA 15222
Telephone: 412-456-3885
Fax: 412-456-3588
E-mail: info@ketchum.com
Web: www.ketchum.com

Kirkpatrick and Lockhart LLP
Legal Personnel Director
Henry W. Oliver Building
535 Smithfield Street
Pittsburgh, PA 15222-2312
Telephone: 412-355-6500
Fax: 412-355-6501
E-mail: info@kl.com
Web: www.kl.com

Koppers Industry, Inc.
Koppers Building
436 Seventh Avenue
Pittsburgh, PA 15219
Telephone: 412-227-2001
Fax: 412-227-2333
Web: www.koppers.com

Matthews International Corporation
2 North Shore Center, Suite 200
Pittsburgh, PA 15212-5851
Telephone: 412-442-8200
Fax: 412-442-8290
Web: www.matw.com

Mellon Bank
One Mellon Bank Center
Pittsburgh, PA 15258
Telephone: 412-234-5000; 800-MELLON-24
Fax: 412-236-1662
Web: www.mellon.com

Michael Baker Corporation
Corporate Headquarters
Airport Office Park, Building 3
420 Rouser Road
Coraopolis, PA 15108
*Mailing Address:
P.O. Box 12259
Pittsburgh, PA 15231
Telephone: 412-269-6300; 800-MIBAKER
Fax: 412-269-2534
Web: www.mbakercorp.com

Mine Safety Appliances Co.
121 Gamma Drive
RIDC Industrial Park
Pittsburgh, PA 15238-2937
*Mailing Address:
P.O. Box 426
Pittsburgh, PA 15230
Domestic business inquiries: 800-MSA-2222
International business inquiries:
In the U.S.: 800-MSA-7777
Outside the U.S.: 412-967-3000
Fax: 412-967-3451
E-mail: msa.jobs.1@msanet.com
Web: www.msanet.com

Mylan Laboratories Inc.
1030 Century Building
130 Seventh Street
Pittsburgh, PA 15222
Telephone: 412-232-0100
E-mail: mylan@mylan.com
Web: www.mylan.com

Nagel and Goldstein
1110 Liberty Avenue #3
Pittsburgh, PA 15222
Telephone: 412-263-2707
Fax: 412-263-3424
E-mail: nagellaw@aol.com

National Carbide Die Corporation
2 Juniper Street
McKeesport, PA 15132
Telephone: 412-751-8000

O'Brien-Kreitzberg and Associates, Inc.
1 Gateway Center, #13W
Pittsburgh, PA 15222
Telephone: 412-394-6888
Fax: 412-394-6889

Olympia International Incorporated
600 Grant Street #3246
Pittsburgh, PA 15219
Telephone: 412-391-4777
Fax: 412-391-4810

Pittsburgh Logistics Systems, Inc
2060 Pennsylvania Avenue
Monaca, PA 15061
Telephone: 724-709-9000
Fax: 724-709-9010
Web: www.pghlogistics.com

Pittsburgh National Bank
Bancorp, Inc.
Fifth Avenue and Wood Street
Pittsburgh, PA 15265
Telephone: 412-762-2286
Web: www.pncbank.com

PPG Industries, Inc.
One PPG Place
Pittsburgh, PA 15272
Telephone: 412-434-3131
Fax: 412-434-2190
Web: www.ppg.com

Respiroics, Inc.
1501 Ardmore Boulevard
Pittsburgh, PA 15221-4401
Telephone: 800-638-8208
Customer Service: 412-731-2100; 800-345-6443
Fax: 412-473-5010

Paul Rizzo and Associates
Expo Mart Suite 270E
105 Mall Boulevard
Monroeville, PA 15146
E-mail: jeff.bair@rizzoassoc.com
Web: www.rizzoassoc.com

Rodriguez & Offspring Enterprises, Inc.
P.O. Box 389
Sewickley, PA 15143
Telephone: 412-749-7810
Fax: 412-749-7830
E-mail: info@hecc.org
Web: www.hecc.org

Sauereisen Inc.
160 Gamma Drive
Pittsburgh, PA 15238
Telephone: 412-963-0303
Fax: 412-963-7620
E-mail: questions@sauereisen.com
Web: www.sauereisen.com

Traco
71 Progress Avenue
Cranberry Township, PA 16066
Telephone: 1-800-837-7002
Fax: 724-776-7088
Web: www.tracowindows.com

UNISYS Corporation
Park West One
Cliff Mine Road, Suite 390
Pittsburgh, PA 15275
Telephone: 412-788-6960
Web: www.unisys.com

U.S. Department of Commerce
International Trade Administration
2002 Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222
Telephone: 412-395-5050
Fax: 412-395-4875
e-mail: office.pittsburgh@mail.doc.gov
Web: <http://usatrade.gov>

USX - U.S. Steel Group
600 Grant Street
Pittsburgh, PA 15219
Telephone: 412-433-1121
Fax: 412-433-7519
Web: www.ussteel.com

WABCO Locomotive Products
Wilmerding, PA 15148
Telephone: 412-825-1000
Fax: 412-825-1019
Web: www.motivepower.com

Westinghouse Electric (CBS)
101 Brinton Road
Pittsburgh, PA 15221
Telephone: 412-244-2000
Fax: 412-642-4650
Web: www.westinghouse.com

SELECTED U.S. BUSINESS FIRMS ACTIVE IN LATIN AMERICA

The main source for this section is Uniworld Business Publications, Inc, *Directory of American Firms Operating in Foreign Countries* (15th edition, 3 volumes, New York, 1999.) Utilize this directory for detailed information on the area of specialization of each firm and for U.S. firms operating in one particular Latin American country. Also, the American Chambers of Commerce have information about U.S. companies operating in specific Latin American countries--check the websites provided in that section. Another useful, yet specifically regional, source is the *Directory of Connecticut Companies in the Latin American Market* (Center for Latin American and Caribbean Studies, University of Connecticut, Third Edition, 1996).

Some websites have databases with job offers and related services. While they don't specify positions for Latin Americanists, they certainly deserve a visit. The following links were provided in the "Directory of Participating Employers and Organizations" distributed at the University of Pittsburgh's International Career Fair.

Careers and Jobs:	http://www.starthere.com
Career Mosaic:	http://www.careermosaic.com
Career Path:	http://www.careerpath.com
Catapult:	http://www.jobweb.org/catapult/internl.htm
Drake, Beam Morin:	http://www.dbm.com
Nationjob Network:	http://www.nationjob.com
Overseas Jobs:	http://www.overseasjobs.com

A reminder: utilize the Career and Placement Services of your university/college. These offices provide valuable information and resources. At the University of Pittsburgh, the web site provides extensive information <http://www.placement.pitt.edu>. The in-house services are most helpful in identifying career possibilities or doing a job search.

ACCOUNTING, BANKING, AND INTERNATIONAL FINANCE.....

American Express Company
200 Vessey Street, 2nd floor
New York, NY 10285
Telephone: 212-640-2000
Fax: 212-619-9802
E-mail: amex.campus.recruitment@aexp.com
Web: www.americanexpress.com

Arthur Andersen
33 West Monroe Street
Chicago, IL 60603
Telephone: 312-372-7100
Fax: 312-507-0123
Web: www.arthurandersen.com

BankAmerica Corp.
555 California Street
San Francisco, CA 94104
Telephone: 415-622-3530
Fax: 415-622-8467
Career opportunities web:
www.bankofamerica.com/careers

BankBoston Corporation
100 Federal Street
Boston, MA 02110
Telephone: 617-434-2200
Fax: 617-434-7547
Web: <http://www.fleet.com/>

Bankers Trust New York Corp.
Personnel Office, International
280 Park Avenue
New York, NY 10017
Telephone: 212-250-2500
Fax: 212-250-2440
Web: www.bankerstrust.com

The Bank of New York
Human Resources
48 Wall Street
New York, NY 10286
Telephone: 212-495-1784
Fax: 212-495-2546
E-mail: comments@bankofny.com
Web: www.bankofny.com

Buck Consultants, Inc.
One Pennsylvania Plaza
New York, NY 10119
Telephone: 212-330-1000
Fax: 212-695-4184

The Chase Manhattan Corporation
World Headquarters
270 Park Avenue
New York, NY 10017
Telephone: 212-270-6000
Fax: 212-622-9030
Web: www.chase.com

Citicorp
399 Park Avenue
New York, NY 10043
Telephone: 212-559-1000
Fax: 212-557-2066
Web: www.citibank.com

First Chicago NBD Corporation
One First National Plaza
Chicago, IL 60670
Telephone: 312-732-4000
Fax: 312-732-4000

First National Bank of Chicago
One First National Plaza
Chicago, IL 60670
Telephone: 312-732-4000
Fax: 312-732-4000

Ernst & Young
787 Seventh Avenue
New York, NY 10019
Telephone: 212-773-3000
Fax: 212-733-6350
Web: www.eyi.com

First Union Bank
300 Main Street
Stamford, CT 06901
Telephone: 305-789-6927
Fax: 305-789-6930

Horwath International
415 Madison Avenue
New York, NY 10017
Telephone: 212-838-5566
Fax: 212-838-3636

People's Bank
850 Main Street
Bridgeport, CT 06604
Telephone: 203-338-4155
Fax: 203-338-4608

KPMG Peat Marwick LLP
Three Chestnut Ridge Road
Montvale, NJ 07645
Telephone: 201-307-7000
Fax: 201-930-8617
Web: www.kpmg.com
Send resumes to:
www.kpmgcampus.com

Price Waterhouse Coopers
1251 Avenue of the Americas
New York, NY 10020
Telephone: 212-596-7000
Fax: 212-790-6620
Web: www.pwcglobal.com

Merrill Lynch & Co. Inc.
World Financial Center, North Tower
New York, NY 10281
Telephone: 212-449-1000
Fax: 212-449-2982
Web: www.ml.com/careers

Republic National Bank of New York
452 Fifth Avenue
New York, NY 10018
Telephone: 212-525-5000
Fax: 212-525-6996
Web: www.rnb.com

J.P. Morgan and Company
60 Wall Street
New York, NY 10260
Telephone: 212-483-2323
Fax: 212-648-5209
Web: www.jpm.com

ADVERTISING AGENCIES

Ammirati Puris Lintas
One Dag Hammarskjold Plaza
New York, NY 10017
Telephone: 212-605-8000
Fax: 212-605-4705
Web: www.interpublic.com

BBDO Worldwide
1285 Avenue of the Americas
New York, NY 10019
Telephone: 212-459-5000
Fax: 212-459-6645
Web: www.bbdo.com

Bates Worldwide, Inc.
405 Lexington Avenue
New York, NY 10174
Telephone: 212-297-7000
Fax: 212-986-0270
Web: www.batesww.com

Leo Burnett Co. Inc.
35 W. Wacker Drive
Chicago, IL 60601
Telephone: 312-220-5959
Fax: 312-220-6533
Web: www.leoburnett.com

D'Arcy Masius Benton & Bowles, Inc.
1675 Broadway
New York, NY 10019
Telephone: 212-468-3622
Fax: 212-468-2987
Web: www.dmbb.com

DDB Needham Worldwide Inc.
437 Madison Avenue
New York, NY 10022
Telephone: 212-415-2000
Fax: 212-415-3417

Euro RSCG Worldwide
350 Hudson Street
New York, NY 10014
Telephone: 212-886-2000
Fax: 212-886-2016

Grey Advertising Inc.
777 Third Avenue
New York, NY 10017
Telephone: 212-546-2000
Fax: 212-546-1495
Web: www.giworldwide.com

Ketchum Public Relations
Six PPG Place
Pittsburgh, PA 15222
Telephone: 412-456-3885
Fax: 412-456-3588
Web: www.ketchum.com

Lowe and Partners Worldwide
1114 Avenue of the Americas
New York, NY 10036
Telephone: 212-403-6700
Fax: 212-403-6710

McCann-Erickson Worldwide
750 Third Avenue
New York, NY 10017
Telephone: 212-984-3644
Fax: 212-984-2629

Ogilvy & Mather Worldwide, Inc.
309 W. 49th Street, 12th floor
New York, NY 10019
Telephone: 212-237-4000
Fax: 212-237-5123

TBWA International
180 Maiden Lane
New York, NY 10038
Telephone: 212-804-1000
Fax: 212-804-1200

J. Walter Thompson Company
466 Lexington Avenue
New York, NY 10017
Telephone: 212-210-7000
Fax: 212-210-6944
Web: www.jwt.com

True North Communications, Inc.
101 East Erie Street
Chicago, IL 60611
Telephone: 312-425-6000
Fax: 312-425-6350

Young & Rubicam, Inc.
285 Madison Avenue
New York, NY 10017
Telephone: 212-210-3000
Fax: 212-370-3796
Web: www.yr.com

CONSUMER PRODUCTS

Allergan, Inc.
2525 Dupont Drive
P.O. Box 19534
Irvine, CA 92713
Telephone: 714-246-4500
Fax: 714-246-6987
Web: www.allergan.com
(Eye & skin care; pharmaceuticals)

American Home Products Corporation
Five Giralda Farms
Madison, NJ 07940
Telephone: 973-660-5000
Fax: 973-660-6048
Web: www.ahp.com
(Health care; pharmaceuticals)

Avery Dennison Corporation
150 North Orange Grove Boulevard
Pasadena, CA 91103
Telephone: 626-304-2000
Fax: 626-792-7312
Web: www.averydennison.com
(Office products)

Avon Products, Inc.
1345 Avenue of the Americas
New York, NY 10105
Telephone: 212-282-5000
Fax: 212-282-6049
Web: www.avon.com
(Beauty and personal care)

Bausch & Lomb, Inc.
One Bausch & Lomb Place
Rochester, NY 14604
Telephone: 716-338-6000
Fax: 716-338-6007
Web: www.bausch.com
(Eye care)

Baxter Healthcare Corporation
One Baxter Parkway
Deerfield, IL 60015
Telephone: 847-948-2000
Fax: 847-948-3948
Web: www.baxter.com
(Medical products & services)

Best Foods, Inc.
International Plaza
700 Sylvan Avenue
Englewood Cliffs, NJ 07632
Telephone: 201-894-4000
Fax: 201-894-2186
Web: www.bestfoods.com
(Food)

Black & Decker Corp.
701 E. Joppa Road
Towson, MD 21286
Telephone: 410-716-3900
Fax: 410-716-2933
Web: www.blackanddecker.com
(Power tools, lighting)

Borden, Inc.
180 East Broad Street
Columbus, OH 43215
Telephone: 614-225-4000
Fax: 614-225-6453
Web: www.hoovers.com
(Specialty chemicals & adhesives)

Bristol-Myers Squibb Company
345 Park Avenue
New York, NY 10154
Telephone: 212-546-4000
Fax: 212-546-4020
Web: www.bms.com
(Beauty, nutritional & pharmaceutical)

Brown Group, Inc.
8400 Maryland Avenue
St. Louis, MO 63105
Telephone: 314-854-4000
Fax: 314-854-4274
Web: www.browngroup.com
(Footwear)

Campbell Soup Company
Campbell Place
Camden, NJ 08103
Telephone: 609-342-4800
Fax: 609-342-3878
Web: www.campbellsoup.com
(Food)

Cargill, Incorporated
15407 McGinty Road
Minnetonka, MN 55440
Telephone: 612-742-7575
Fax: 612-742-7393
Web: www.cargill.com
(Agricultural; food; financial & industrial products and services)

Carter-Wallace, Inc.
1345 Avenue of the Americas
New York, NY 10105
Telephone: 212-339-5000
Fax: 212-339-5100
Web: www.car.com/corporate.htm
(Personal care, pet supplies; prescription, OTC drugs)

Colgate-Palmolive Co.
300 Park Avenue
New York, NY 10022
Telephone: 212-310-2000
Fax: 212-310-2919
Web: www.colgate.com
(Oral hygiene, soaps, cleaners, pet food)

The Coca-Cola Company
PO Drawer 1734
Atlanta, GA 30301
Telephone: 404-676-2121
Fax: 404-676-6792
Web: www.coca-cola.com
(Beverages)

Corning, Inc.
One Riverfront Plaza
Corning, NY 14831
Telephone: 607-974-9000
Fax: 607-974-8851
Web: www.corning.com
(Glassware; specialty glass)

Chiquita Brands International Inc.
250 East Fifth Street
Cincinnati, OH 45202
Telephone: 513-784-8000
Fax: 513-784-8030
Web: www.chiquita.com
(Food)

Duracell, Inc.
Berkshire Industrial Park
Bethel, CT 06801
Telephone: 203-796-4000; 1-800-551-2355
Fax: 203-796-4745; 1-800-796-4565
Web: www.duracell.com
(Batteries)

Eastman Kodak Company
Director, Recruitment/Staffing
343 State Street
Rochester, NY 14650
Telephone: 716-724-4000; Fax: 716-724-0633
Web: www.kodak.com
(Photography)

Eli Lilly and Company
Lilly Corporate Center
Indianapolis, IN 46285
Telephone: 317-276-2000
Fax: 317-277-6579
Web: www.lilly.com
(Pharmaceuticals)

Gillette Company
Prudential Tower Building
Boston, MA 02199
Telephone: 617-421-7000
Fax: 617-421-7123
Web: www.gillette.com
(Grooming, portable power appliances,
oral care products)

Johnson & Johnson
One Johnson & Johnson Plaza
New Brunswick, NJ 08933
Telephone: 732-524-0400
Fax: 732-214-0334
Web: www.jnj.com
(Health care)

Kellogg Company
1 Kellogg Square
PO Box 3599
Battle Creek, MI 49016-3599
Telephone: 616-961-2000
Fax: 616-961-2871
Web: www.kellogg.com
(Food)

Kimball International, Inc.
PO Box 460
Jasper, IN 47549
Telephone: 812-482-1600
Fax: 812-482-8804
Web: www.kimball.com
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Kimberly-Clark Corporation
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Web: www.kimberly-clark.com
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Fax: 914-335-7144
Web: www.kraftinternational.com
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Fax: 415-501-3939
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Web: www.mccormick.com/
(Food espec. spices, seasonings)

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Fax: 630-623-7409
Web: www.mcdonalds.com/
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Fax: 415-983-8453
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See: www.bp.com

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H.B. Fuller Company
World Headquarters
PO Box 64683
St. Paul, MN 55164-0683
Web: www.hbfuller.com
(Adhesives, coatings, sealants)

General Electric Company
3135 Easton Turnpike
Fairfield, CT 06431
Telephone: 203-373-2211
Fax: 203-373-3131
Web: www.ge.com
(Home appliances, lighting, health care products)

General Motors Corporation
100 Renaissance Center
Detroit, MI 48243
Telephone: 313-556-5000
Fax: 313-556-5108
Web: www.gm.com
(Vehicles)

Gerber Products Company
445 State Street
Fremont, MI 49413
Telephone: 616-928-2000
Fax: 616-928-2723
Web: www.gerber.com
(Baby and health products)

The Gillette Company
Human Resources
Prudential Tower, 40th floor
Boston, MA 02199
Telephone: 617-421-7000
Fax: 617-421-7123
Web: www.gillette.com
(Grooming, portable power appliances,
oral care products)

Goodyear Tire and Rubber Company
1144 E. Market Street
Akron, OH 44316
Telephone: 330-796-2121
Fax: 330-796-1817
Web: www.goodyear.com
(Tires and rubber products)

W.R. Grace & Company
One Town Center Road
1750 Clint Moore Road
Boca Raton, FL 33486
Telephone: 561-362-2000
Fax: 561-561-2193
Web: www.grace.com
(Chemicals, catalysts)

Graco Inc.
4050 Olson Memorial Highway
PO Box 1441
Minneapolis, MN 55440
Telephone: 612-623-6000
Fax: 612-623-6777
Web: www.graco.com
(Industrial and contractor equipment,
lubrication products)

Halliburton Company
500 N. Akard Street, Suite 3600
Dallas, TX 75201-3391
Telephone: 214-978-2600
Fax: 214-978-2611
Web: www.halliburton.com
(Energy services, engineering
& construction)

Hercules Incorporated
Hercules Plaza
1313 North Market Street
Wilmington, DE 19894
Telephone: 302-594-5000
Fax: 302-594-5400
Web: www.herc.com
(Specialty chemicals)

Honeywell, Inc.
PO Box 524
Minneapolis, MN 55440
Telephone: 612-951-1000
Fax: 612-951-3066
Web: www.honeywell.com
(Auto components, fiber, turbo generators)

Huntsman Corporation
500 Huntsman Way
Salt Lake City, UT 84108
Telephone: 801-584-5700; 1-800-421-2411
Fax: 801-584-5781
Web: www.huntsman.com
(Packaging, petrochemicals)

International Flavors and Fragrances
521 West 57th Street
New York, NY 10019
Telephone: 212-765-5500
Fax: 212-708-7132
Web: www.iff.com
(Flavors and fragrances)

International Specialty Products (ISP)
World Headquarters
1361 Alps Road
Wayne, NJ 07470
Telephone: 973-628-4000
Fax: 973-628-3311
Web: www.ispcorp.com
(Personal care, pharmaceuticals, beverages,
foods, cleaners, solvents)

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Recruiting Services
One Johnson and Johnson Plaza
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New Brunswick, NJ 08906-6597
Telephone: 732-524-0400
Fax: 732-214-0334
Web: www.jnj.com
(Health care products)

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East Greenville, PA 18041
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Fax: 215-670-3904
Web: www.knoll.com
(Quality home & office furniture)

Mobil Corporation
3225 Gallows Road
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Telephone: 703-846-3000
Fax: 703-846-4669
Web: www.mobil.com
(Petroleum products)

Monsanto Company
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Telephone: 314-694-1000
Fax: 314-694-7625
Web: www.monsanto.com
(Herbicides, chemical protectors, seeds)

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Fax: 303-795-9487
Web: www.norgren.com
(Pneumatic products & systems solutions)

Occidental Petroleum Corp.
10889 Wilshire Boulevard
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Fax: 310-443-6390
Web: www.oxy.com

Olin Corporation
501 Merrit Seven
Norwalk, CT 06856
Telephone: 203-750-3000
Fax: 203-356-3065
Web: www.olin.com
(Copper alloys, chlorine & caustic soda)

Otis Elevator Company
10 Farm Springs Road
Farmington, CT 06032
Telephone: 860-676-6000
Fax: 860-676-5111
Web: www.otis.com
(People movers--elevators, shuttle systems)

Owens-Illinois, Inc.
One SeaGate, PO Box 1035
Toledo, OH 43666
Telephone: 419-247-5000
Fax: 419-247-2839
Web: www.o-i.com
(Plastic and glass packaging)

Parker Hannifin Corporation
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Fax: 216-896-4000
Web: www.parker.com
(Motion and control technologies)

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Oak Ridge, TN 37831-0895
Telephone: 1-800-251-9750; 865-482-4411
Fax: 865-483-0396
Web: www.instruments.perkinelmer.com
(High tech products & services)

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100 Route 206 North
Peapack, NJ 07977
Telephone: 908-901-8000
Fax: 908-901-8379
Web: www.pnu.com
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Phelps Dodge Corporation
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Fax: 602-234-8337
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Fax: 515-248-4999
Web: www.pioneer.com/employment
(Agricultural products & info)

Pitney Bowes, Inc.
World Headquarters
1 Elmcroft Road
Stamford, CT 06926-0700
Telephone: 203-356-5000; 1-800-672-6937
Fax: 203-351-6835
Web: www.pitneybowes.com
(Mail and message management; financial services)

Premark International, Inc.
1717 Deerfield Road
Deerfield, IL 60015
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Fax: 847-405-6013
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(Food equipment, decorate laminate, tools)

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Fax: 781-860-2172
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World Headquarters
777 East Wisconsin Ave., Suite 1400
Milwaukee, WI 53202
Telephone: 414-212-5200
Fax: 414-212-5201
Web: www.rockwell.com
(Electronic controls & communication)

Rohm & Haas Company
100 Independence Mall West
Philadelphia, PA 19106-2399
Telephone: 215-592-3000
Fax: 215-592-3377
Web: www.rohmhaas.com
(Specialty chemicals)

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Fax: 312-558-4995
Web: www.saralee.com
(Food & beverages, household products, apparel)

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2011 N. Shoreline Blvd.
Mountain View, CA 94043
Telephone: 650 960-1980
Fax: 650-961-0595
Web: www.sgi.com
(Computers)

Sonoco Products Company
North Second Street
PO Box 160
Hartsville, SC 29550
Telephone: 843-383-7000
Fax: 843-383-7008
Web: www.sonoco.com
(Packaging materials)

SPS Technologies, Inc.
4510 Daly Drive, Suite 500
Cantilly, VA 20151
Telephone: 703-222-6220
Web: www.spsti.com
(Info tech solutions)

Stone Container Corporation
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Chicago, IL 60601
Telephone: 312-346-6600
Fax: 312-580-3486
Web: www.stonecontainer.com

Sybase, Inc.
6475 Christie Avenue
Emeryville, CA 94608
Telephone: 510-922-3500
Fax: 510-922-3210
Web: www.sybase.com
(Software & tech services)

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2000 Westchester Avenue
White Plains, NY 10650
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Fax: 914-253-7753
Web: www.texaco.com
(Petroleum products)

Texas Instruments
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Dallas, TX 75243
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Fax: 214-995-4360
Web: www.ti.com
(Semiconductors, digital processing
& analog technologies)

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Fax: 608-787-4990
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management equipment & systems)

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Fax: 216-291-7932
Web: www.trw.com
(Power generators for turbo aircraft)

Union Carbide
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Fax: 203-794-6269
Web: www.unioncarbide.com
(Chemicals)

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Blue Bell, PA 19424
Telephone: 215-986-4011; 1-800-874-8647
Fax: 215-986-6850
Web: www.unysis.com

The West Company
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Lionville, PA 19341
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Fax: 610-594-3014
Web: www.thewestcompany.com
(Pharmaceuticals, health care)

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Benton Harbor, MI 49022-2692
Telephone: 616-923-5000
Fax: 616-923-5443
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Wilton, CT 06897
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Fax: 203-834-2200
Web: www.deloitte.com

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Fairfax, VA 22033
Telephone: 703-267-8000
Fax: 703-267-5067
Web: www.amsinc.com

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Lancaster, NY 14086
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Fax: 716-684-0844
Web: www.ecolen.com

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East Orange, NJ 07019
Telephone: 201-678-1960
Fax: 201-672-4284
Web: www.louisberger.com

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San Francisco, CA 94103
Telephone: 415-904-8360
Fax: 415-904-8661
Web: www.fritz.com

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McLean, VA 22102
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Fax: 703-902-3333
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130 E. Randolph Drive
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Fax: 312-616-7052
Web: www.gti.org

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Boston, MA 02109
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Fax: 617-973-1339
Web: www.bcg.com

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Chicago, IL 60606
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Fax: 312-223-6200
Web: www.atkearney.com

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New York, NY 10010
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Fax: 212-645-9173
Web: www.bozell.com

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Los Angeles, CA 90067
Telephone: 310-552-1834
Fax: 310-553-6452
Web: www.kornferry.com

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Montvale, NJ 07645
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Fax: 201-930-8617
Web: www.kpmg.com

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New York, NY 10022
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Fax: 212-446-8575
Web: www.mckinsey.com

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Atlanta, GA 30309
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Fax: 404-898-9590
Web: www.kurtsalmon.com

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Fort Worth, TX 76102
Telephone: 817-334-0500
Fax: 817-334-0779
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1001 Front Street
San Francisco, CA 94111
Telephone: 415-955-1400
Fax: 415-955-1358
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New York, NY 10017
Telephone: 212-309-3400
Fax: 212-309-0975
Web: www.towers.com

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25 Acorn Park
Cambridge, MA 02140
Telephone: 617-498-5000
Fax: 617-498-7140
E-mail: mirabito.kristen@adlittle.com
Web: www.adl.com

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Web: www.ibgc.com

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67 Irving Place, 8th floor
New York, NY 10003
Telephone: 212-674-2677
Fax: 212-533-7449
E-mail: dglasser@mnsadvisors.com
Web: www.mnsnyc.com

TELECOMMUNICATIONS, DATA PROCESSING AND COMPUTING-RELATED

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25101 Chagrin Boulevard
Beachwood, OH 44122
Telephone: 216-765-5818
Fax: 216-765-0410
Web: www.allentele.com

American Telesource International, Inc. (ATSI)
12500 Network Blvd., Suite 407
San Antonio, TX 78249
Telephone: 210-558-6090
Fax: 210-558-6095
Web: www.atsi.net

Andrew Corporation
10500 West 153rd Street
Orlando Park, IL 60462
Telephone: 708-349-3300
Fax: 708-349-5910
Web: www.andrew.com

Apple Computer, Inc.
One Infinite Loop
Cupertino, CA 95014
Telephone: 831-996-1010
Fax: 831-974-2113
Web: www.apple.com

AT&T Corporation
32 Avenue of the Americas
New York, NY 10013
Telephone: 202-387-5400
Fax: 908-221-1211
Web: www.att.com

Bell South International
1155 Peachtree Street NE, Suite 400
Atlanta, GA 30367
Telephone: 404-249-4800
Fax: 404-249-4880
Web: www.bellsouth.com

Cisco Systems, Inc.
170 Tasman Drive
San José, CA 95134
Telephone: 408-526-4000
Fax: 408-526-4100
Web: www.cisco.com

Compaq Computer Corporation
20555 State Highway 249
PO Box 692000
Houston, TX 77269
Telephone: 713-370-0670
Fax: 713-514-1740
Web: www.compaq.com

Computer Associates International Inc.
One Computer Associates Plaza
Islandia, NY 11788
Telephone: 516-342-5224
Fax: 516-342-5329
Web: www.cai.com

Data General Corporation
4400 Computer Drive
Westboro, MA 01580
Telephone: 508-898-5000
Fax: 508-366-1319
Web: www.dg.com

Dell Computer Corporation
One Dell Way
Round Rock, TX 78682
Telephone: 512-728-3653
Web: www.dell.com

Digital Equipment Corporation
111 Powder Mill Road
Maynard, MA 01754
Telephone: 978-493-5111
Fax: 978-493-7374
Web: www.digital.com

GTE Corporation
One Stamford Forum
Stamford, CT 06904
Telephone: 203-965-2000
Web: www.gte.com

Harris Corporation
1025 West NASA Boulevard
Melbourne, FL 32919
Telephone: 407-727-9100
Fax: 407-727-9344
Web: www.harris.com

Hewlett-Packard Company
3000 Hanover Street
Palo Alto, CA 94304
Telephone: 650-857-1501
Fax: 650-857-7299
Web: www.hp.com

IBM Corporation
New Orchard Road
Armonk, NY 10504
Telephone: 914-765-1900
Fax: 914-765-7382
Web: www.ibm.com

Infonet Services Corporation
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El Segundo, CA 90245
Telephone: 310-335-2600
Fax: 310-335-4507
Web: www.infonet.com

Information Resources, Inc.
150 N. Clinton Street
Chicago, IL 60661
Telephone: 312-726-1221
Fax: 312-726-0360
Web: www.infores.com

Informix Corporation
4100 Bohannon Drive
Menlo Park, CA 95025
Telephone: 650-926-6300
Fax: 650-926-6593
Web: www.informix.com

Intel Corporation
Robert Noyce Building
2200 Mission College Blvd.
Santa Clara, CA 95052
Telephone: 408-765-8080
Fax: 408-765-1739
Web: www.intel.com

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One Madison Industrial Park
Huntsville, AL 35894
Telephone: 205-730-2000
Fax: 205-730-7898
Web: www.intergraph.com

Intermec Technologies Corporation
6001 36th Avenue West
PO Box 4280
Everett, WA 98203
Telephone: 425-348-2600
Fax: 425-355-9551

MCI International Inc.
2 International Drive
Rye Brook, NY 10573
Telephone: 914-934-3444
Fax: 914-934-6996
Web: www.mci.com

Microsoft Corporation
One Microsoft Way
Redmond, WA 98052
Telephone: 425-882-8080
Fax: 425-936-7329
Web: www.microsoft.com

Motorola, Inc.
1303 East Algonquin Road
Schaumburg, IL 60196
Telephone: 847 576-5000
Fax: 847-538-5191
Web: www.mot.com

NCR Corporation
1700 S. Patterson Boulevard
Dayton, OH 45479
Telephone: 937-445-5000
Fax: 937-445-7042
Web: www.ncr.com

Novell Inc.
122 East 1700 Street
Provo, UT 84606
Telephone: 801-861-7000
Fax: 801-861-5555

Packard Bell NEC
One Packard Bell Way
Sacramento, CA 95828
Telephone: 916-388-0101
Fax: 916-388-1109
Web: www.packardbell.com

SGI
1600 Amphitheater Parkway
Mountain View, CA 94043
Telephone: 650-960-1980
Web: www.sgi.com

SPS Technologies, Inc.
4510 Daly Drive, Suite 500
Cantilly, VA 20151
Telephone: 703-222-6220
Web: www.spsti.com

Sun Microsystems, Inc.
901 San Antonio Road
Palo Alto, CA 94303
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Fax: 650-856-2114
Web: www.sun.com

Sybase, Inc.
6475 Christie Avenue
Emeryville, CA 94608
Telephone: 510-922-3500
Fax: 510-922-3210
Web: www.sybase.com

Symantec Corporation
Corporate Offices
20330 Stevens Creek Blvd.
Cupertino, CA 95014
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Fax: 408-446-8129
Web: www.symantec.com

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2660 Southwest Parkway Ave.
PO Box 1000
Wilsonville, OR 97070
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Fax: 503-627-2406
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Dallas, TX 75243
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Fax: 214-995-4360
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Web: www.unysis.com

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PO Box 2003
Simsbury, CT 06070
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Fax: 860-651-2704
Web: www.veeder-root.com

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Fax: 203-968-4312
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Fax: 954-220-0120
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Telephone: 817-963-1234
Fax: 817-967-9641
Web: www.amrcorp.com

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World Financial Center
New York, NY 10285
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Fax: 212-619-9802
Web: www.americanexpress.com

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Fax: 516-222-4381
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Phoenix, AZ 85064-0203
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Darien, CT 06820
Telephone: 203-662-7800
Fax: 203-662-7854
Web: www.brinksinc.com

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2929 Allen Parkway, Suite 1501
Houston, TX 77019
Telephone: 281-834-5000
Fax: 281-520-6329
Web: www.continental.com/corporate

Delta Airlines, Inc.
PO Box 20706
Atlanta, GA 30320
Telephone: 404-715-2600
Fax: 404-715-5494
Web: www.delta-air.com/index.html

DHL Worldwide Express
333 Twin Dolphin Drive
Redwood City, CA 94065
Telephone: 650-593-7474
Fax: 650-593-1689
Web: www.dhl.com

Emery Worldwide
One Lagoon Drive, Suite 400
Redwood City, CA 94065
Telephone: 650-596-9600
Fax: 650-596-7901
Web: www.emeryworld.com

Expeditors International of Washington, Inc.
1015 Third Avenue, 12th floor
Seattle, WA 98104
Telephone: 206-674-3400
Fax: 206-682-9777
Web: www.expd.com

FDX Corporation (Fed Ex)
2005 Corporate Ave., PO Box 727
Memphis, TN 38194
Telephone: 901-369-3600
Fax: 901-395-2000
Web: www.fdxcorp.com

Fritz Companies Inc.
706 Mission Street, Suite 900
San Francisco, CA 94103
Telephone: 415-904-8360
Fax: 415-904-8661
Web: www.fritz.com

The Harper Group
260 Townsend Street
San Francisco, CA 94107
Telephone: 415-978-0600
Fax: 415-978-0692
Web: www.circleintl.com

The Hertz Corporation
225 Brae Boulevard
Park Ridge, NJ 07656
Telephone: 201-307-2000
Fax: 201-307-2644
Web: www.hertz.com

Hilton Hotels Co.
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Beverly Hills, CA 90210
Telephone: 310-278-4321
Fax: 310-205-7880
Web: www.hilton.com/corporate

Holiday Inns Worldwide, Inc.
3 Ravinia Drive, Suite 2900
Atlanta, GA 30346
Telephone: 770-604-2000
Fax: 770-604-5403
Web: www.basshotels.com

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Chicago, IL 60606
Telephone: 312-750-1234
Fax: 312-750-8578
Web: www.hyatt.com

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New York, NY 10036
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Fax: 212-852-6494
Web: www.interconti.com

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and Renaissance Hotels and Resorts
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Minneapolis, MN 55435
Telephone: 612-830-2121
Fax: 612-830-2921
Web: www.nationalcar.com/servlet/DocHandler

Northwest Airlines, Inc.
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Eagan, MN 55121
Telephone: 612-726-2111
Fax: 612-727-6717
Web: www.nwa.com

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Minneapolis, MN 55459
Telephone: 612-540-5526
Fax: 612-449-3400
Web: <http://www.radisson.com/home.jsp>

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Fax: 404-365-9643
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Freeport, NY 11520
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Fax: 516-377-3005
Web: www.schenkerusa.com

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Fax: 704-571-4693
Web: www.sealand.com

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Boston, MA 02108
Telephone: 617-367-3600
Fax: 617-367-5676
Web: www.sheraton.com

Trans World Airlines (TWA) Inc.
505 N. Sixth Street
St. Louis, MO 63101
Telephone: 314-589-3000
Fax: 314-589-3129
Web: www.twa.com

United Airlines, Inc.
PO Box 66100
Chicago, IL 60666
Telephone: 847-700-4000
Fax: 847-952-7680
Web: www.ual.com

United Parcel Service of America, Inc. (UPS)
55 Glenlake Parkway, NE
Atlanta, GA 30328
Telephone: 404-828-6000
Fax: 404-828-6593
Web: www.ups.com

World Courier Inc.
1313 Fourth Avenue
New Hyde Park, NY 11040
Telephone: 516-354-2600; 1-800-231-7227
Fax: 516-354-2713
Web: www.worldcarrier.com

Yellow Freight System
Corporate Human Resources
Mail Stop A205, JH
10900 Roe Avenue
Overland Park, KS 66211
Telephone: 913-234-9097
Web: www.yellowfreight.com

LATIN AMERICAN FIRMS OPERATING IN THE UNITED STATES

The ever-growing number of Latin American companies with major offices located in the United States makes it impossible to list even the majority here. The main source for this section is Uniworld Business Publications, Inc., *Directory of Foreign Firms Operating in the United States* (Ninth Edition, New York, 1998). Please consult this book for a more complete list.

Latin American Embassies and Consulates in the United States usually gather information on foreign firms operating in the United States. Therefore, a search should begin by checking the web pages of the Embassies (see Part II of this guide) and the Consulates (available on the Embassy pages) to find information on these companies. Also, the web sites of the Latin American Chambers of Commerce in the United States provide additional information.

ARGENTINA

For general information on Argentine firms in the United States, a useful guide is the website of the Argentine Embassy in Washington, DC, especially, the link "Haciendo Negocios" <http://www.embassyofargentina-usa.org/espanol/haciendo_negocios.htm>

Aerolíneas Argentinas
630 Fifth Avenue, Suite 1661
New York, NY 10111
Telephone: 212-698-2077; Fax: 212-698-2067
or
6100 Blue Lagoon Drive, #210
Miami, FL 33126
Telephone: 305-261-0100; Fax: 305-264-9116
Web: www.aerolineas.com.ar
(International commercial air transport services)

Allende & Brea
10 Rockefeller Plaza, Suite 1001
New York, NY 10020
Telephone: 212-698-2230; Fax: 212-489-7317
Web: www.allendebrea.com
(International law firm)

Andreani Corporation
10931 NW 30th Street
Miami, FL 33172
Telephone: 305-592-2993; Fax: 305-592-1095
(Courier)

Banco de Galicia y Buenos Aires
300 Park Avenue, 20th Floor
New York, NY 10022
Telephone: 212-906-3700; Fax: 212-906-3777
Web: www.bna.com.ar

Banco de la Nación Argentina
299 Park Avenue, 2nd Floor
New York, NY 10171
Telephone: 212-303-0600; Fax: 212-303-0805
or
777 Brickell Avenue
Miami, FL 33131
Telephone: 305-371-7500; Fax: 305-374-7805

Banco de la Provincia de Buenos Aires
609 Fifth Avenue, 3rd floor
New York, NY 10017
Telephone: 212-292-5400; Fax: 212-688-6827
Web: www.bpba.com

Banco Francés del Río de la Plata S.A.
660 Madison Avenue
New York, NY 10022
Telephone: 212-371-0111; Fax: 212-371-0922
Web: <http://hb.bbv.com.ar>

Banco Quilmes, S.A.
366 Madison Avenue, 29th floor
New York, NY 10017
Telephone: 212-867-3460; Fax: 212-867-4193

Banco Rio de la Plata, S.A.
650 Fifth Avenue, 29th floor
New York, NY 10019
Telephone: 212-974-6800; Fax: 212- 974-6828
Web: www.bancorio.com.ar

Banco Roberts
156 West 56th Street, #8
New York, NY 10019
Telephone: 212-586-7575; Fax: 212-586-7581

Banco Sudameris -- Argentina-Chile-Uruguay
Bernett Tower, 9th floor
701 Brickell Avenue
Miami, FL 33131
Telephone: 305-372-2200; Fax: 305-374-1137
E-mail: bsudmia@aol.com
Web: www.sudameris.com.ar

Bearco Corporation
PO Box 1654
Canovanas, PR 00629
Telephone: 809-876-5500; Fax: 809-876-3433
(Wines and juices)

Black River Technology, Inc.
2557 Forest Meadow Lane
Lawrenceville, GA 30243
Telephone: 770-338-7300; Fax: 770-338-7339
(Technological products)

Elma
99 Christopher Columbus Dr.
Jersey City, NJ 07302
Telephone: 201-333-6600; Fax: 201-333-7022
(Shipping)

Consultatio Assets Management
399 Park Avenue, 20th floor
New York, NY 10021
Telephone: 212-832-2121; Fax: 212-832-2484
(Asset management)

IMPSA International Inc.
Manor Oak II, #536
1910 Cochran Road
Pittsburgh, PA 15220
Telephone: 412-344-7003; Fax: 412-344-7009
Web: www.impsa.com.ar
(Sales/purchasing/service turbines, generators, gates & valves, cranes, pressure vessels)

Marval, O'Farrell & Mairal
115 East 57th Street, #1230
New York, NY 10022
Telephone: 310-983-9572; Fax: 310-436-4627
Web: www.marval.com.ar
(Law firm)

SIDERCA Corporation
4511 Brittmore Road
Houston, TX 77041
Telephone: 212-768-230; Fax: 212-768-1088
Web: www.siderca.com
(Iron and steel products)

YPF-USA Inc.
5 Greenway Plaza, Suite 250
Houston, TX 77046
Telephone: 713-977-4481
Fax: 713-621-4803

BOLIVIA

Banco Económico S.A.
630 Rockefeller Plaza
New York, NY 10011

Banco Boliviano Americano
30 E 42nd Street, #1221
New York, NY 10017
Telephone: 212-682-4230

BRAZIL

Andrade Gutierrez of America
1200 19th Street NW, Suite 606
Washington, DC 20036
Telephone: 202-293-0330; Fax: 202-293-8108
Web: www.agnet.com/br/empresas.htm
(Mining, heavy construction)

Banco Bamerindus do Brasil, S.A.
590 Madison Avenue
New York, NY 10022
Telephone: 212-644-6460
Web: www.bamerindus.com.br

Banco Bandeirantes, S.A.
280 Park Avenue, 38th floor
New York, NY 10171
Telephone: 212-972-7455; Fax: 212-949-9158
Web: www.bandeirantes.com.br

Banco Bozano, Simonsen, S.A.
590 Fifth Avenue, 2nd floor
New York, NY 10036
Telephone: 212-869-3690; Fax: 212-869-3867

Banco Bradesco, S.A.
450 Park Avenue, 32nd floor
New York, NY 10022
Telephone: 212-688-9855; Fax: 212-754-4032
Web: www.bradesco.com.br

Banco de Crédito Nacional
450 Park Avenue
New York, NY 10022
Telephone: 212-980-8383
Web: www.bcn.com.br

Banco do Brasil, S.A.
550 Fifth Avenue
New York, NY 10036
Telephone: 212-626-7000; Fax: 212-626-7045
E-mail: information@bancobrasil-us.com
Web: www.bancobrasil.com.br
(Check web site for information on branches in Miami, Los Angeles, Chicago, and Washington)

Banco Itau
540 Madison Avenue, 24th floor
New York, NY 10022
Telephone: 212-486-1380; Fax: 212-888-9342
Web: www.itau.com.br

Banco Mercantil de São Paulo, S.A.
450 Park Avenue, 14th floor
New York, NY 10022
Telephone: 212-888-0030; Fax: 212-888-9342
Web: www.finasa.com.br

Banco Real, S.A.
680 Fifth Avenue, 6th floor
New York, NY 10019
Telephone: 212-489-0100; Fax: 212-307-5627
or
South Biscayne Boulevard, #1870
Miami, FL 33131
Telephone: 305-358-2433; Fax: 305-375-8214

Brastrade (Brazilian Trading Co., Inc.)
120 Wall Street, Suite 1801
New York, NY 10017-6009
Telephone: 212-363-2575; Fax: 212-514-6119
(Coffee brokers and dealers)

EMBRAER Aircraft Corporation
276 SW 34th Street
Fort Lauderdale, FL 33315
Telephone: 954-359-3700; Fax: 954-359-8170
Web: www.embraer.com

Expasa Florida, INC
8284 14th Street NW
Miami, FL 33126
Telephone: 305-594-4353; Fax: 305-592-1733
(Export/import textiles)

Metal Leve, Inc.
560 Avis Drive
Ann Arbor, MI 48108
Telephone: 313-930-1590; Fax: 313-930-1792
Web: www.mahle.com
(Motor vehicle parts and accessories)

Noronha Advogados
1211 Brickell Avenue, Suite 1040
Miami, FL 33030
Telephone: 305-372-0844; Fax: 305-372-1792
Web: www.noronhaadvogados.com.br
(Legal services)

Petrobras – Petroleo Brasileiro
1330 Avenue of the Americas, 16th floor
New York, NY 10019
Telephone: 212-974-0777; Fax: 212-974-1169
or
10777 Westheimer Road, Suite 625
Houston, TX 77042
Telephone: 713-781-9798; Fax: 713-781-9790
Web: www.petrobras.com.br
(Petroleum, oil and gas production)

SAFRA National Bank of NY
546 5th Avenue
New York, NY 10036-5000
Telephone: 212-704-5500
Web: www.safrabank.com

Unibanco (União de Bancos Brasileiros S.A.)
701 Brickell Avenue, #2080
Miami, FL 33131
or
555 Madison Avenue, 19th floor
New York, NY 10022
Telephone: 212-207-9416; Fax: 212-754-4872
Web: www.unibanco.com.br

Varig Brazilian Airlines
380 Madison Avenue
New York, NY 10017
Telephone: 212-850-8200; Fax: 212-850-8201
Web: www.varig.com.br

CHILE

Banco de Chile
535 Madison Avenue, 9th floor
New York, NY 10022
Telephone: 212-758-0909; Fax: 212-705-4450
E-mail: cussrvny@bancochileus.com
or
200 South Biscayne Blvd., 27th floor
Miami, FL 33131-5307
Telephone: 305-373-0041; Fax: 305-379-6464
E-mail: miami@bancochileus.com
Web: www.bancochile.cl

Banco de Santiago
375 Park Avenue, Suite 2605
New York, NY 10152
Telephone: 212-826-0550; Fax: 212-826-1218
Web: www.bancosantiago.cl

Banco Sud Americano
50 Riverside Drive, #13B
New York, NY 10024
Telephone: 212-938-5896; Fax: 212-938-5985
Web: www.bsa.cl
Web (for the whole bank): www.bancochile.cl

Codelco
177 Broad Street, 14th floor
Stamford, CT 06901
Telephone: 203-425-4321; Fax: 203-425-4322
(Marketing/sales copper & by-products)
Web: www.codelcochile.com

Chilean Nitrate Corp
150 Boush Street
Norfolk, VA 23510
Telephone: 757-640-2770; Fax: 757-640-7271

Lan Chile Airlines
 630 Fifth Avenue, Suite 809
 New York, NY 10111
 Telephone: 212-582-3250; Fax: 212-582-6863
 or
 1960 East Grand Avenue, Suite 522
 El Segundo, CA 90245
 Telephone: 310-416-9061; Fax: 310-416-9864
 Web: www.lanchile.com
 (International commercial air transport)

COLOMBIA

Banco de Bogotá
 375 Park Avenue
 New York, NY 10152
 Telephone: 212-980-0316; Fax: 212-715-4313
 Web: www.bancodebogota.com.co

Banco Colpatría Federal Agency
 801 Brickell Avenue
 Miami, FL 33131
 Telephone: 305-374-4026; Fax: 305-372-0605
 Web: www.colpatria.com.co

Banco Cafetero International Corp.
 801 Brickell Avenue, PH-1
 Miami, FL 33131
 Telephone: 305-372-9909; Fax: 305-372-1797
 Web: www.bancafe.com.co

Banco Ganadero
 1150 South Miami Avenue
 Miami, FL 33130
 Telephone: 305-374-3955; Fax: 305-374-7710

DOMINICAN REPUBLIC

Banco Hipotecario Dominicano
 552 West 181st Street
 New York, NY 10033
 Telephone: 212-927-7621 or 927-6700
 Fax: 212-927-7768

ECUADOR

SAETA Airlines
 500 Fifth Avenue, Suite 1421
 New York, NY 11010
 Telephone: 212-302-0004
 Fax: 212-302-4608
 (Commercial airline)

GUATEMALA

Aviateca Guatemalan Airlines
SW Freeway
Houston, TX 77032
Telephone: 713-665-2882
Fax: 713-665-1691
or
68824 Veterans Blvd., Suite 100
Metairie, LA 70003
Telephone: 504-887-7411
Fax: 504-887-7856

MEXICO

Aeromexico
13405 NW Freeway, #111
Houston, TX 77040
Telephone: 713-744-8400; Fax: 713-460-3334
Web: www.aeromexico.com

Anchor Glass Container Corp.
151 E McCanns Boulevard
Elmira Heights, NY 14903
Telephone: 607-737-1933

Banca Serfin, S.N.C.
399 Park Avenue
New York, NY 10022
Telephone: 212-421-5128 or 572-0600
Fax: 212-572-0680

Banco Internacional, S.N.C.
45 Broadway Atrium
New York, NY 10006
Telephone: 212-480-0111 or 758-2660
Fax: 212-758-7552

Bancomer S.A.
444 South Flower Street #100
Los Angeles, CA 90071
Telephone: 213-489-7245; Fax: 213-622-8519
Web: www.bancomer.com

Banco Mexicano S.A.
235 Fifth Avenue
New York, NY 10016
Telephone: 212-951-8000; Fax: 212-951-2085

Banco Nacional de Mexico (Banamex), S.N.C.
767 5th Avenue, 8th floor
New York, NY 10153
Telephone: 212-751-5090; Fax: 212-303-1489
Web: www.banamex.com

Bryan, Gonzalez Vargas and Gonzales Baz, S.C.
161 North Clark Street
Chicago, IL 60601
Telephone: 312-558-9900; Fax: 312-558-9901
or
405 Lexington Avenue
New York, NY 10174
Telephone: 212-682-1555; Fax: 212-682-3241
(International law firm)

La Prov Corporation
80 Broad Street, 33rd floor
New York, NY 10004
Telephone: 213-785-7616; Fax: 213-785-4381

Mexicana Airlines
9841 Airport Blvd., Suite 200
Los Angeles, CA 90045-5492
Telephone: 213-646-0401; Fax: 213-646-0400
Web: www.mexicana.com.mx

Nacional Financiera, S.N.C.
21 East 63rd Street
New York, NY 10021
Telephone.: 212-821-0300 or 821-0315
Fax: 212-821-0330
E-mail: nafinsa@ix.netcom.com
Web: www.fiderca.gov.mx
(Development bank)

Probursa International, Inc.
280 Park Avenue, 39th floor W
New York, NY 10017
Telephone: 212-949-8855; Fax: 212-949-8988
Web: www.bbv-mex.com.mx
(Securities brokerage/corporate financing firm)

Radio Television Products Corp.
2702 N. Washington Avenue
Douglas, AZ 85607
Telephone: 520-364-4438

Seguros Comercial America
2 World Financial Center
225 Liberty Street, 35th floor
New York, NY 10281-1008
Telephone: 212-786-3295; Fax: 212-786-1996

Sunbelt Corporation
One River Way, Suite 2200
Houston, TX 77056
Telephone: 713-881-1000; Fax: 713-881-1012
(Manufactures cement and concrete)

Tremec/DSA of America
23382 Commerce Drive
Farmington Hills, MI 48024
Telephone: 313-471-3200; Fax: 313-471-3722
Web: www.tremec.com.mx
(Import/export of auto products)

PANAMA

Banco Latinoamericano de Exportaciones -
BLADEX
750 Lexington Avenue, 26th floor
New York, NY 10022
Telephone: 212-754-2600; Fax: 212-754-2606
Web: www.blx.com

McDemott, Inc.
PO Box 60035
New Orleans, LA 70160
Telephone: 504-587-5400; Fax: 504-587-6158
(Energy services)

Diario Las Americas
2900 NW 39th Street
Miami, FL 33142
Telephone: 305-633-3341
Web: www.diariolasamericas.com

PERU

Banco de Crédito del Perú
410 Park Avenue
New York, NY 10022
Telephone: 212-644-6644; Fax: 212-826-9852

PUERTO RICO

Banco Popular de Puerto Rico
7 West 51st Street OR 135 West 50th Street
New York, NY 10019
Telephone: 212-247-3357

Banco Popular de Puerto Rico
175 Dyckman at 200th
New York, NY 10001
Telephone: 212-942-7700

URUGUAY

Banco de la República Oriental del Uruguay
1270 Avenue of the Americas
New York, NY 10001
Telephone: 212-307-9600
Fax: 212-307-6786

VENEZUELA

Avensa Airlines
645 Fifth Ave., East Wing
New York, NY 10022
Telephone: 212-644-0455; Fax: 212-644-4931

Banco Mercantil de Venezuela
11 East 51st Street
New York, NY 10022
Telephone: 212-891-7400; Fax: 212-891-7411
Web: www.bancomercantil.com

Banco Consolidado
845 Third Avenue, 5th floor
New York, NY 10022
Telephone: 212-980-1770; Fax: 212-644-9809

Banco Unión
609 Fifth Avenue
New York, NY 10017
Telephone: 212-735-1500; Fax: 212-735-1528
Web: www.bancounion.com

Banco de Venezuela
450 Park Avenue
New York, NY 10022
Telephone: 212-980-0350; Fax: 212-793-3948
Web: <http://bancodevenezuela.com>

Citgo Petroleum Corp.
One Warren Place
Tulsa, OK 74102
Telephone: 918-495-4000; Fax: 918-495-4511
Web: www.citgo.com
(Oil refinery and marketing)

Banco de Venezuela Internacional
800 Brickell Avenue
Miami, FL 33131
Telephone: 305-374-0999; Fax: 305-374-3887
Web: www.venezuelaonline.com/bvi

Petroleos de Venezuela (PVD) America, Inc.
750 Lexington Avenue
New York, NY 10022
Telephone: 212-339-7770; Fax: 212-339-7727
Web: www.pdvsa.com
(Petroleum information systems and services)

Banco Industrial de Venezuela
900 3rd Avenue, #1400
New York, NY 10022
Telephone: 212-688-2200; Fax: 212-888-4921

JOB CONSULTANTS FOR NON-U.S. CITIZENS

Conex/InterSearch

150 East 52nd Street, 2nd floor

New York, NY 10022

Telephone: 212-371-3737

Fax: 212-371-3897

E-mail: conexny@aol.com

Web: www.intersearch.org

This group helps foreign students locate jobs with multinational corporations around the world.

SPANUSA, Inc.

Attn: Manuel S. Boado

135 Beach Avenue

Mamaroneck, NY 10543

Telephone: 914-381-5555

Fax: 914-381-0811

E-mail: spanusa@aol.com

Web: www.spanusa.net

SPANUSA is an executive recruiting firm specializing in Spanish-speaking executives and professionals--accounting, marketing, human resources, engineering and many other fields. SPANUSA maintains a database of resumes of Spanish-speaking members.

SPECIALIZED LANGUAGE AND TRANSLATION ORGANIZATIONS

Associations of Translators and Interpreters

See <www.lai.com/trorg.html>

American Translators Association
225 Reinekers Lane, Suite 590
Arlington, VA 22314
Telephone: 703-683-6100; Fax: 703-683-6122
E-mail: ata@atanet.org
Web: www.atanet.org/bin/view.pl/181.html

ATA is the largest professional organization of translators and interpreters. The web site provides information about jobs, links to regional chapters of the association, and much other useful information.

The American Association of Language
Specialists (TAALS)
PO Box 39339
Washington, DC 20016
Telephone: 301-986-1542
E-mail: admin@taals.net
Web: www.taals.net

American Literary Translators Association
Univ. of Texas at Dallas
Box 830688
Richardson, TX 75083-0688
Telephone: 972-883-2093; Fax: 973-833-6303

Federation Internationale des Traducteurs/
International Federation of Translators
2021, Avenue Union, Bureau 1108
Montreal, Quebec
H3A 2S9 Canada
Telephone: 514-845-0413; Fax: 514-845-9903
E-mail: secretariat@fit-ift.org
Web: www.fit-ift.org

National Association of Judiciary Interpreters
and Translators
551 Fifth Avenue, Suite 3025
New York, NY 10176
Telephone: 212-692-9581; Fax: 212-687-4016
E-mail: headquarters@najit.org
Web: www.najit.org

Society for Technical Communication
901 North Stuart Street, Suite 904
Arlington, VA 22203-1822
Telephone: 703-522-4114; Fax: 703-522-2075
E-mail: stc@stc-va.org
Web: www.stc-va.org

The Translators and Interpreters Guild
2007 North 15th Street, Suite 4
Arlington, VA 22201-2621
Telephone: 703-522-0881 or 800-992-0367
Fax: 703-522-0882
E-mail: ttig@mindspring.com
Web: <http://ttig.org>

Two of the largest employers of translators and interpreters in the country:

Berlitz International, Inc.
400 Alexander Park
Princeton, NJ 08540
Telephone: 609-514-9650
(world headquarters)

The Berlitz GlobalNET
132 W. 31st Street, 12th floor
New York, NY 10001
Telephone: 800-608-6088 or 917-339-4700
Fax: 917-339-4777
E-mail: recruitment@berlitz.ie
Web: www.berlitzglobalnet.com
(North American headquarters)

Berlitz Offices in Latin America

Berlitz Global Services Ltda.
R. Alexandre Dumas, 1562 - c.j. 71/73
04717-004 São Paulo, SP
Brasil
Telephone: 56-2-368-9165
Fax: 56-2-368-9115
E-mail: info@br.berlitz.com

Berlitz GlobalNET Santiago
Santiago Av.
Pedro de Valdivia 2005
Providencia
Santiago, Chile
Telephone: 56-2-204-8076
Fax: 56-2-204-8231

See the web site for other offices worldwide:
http://www.berlitzglobal.com/english/Contacts/world_offices.asp

Note: Berlitz also employs individuals in the Curriculum and Training Department for the development of pedagogical materials and programs.

Inlingua
323 S. 600 E., Suite 150
Salt Lake City, UT 84102
Toll free phone: 888-558-3775
Fax: 801-355-0421
E-mail: inlingua@ix.netcom.com
Web: www.inlinguautah.com
U.S. headquarters
On-line job applications:
www.inlingua.com
300 language centers in the world

Check the websites of the associations and companies listed above for job openings. Also note that translators are often needed in the private sector, in NGOs, and in the government. State agencies most frequently using Administrative Hearing Interpreters (e.g., in courts) include: Unemployment, Industrial Relations, Motor Vehicles, Public Defenders, Workers' Compensation. Positions for translators and interpreters are also available in various government offices. See Part IV, Career Opportunities in the U.S Government, final section entitled "Government Offices with Translation Services."

Teaching in Latin America

The binational centers of the U.S. State Department "are autonomous, foreign institutions dedicated to the promotion of mutual understanding between the host country and the United States. English teaching is usually a major component of their cultural, education, and information activities. Binational Centers often work in close cooperation with...[U.S.] Embassies overseas but are independent in their financial and administrative management." There are binational centers in Argentina, Bolivia, more than 60 in Brazil alone, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, Guatemala, Haiti, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, and Venezuela. Located in most capital cities and many larger cities in Latin America (there are 16 centers in Argentina), they employ teachers of English, as well as other subjects. The web site provides addresses, telephone and fax numbers as well as e-mail addresses of the Binational Centers by country. For on-line resources for TEFL professionals, see <http://e.usia.gov/education/engteaching/eal-res.htm> Job information can be obtained at: <http://e.usia.gov/education/engteaching/eal-jobs.htm> "Overseas American-Sponsored Elementary Schools Assisted by the U.S. Department of State" is a free pamphlet available from: Office of Overseas Schools, U.S. Dept. of State, Room 245 SA-29, Washington, DC 20522-2902.

There are nearly 50 U.S.-sponsored (or assisted) schools in Latin America which employ U.S. citizens (the "American Schools"). For detailed information about the schools and contact information see www.state.gov/www/about_state/schools. Note: The State Department does not employ teachers for these schools, however, it does provide a list of recruiters. Hiring is done by the individual school.

The Defense Department also operates schools for the dependents of its service women and men overseas. For the free pamphlet, "Overseas Employment Opportunities for Educators (Department of Defense Schools)", write: Department of Defense, Office of Dependent Educational Activity, Office of Personnel, Dependents Schools, 4040 N. Fairfax Drive, 6th floor, Alexandria, VA 22203; telephone 703-696-1352; web <www.odedodea.edu> Also see www.odedodea.edu/pers/employment/index.html

In the larger cities of Latin America, some foreign language schools hire English teachers. These jobs are often easier to find if you search in person rather than via long distance. In all cases, it makes sense to find out about immigration regulations, whether the country requires working papers, etc., before you leave the United States. Keep in mind that not every English speaker was meant to be an English teacher.

A directory of U.S. schools in South America is published by the Association of American Schools in South America (AASSA), 14750 NW 77th Court, Suite 210, Miami Lakes, FL 33016; telephone: 305-821-0345; fax: 305-821-4244; e-mail: info@aassa.com; web: www.aassa.com AASSA also holds a recruitment fair. See the website of Transitions Abroad for a list of other recruiting fairs held throughout the United States <http://www.TransitionsAbroad.com>.

Also see the book, *Work Abroad: The Complete Guide to Finding Work Overseas*, Clay Hubbs (ed.) with Susan Griffith and William Nolting, 1999, available for \$15.95+\$4 s/h from Transitions Abroad Publishing, PO Box 1300, Amherst, MA 01004-1300; telephone: 800-293-0373; fax: 413-256-0373; e-mail: info@TransitionsAbroad.com; web: www.TransitionsAbroad.com. This is also the publisher of the periodical, *Transitions Abroad*, an excellent publication that provides first-hand reports of those who have worked and studied abroad. It also provides up-to-date lists of resource materials about work, travel, and study abroad.

Voluntary Organizations

The Peace Corps is the undisputed leader in placing U.S. citizens abroad to teach. Please see "Career Opportunities in the U.S. Government". Contact info: Peace Corps, 1111 20th Street NW, Room 8436, Washington, DC 205256; telephone: 800-424-8580; web: <www.peacecorps.com>

"WorldTeach" is a non-profit social service program placing teachers in various countries, including (in 2000) Costa Rica and Ecuador for the summer or for the full year. (Other programs are in China and Namibia.) WorldTeach volunteers pay a fee to cover the costs--such as airfare, insurance, and training--of participating in the program. In return, WorldTeach arranges a "volunteer" position which provides housing and a modest salary throughout the year. Eligibility requirements include: bachelor's degree; fee; taking a course in Teaching English as a Second Language OR spending 25 hours teaching or tutoring English before departure. For further information, contact: WorldTeach, c/o Center for International Development, Harvard University, 79 JFK Street, Cambridge, MA 02138; telephone: 1-800-483-2240 or 617-495-5527; fax 617-495-1599; web <http://worldteach.org>

Higher Education

Latin America-related jobs in colleges and universities include administrative positions in international programs, foreign student (or international services) offices, study abroad, language departments, and schools (e.g., Pittsburgh's Graduate School of Public and International Affairs). Within a school, a specialized program or department may attract students from Latin America (e.g., international education, economic development). The salaries of staff in colleges and universities generally are lower than comparable positions within the private sector; however, other benefits in the academic environment are attractive. For example, many colleges/universities provide staff scholarships that enable employees to take courses for a very reasonable cost. Working at an institution of higher education also allows one to take advantage of up-to-date information on the area of your interest via lectures, workshops, symposia, and the library.

The largest Latin American Studies programs at U.S. universities are given in the first chapter of this book under "National Resource Centers".

See the article, "Work Abroad. Short-Term Work: The Key Employers" in *Transitions Abroad*, Jan/Feb 2000, pp. 77-78, or see the website at <http://www.TransitionsAbroad.com>.

Web sites provide the most convenient means of searching for a job abroad. See, for one, <http://www.jobabroad.com/listings>.

Professional with TEFL degrees/certificates should see <http://www.tefl.com>.

Associations and Organizations Concerned with Higher Education

Educational associations and organizations that are involved with international (e.g., Latin American) education are described in a variety of web sites. Two types are listed below. First are the professional, non-profit membership associations. The largest, specifically devoted to Latin America, is LASA. (The University of Pittsburgh has proudly been a home to LASA's headquarters since 1986.) LASA as well as the other associations listed below convene national or international meetings of its members, provide its members with relevant news through newsletters, etc. These associations generally have a very small staff of 3-5 (LASA) or no staff at all (e.g., AAPLAC).

Latin American Organizations

Latin American Studies Association (LASA)

946 William Pitt Union
University of Pittsburgh
Pittsburgh, PA 15260
Telephone: 412-648-7929; Fax: 412-624-7145
E-mail: lasa+pitt.edu
Web: <http://lasa.international.pitt.edu>

Professional organization of Latin Americanists; 4800+ members in the year 2000; international congress held every 18 months; publications include the journal, *Latin American Research Review*, and newsletter, "The Forum"

Brazilian Studies Association (BRASA)

Latin American and Iberian Institute
801 Yale NE
University of New Mexico
Albuquerque, NM 87131-1016
Telephone: 505-277-2961; Fax: 505-277-5989
E-mail: brasa@unm.edu
Web: <http://brasa.unm.edu/Default.htm>

International interdisciplinary group of 1400+ members who support Brazilian studies in the humanities and social sciences

Association of Academic Programs in Latin America and the Caribbean (AAPLAC)

Web: www.cedei.org.aaplac

Non-profit membership association of directors/administrators of study abroad programs in Latin America and the Caribbean; approximately 150 members

Consortium of Latin American Studies Programs (CLASP)

Web: www.lanic.utexas.edu/clasp

Non-profit membership association of directors and outreach coordinators of Latin American Studies programs; promotes teaching/research on Latin America via professional workshops, outreach, and development of teaching aids for classroom; 85 members--individuals and institutions

International Organizations

NAFSA: Association of International Educators
1307 New York Avenue NW, 8th floor
Washington, DC 20005-4701
Telephone: 202-737-3699; Fax: 202-737-3657
E-mail: inbox@nafsa.org
Web: www.nafsa.org

"Promotes the exchange of students and scholars to and from the United States." More than 7,000 members from 60 countries. NAFSA Job Registry is a compilation of employment opportunities in international education; published monthly except May; delivered via e-mail; subscribe via NAFSA's website.

Association of American Schools in South America (AASSA)
14750 NW 77th Court, Suite 210
Miami Lakes, FL 33016
Telephone: 305-821-0345; Fax: 305-821-4244
E-mail: info@aassa.com
Web: www.aassa.com

Serves 41 "American schools" and international schools throughout South America)

The following associations/organizations manage fellowship programs, provide services to broad categories of individuals in higher education, and run programs for the international exchange of scholars. The two most involved with Latin America are LASPAU and IIE.

LASPAU: Academic and Professional Programs for the Americas
25 Mt. Auburn Street
Cambridge, MA 02138-6095
Telephone: 617-495-5255; Fax: 617-495-8990
E-mail: laspau@camail.harvard.edu
Web: www.laspau.harvard.edu

"LASPAU is a nonprofit organization affiliated with Harvard University that designs, develops, and implements academic and professional exchange programs on behalf of individuals and institutions in the United States, Canada, Latin America, and the Caribbean." It serves over 1,200 grantees annually.

Institute of International Education (IIE)
809 United Nations Plaza
New York, NY 10017
Telephone: 212-883-8200
Web: www.iie.org

"IIE administers 240 programs through which almost 18,000 men and women from 170 nations benefit nationally." IIE/New York employs 290 staff members.

Institute of International Education (IIE)
Office for Latin America and the Caribbean
Londrés 16, 2nd floor
Colonia Juárez
México, D.F. 6000, México
Telephone: 52-5-703-0167 or
52-5-703-209-9100 extension 3500 or 3510
Fax: 52-5-535-5597
E-mail: ie@solar.sar.net
Web: www.iie.org/latinamerica

IIE regional office; staff of about 20; provides testing facilities and guidance for those applying for study in the U.S.

Council for International Exchange of Scholars (CIES)
3007 Tilden Street NW, Suite 5L
Washington, DC 20008-3009
Telephone: 202-686-4000; Fax: 202-362-3442
E-mail: scholars@cies.iie.org
Web: www.iie.org/cies

Private organization. Assists U.S. government in administering the Fulbright Scholar program. Staff of about 50.

For links to the web sites of many of the Latin American associations and organizations, see: <http://www.lanic.utexas.edu/la/region/las-org> If you are not familiar with "lanic", the Institute of Latin American Studies' web site at Texas, explore. It provides a wealth of information and it is reliable information!

For a complete list of national associations of higher education, see the following web sites:

<http://www.ntlf.com/html/lib/assoc>

<http://www.ed.gov/EdRes/EdAssoc.html>

See "Higher Education Job Resources" at the web site <http://www.higher-ed.org>

PART IV

**CAREER OPPORTUNITIES
IN THE
UNITED STATES GOVERNMENT**

How to Begin and Where to Find Job Listings

AGENCY FOR INTERNATIONAL DEVELOPMENT

AGRICULTURE, DEPARTMENT OF

- Foreign Agricultural Service
- Natural Resources and Environment

CENTRAL INTELLIGENCE AGENCY

COMMERCE, DEPARTMENT OF

- Bureau of Economic Analysis
- Commercial Service
- International Trade Administration

CONGRESS

- Congressional Budget Office
- General Accounting Office
- The Library of Congress

DEFENSE, DEPARTMENT OF

- Contract Audit Agency
- Intelligence Agency
- National Imagery and Mapping Agency

EDUCATION, DEPARTMENT OF

ENVIRONMENTAL PROTECTION AGENCY

GENERAL SERVICES ADMINISTRATION

INTER-AMERICAN FOUNDATION

INTERNATIONAL BROADCASTING BUREAU

- Radio and TV Martí
- The Voice of America

INTERNATIONAL TRADE COMMISSION

JUSTICE, DEPARTMENT OF

- Immigration and Naturalization Service

LABOR, DEPARTMENT OF

- International Labor Affairs

OVERSEAS PRIVATE INVESTMENT CORPORATION

PEACE CORPS

STATE, DEPARTMENT OF

- Educational and Cultural Affairs
- Foreign Service
- International Information Programs

TRADE AND DEVELOPMENT AGENCY

TRANSPORTATION, DEPARTMENT OF

- Aviation and International Affairs
- International Transportation and Trade

TREASURY, DEPARTMENT OF

- Customs Service
- Office of International Affairs

GOVERNMENT OFFICES WITH TRANSLATION SERVICES

In an earlier version of this book, we wrote: "Federal agencies have traditionally offered a broad range of career opportunities to Latin Americanists; however, in recent years there has been intensive competition for limited vacancies." This statement continues to be valid. Competition for federal jobs in the Latin American arena is very intense; however, while competition is stiff, finding a job in the federal government is possible as proven by the many Pitt alumni now working there.

The Foreign Service of the Department of State is the best-known and largest federal employer of Latin Americanists but there are many other offices and agencies that are involved with things Latin American. Although this brief chapter does not scratch the surface of that colossus called the federal government, we do attempt to provide brief information on entities that are known to employ individuals with Latin American training and/or experience. When available, information is provided on the educational background required by the department/office/agency.

HOW TO BEGIN AND WHERE TO FIND JOB LISTINGS

Detailed, step-by-step information on the process of applying for a federal job is available at "USA Jobs" <http://www.usajobs.opm.gov>, the U.S. Government's official site for jobs and employment provided by the U.S. Office of Personnel Management (OPM). Go to "General Information" and then "How to Apply for Federal Jobs" <http://www.usajobs.opm.gov/b1.htm>. General instructions and recommendations for searching and applying for a federal job provided by OPM on the web site are reproduced below.

"The Federal Job Search & Application Form"

"STRAIGHT TALK ON . . . The Federal Job Search A 3-Step Process"

"Although the actual job search is your responsibility, the U.S. Office of Personnel Management (OPM) has developed USAJOBS to assist you along the way. USAJOBS is composed of three user-friendly components for conducting your personal job search. By using USAJOBS you have access to not only Federal job listings but some state and local government as well as private sector listings. USAJOBS provides current information, updated daily, and is available 24 hours a day, 7 days a week."

"STEP 1: USE ANY OF THE AUTOMATED COMPONENTS OF THE FEDERAL EMPLOYMENT INFORMATION SYSTEM"

"USAJOBS, the Federal Government's Employment Information System, is easily accessible Federal employment information. USAJOBS provides worldwide job vacancy information, employment information fact sheets, job applications and forms, and has on-line resume development and electronic transmission capabilities. In many instances, job seekers can apply for positions on-line. USAJOBS is updated every business day from a database of more than 12,000 worldwide job opportunities. USAJOBS is available to job seekers in a variety of formats, ensuring access for customers with differing physical and technological capabilities. It is convenient, user friendly, accessible through the computer or telephone and available 24 hours-a-day, seven days-a-week. USAJOBS consists of:

Internet - The official world wide web site for jobs and employment information, may be accessed at <http://www.usajobs.opm.gov>.

On the web site, job seekers can access worldwide current job vacancies, employment information fact sheets, applications and forms, and in some instances, apply for jobs on-line. Complete job announcements can be retrieved from the web site. The USAJOBS web site also has an Online Resume Builder feature. Using the resume builder, job seekers can create on-line resumes specifically designed for applying for Federal jobs. Resumes created on the USAJOBS resume builder can be printed from the system for faxing or mailing to employers; and saved and edited for future use. For many of the vacancies listed on the site, job seekers can submit resumes created through USAJOBS directly to hiring agencies through an electronic submission process.

Touch Screen Computer Kiosk - A kiosk network of self-service information providers located in OPM offices and many Federal buildings nationwide.

At the touch of a finger, job seekers can access worldwide current job vacancies, employment information fact sheets, and applications and forms. Complete job announcements can be retrieved from the kiosk.

Automated Telephone System - An interactive voice response telephone system which can be reached at [telephone] (478) 757-3000 or TDD (478) 744-2299 or at 17 OPM Service Centers located throughout the country (local numbers listed in the blue pages). By telephone, job seekers can access worldwide current job vacancies, employment information fact sheets, and applications and forms, and in some instances, apply for jobs by phone. Federal agencies list job opportunities on the Federal Employment Information System. The System is accessible from a number of user friendly mediums.

STEP 2: OBTAINING THE VACANCY ANNOUNCEMENT

Once you have found an opportunity that interests you, using STEP 1, you will need more information on the specific opportunity and appropriate application forms. Use USAJOBS to obtain a copy of the vacancy announcement. The vacancy announcement is an important source of information. Most of the questions you may have will be answered as you read through the announcement. For example: closing/deadline dates for applications, specific duties of the position, whether or not a written test is required, educational requirements, duty location, salary, etc."

STEP 3: FOLLOW THE APPLICATION INSTRUCTIONS

You may apply for most jobs with a resume, or the Optional Application for Federal Employment (OF-612), or any written format you choose. For jobs that are filled through automated procedures, Federal agencies may require that you submit a resume and/or other specialized forms. Jobs with unique requirements may also occasionally require special forms.

Job Information - Announcement number, title and grade

Personal Information - Full name, mailing address (with zip code), day and evening phone numbers (with area code), social security number, country of citizenship, veterans' preference, reinstatement eligibility, highest Federal civilian grade held.

Education - High school name, city and state, colleges or universities, name, city and state, majors and type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours).

Work Experience - job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary and indicate whether or not your current supervisor may be contacted. Prepare a separate entry for each job.

Other Qualifications - job related training courses (title and year), job related skills, job related certificates and licenses, job related honors, awards, and special accomplishments."

Prior to 1995, the majority of jobs with the federal government required submission of the Personal Qualifications Statement, Standard Form 171 or commonly known as the SF-171; this form is obsolete and no longer in use. According to the website, "Applicants for Federal Employment" <http://www.opm.gov/forms/html/appn.htm>: "Applicants for Federal employment may now apply for employment consideration using a resume; the Optional Application for Federal Employment, form OF-612; or any other written format of choice. Occasionally, when electronic application processing systems are used, or when jobs require special skills, other specialized application forms may be required....You may obtain additional information about Federal resume requirements and software for the Optional Application Form from the USAJOBS web site at <http://www.usajobs.opm.gov/b1a.htm>."

In addition to application information, "USA Jobs" is a key place to start searching for job openings in the U.S. government. Another web page with information on applying for federal jobs is maintained by the U.S. Department of Labor, Employment and Training Administration, Office of Human Resources, Employment Central <http://doleta.wdsc.org/jobs/fap.htm>. This website also provides links to other useful resources. Within the Department of Labor's website, links to its agencies <http://www.dol.gov/dol/public/agencies/agency.htm> provide more information on the wage scale, types of jobs available, etc., in the federal government.

Another very good place to start looking for jobs in the Federal Government is the FedWork Information Center <http://www.fedworld.gov>. "In 1992, FedWorld was established by The National Technical Information Service (NTIS), an agency of the U.S Department of Commerce, to serve as the online locator service for a comprehensive inventory of information disseminated by the Federal Government." In the "Databases", there is a specific link for U.S. Federal Government Job Announcements <http://www.fedworld.gov/jobs/jobsearch.html> in which you can search by key word, region, or state. "The Jobs Library" <ftp://ftp.fedworld.gov/pub/jobs/jobs.htm> is updated daily. It contains a wealth of information, including jobs available in different states, application instructions and forms, etc. The index includes federal vacancies listed by state, by region, overseas, etc.

Federal Jobs Digest <http://www.jobsfed.com> and the government jobs list <http://www.govtjobs.com> and is also a useful website to look for jobs in the federal government.

Civil Service Employment Career Site

<http://www.dakotaworks.com/careersite/civilsvc.index.htm> "...provides information about current employment and career opportunities at the federal, state, and city levels. This service operates 7 days a week, 24 hours a day.

The Executive Office of the President also has a listing of available positions at <http://www.whitehouse.gov/Jobs>. On the White House's webpage "Employment" <http://www.whitehouse.gov/WH/pointers/html/employment.html> lists the various government agencies concerned with the issue of employment and jobs within the U.S. government. Among those links providing job-search information, the following ones are listed: **America's Job Bank** <http://www.AJB.dni.us>: established in 1979, America's Job Bank is a partnership between the U.S. Department of Labor and the state-operated public Employment Service. The Employment Service is a state-operated program that provides labor exchange service to employers and job seekers through a network of 1800 offices throughout the United States." **JobWeb** <http://www.jobweb.org> is sponsored by the National Association of Colleges and Employers, 62 Highland Avenue, Bethlehem, PA 18017-9085; telephone 1-800-544-5272.

In the following pages, information is provided on federal government offices in which positions for Latin Americanists may be available. The offices--some of which include various internal divisions--are listed in alphabetical order. Either a general description is given of the office and its relevance for Latin Americanists or we have quoted (as indicated by citation marks) the unit's own description of its functions and relevance from the information available at its website.

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)

Web: <http://www.usaid.gov>

USAID administers the U.S. government's economic assistance programs in developing countries. USAID "...works in six principal areas crucial to achieving both sustainable development and advancing U.S. foreign policy objectives: Economic growth and agricultural development; population, health and nutrition; environment; democracy and governance; education and training; humanitarian assistance". Within the Agency, there is a Bureau for Latin America and the Caribbean. Job opportunities are primarily for Latin Americanists with advanced degrees in agriculture, development planning, economics, education, health and nutrition, international administration, and for capital development loan officers. Applicants must be U.S. citizens with a bachelor's degree, 16 years old for Civil Service positions and 18 years old for Foreign Service positions.

For employment opportunities, see <http://www.usaid.gov/about/employment>. The "Employment Reference Guide" <http://www.usaid.gov/about/employment/guidnew.htm> provides information for individuals to contact re employment in: Foreign Service Positions (Including the New Entry Professional Program--NEP), telephone: 202-712-0665; Civil Service Positions, telephone: 202-712-0454; Student Programs, telephone 202-712-0163; Special Programs for Disability, Handicap and Veterans, telephone 202-712-0143; Attorneys, telephone 202-712-4718; Auditors, telephone 202-712-0010.

Mailing Address for Recruitment Unit: U.S. Agency for International Development, M/HR/POD/SP, 2.08, RRB, Washington, DC 20523-2808; fax: 202-216-3418

DEPARTMENT OF AGRICULTURE (USDA)

Web: <http://www.usda.gov>

The Department of Agriculture employs more than 1,000 workers, among them accountants, civil engineers, loan specialists, secretaries, soil scientists. The department is divided into seven sections with specific programs and offices within each: Farms and Foreign Agricultural Service; Food Safety; Natural Resources and Environment; Rural Development; Food, Nutrition, and Consumer Services; Marketing and Regulatory Programs; and Research, Economics, and Education. For general employment opportunities available within USDA, see: <http://www.usajobs.opm.gov/a9ag.htm>. To request more information about employment opportunities and qualifications contact: U.S. Department of Agriculture, Central Employment Office, Room 1080, South Building, Washington, DC 20250.

USDA: Foreign Agricultural Service (FAS)

(<http://www.fas.usda.gov>)

The Foreign Agricultural Service implements USDA's international functions. These include consultation for and administration of foreign agricultural programs, gathering agricultural information, and analyzing and interpreting economic and trade data. The professional positions available are mainly for agricultural analysts, marketing specialists, and economists. FAS has some overseas offices in Latin America. Candidates for these positions should have a Mid-Level Civil Service rating. For employment opportunities and availability at FAS, see: <http://www.fas.usda.gov/admin/jobs/jobs.html> or contact the FAS Human Resources Division or by calling the Jobs Hotline at 703-812-6339.

USDA: Natural Resources and Environment

<http://www.fs.fed.us/people/employ>

The Forest Service <http://www.fs.fed.us> maintains 191 million acres of woods and grasslands owned by the United States in 44 states and Puerto Rico. It employs conservationists, civil engineers, foresters, landscape architects, and wildlife biologists.

The Forest Service has an **Office of International Programs** <http://www.fs.fed.us/global>, which describes its mission as: "The Office of International Programs links the field-based staff of the Forest Service with overseas assignments in the areas of technical cooperation, policy assistance and disaster coordination. The focus is on key natural resource problems and issues in countries with significant forest resources and important forest-related trade with the United States. Our goal is to make forestry sustainable globally by linking the Agency's researchers, foresters, wildlife biologists, hydrologists, policy makers, disaster specialists, with partners overseas." This Office has collaborative programs in the Latin American region, currently with Brazil, Mexico, and Venezuela. For information on the Office of International Programs, contact the Latin America & Caribbean Program Coordinator, U.S. Department of Agriculture, 1 NW Sidney R. Yates Federal Building, 201 14th Street SW, at Independence Ave. SW, Washington, DC 20250; telephone: 202-501-2602. For general employment information on the Forest Service, visit or contact the Recruitment Officer, Human Resources Management, 900 Rosslyn Plaza, 1620 N. Kent Street, Arlington, VA 22209; telephone: 703-605-5266.

The International Programs Division within the Natural Resources Conservation Service <http://www.nrcs.usda.gov> helps "...other countries utilize their natural resources without depleting them by providing technical assistance, exchanging scientific and technical information...." It has scientific and technical exchange programs and a visitors program. See <http://www.nhq.nrcs.usda.gov/PROGRAMS/ipd/ipdindex.htm> or write the International Programs Division, Natural Resources Conservation Service, U.S. Department of Agriculture, PO Box 2890, Washington, DC 20013; telephone: 202-720-9161; fax: 202-720-0668.

CENTRAL INTELLIGENCE AGENCY (CIA)

Web: <http://www.cia.gov>

The CIA collects and evaluates foreign intelligence. It maintains a regular recruitment program. Professional positions include area specialists, chemists, economists, historians, intelligence analysts, library scientists, political scientists, and mathematicians. For employment opportunities and information, visit the CIA Recruitment Center website: <http://www.cia.gov/cia/employment/ciaeindex.htm>. The website provides contact information for regional recruitment officers. For the Northeastern region, contact Northeast Recruiter, Nasha, NH, fax: 503-888-3704, or the general national Recruitment Center, PO Box 4090, Reston, VA, 20195.

DEPARTMENT OF COMMERCE (DOC)

Web: <http://www.doc.gov>

The Department of Commerce employs over 30,000 workers divided among several agencies in which there are various offices and divisions. The Department is divided into 11 main offices: Office of the Secretary, Bureau of Export Administration, Economics and Statistics Administration, Economic Development Administration, International Trade Administration, Minority Business Development Agency, National Institute of Standards and Technology, National Technical Information Service, National Oceanic and Atmospheric Administration, National Telecommunications and Information Administration, Patent and Trademark Office, and Technology Administration.

Department of Commerce, 14th Street and Constitution Avenue NW, Washington, DC 20230; see <http://ohrm.doc.gov/jobs>

DOC: Bureau of Economic Analysis

Web: <http://www.bea.doc.gov>

BEA is an internal division of the Economic and Statistics Administration. Its International Investment Division compiles and analyzes data concerning multinational corporations as well as private investment abroad.

For employment opportunities, see <http://www.bea.doc.gov/bea/beajobs.htm> or contact the: Bureau of Economic Analysis, International Investment Division, Office of the Associate Director For International Economics; telephone the Associate Director at 202-606-9604 or Secretary at 202-606-9604.

DOC: U.S. Commercial Service

Web: <http://www.usatrade.gov>

The Commercial Service "...more than 1,700 men and women of the Commercial Service promote and protect U.S. business interests around the world. The Commercial Service is committed to increasing the number of U.S. firms, especially small to medium-sized firms, that benefit from international trade. The Commercial Service's worldwide network includes offices in more than 100 U.S. cities and at more than 80 overseas posts. This presence brings professional trade assistance to U.S. firms both at home and in more than 95 percent of the world market for U.S. exports."

There are four different types of employment positions in the Commercial Service: Civil Service, Foreign Commercial Service Officer, Limited Non-Career Candidate, and Student Interns/Coops. For specific information on these positions, visit:

<http://www.usatrade.gov>

DOC: International Trade Administration (ITA)

Web: <http://www.ita.doc.gov>

The ITA is responsible for the international functions of the Department of Commerce. These include: research analysis and the formulation of international commercial and economic programs relating to finance, trade, and investment. Within the ITA are several bureaus and offices: International Economic Research, International Trade Policy, International Finance and Investment, Export Development, International Marketing, and Export Development. Professional positions include economists, business administrators, and risk analysts. Candidates must take the Civil Service exam. Candidates for the position of Foreign Commercial Service Officers or overseas attaches should also take the Foreign Service exam. For employment opportunities, go to ITA's Office of Human Resources at <http://www.ita.doc.gov/hrm> or call: 202-482-3301. More detailed information on contacts at the Office of Human resources is provided in the website.

Two important offices within the ITA for Latin Americanists looking for employment are: The Office of Tourism Industries <http://tinet.ita.doc.gov>, an office within ITA which "...fosters tourism trade development and represents the United States in tourism-related meetings with foreign government officials. The Office also serves as the principal point-of-contact for the U.S. tourism industry on policy and tourism trade development issues. The Office is responsible for furthering the recommendations in the national tourism strategy from the White House Conference on Travel and Tourism (WHCTT). The Office interacts with the Commercial Service to advise and assist the both the foreign and domestic commercial service officers on matters of policy, technical assistance and research."

CONGRESS

Congressional Budget Office

Web: <http://www.cbo.gov>

The Congressional Budget Office has a National Security Division which analyzes budgetary issues related to national defense, international security, and veterans' affairs. Its studies deal primarily with military personnel, strategic forces, general-purpose forces, and other programs of the Defense Department. The Congressional Budget Office employs some non-U.S. citizens. For jobs information and availability, check the "Job Opportunities" link at <http://www.cbo.gov/jobs.html> or contact: Management, Business, and Information Services Division, Congressional Budget Office- Ford House Office Building, 2nd and D Street SW, 4th floor, Washington, DC 20515; telephone: 202-226-2628; fax: 202-226-7539; e-mail: jobs@cbo.gov.

General Accounting Office (GAO)

Web: <http://www.gao.gov>

The GAO performs policy research for Congress with the National Security and International Affairs Division focusing on foreign policy problems. Entry level positions require a Civil Service rating. For employment information and opportunities, follow the link "Employment Opportunities" in the website, or contact: Personnel Director, Room 1193, 441 G Street NW, Washington, DC 20548; telephone: 202-512-4500; fax: 202-512-3310. For employment at the National Security and International Affairs Division: Human Resources Manager, Room 4131, 441 G Street, NW, Washington, DC 20548; telephone: 202-512-9863.

The Library of Congress

Web: <http://lcweb.loc.gov>

The Library of Congress has two divisions of interest to the Latin Americanist. The first is Research Services <http://www.loc.gov/library> which has several area studies units, including the **Hispanic Division**. "...the Hispanic Division was established to acquire Luso-Hispanic materials in a systematic fashion....the Library of Congress has amassed the world's finest collection on the history and culture of Latin America, Iberia, and the Caribbean." For more information on employment opportunities, see "Working at the Library..." <http://www.loc.gov/help> or contact: Library of Congress, Human Resources Office, 101 Independence Avenue SE, Washington, DC 20540; telephone: 202-707-5000.

The other division of interest to the Latin Americanist is the **Congressional Research Service** (CRS). The CRS serves as a research arm for Congress. The Foreign Affairs and National Defense Division within CRS has three sections. One, the Regional Issues Section, has a division which focuses on Latin American issues. The CRS is looking for applicants with backgrounds in economics, political science, public administration, foreign affairs, national defense, engineering, biological science, physical science, public affairs and policy, environmental sciences, and computer science. For employment opportunities, visit the office's website: <http://www.loc.gov/crsinfo> or contact: Congressional Research Service, Administration Office, Room LM-208, Library of Congress Madison Building, 101 Independence Avenue SE, Washington, DC 20540; telephone: 202-707-5776; e-mail: employment@crs.loc.gov.

DEPARTMENT OF DEFENSE (DOD)

Web: <http://www.defenselink.mil>

Defense Contract Audit Agency

Web: <http://www.dcaa.mil>

The role of this agency is to evaluate the cost of government contracts and to review the efficiency of the contractors' operations. Employees are stationed both in the United States and abroad. Accountants and auditors comprise the majority of the staff. For employment opportunities, follow the link "Job Opportunities" at the website or contact: Headquarters, Defense Contract Audit Agency,

8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219; Employment Opportunity & Employee Locator telephone: 703-767-2200.

Defense Intelligence Agency (DIA)

Web: <http://www.dia.mil>

The DIA performs an intelligence function similar to the CIA but with more of a military orientation. Employment is available only to U.S. citizens. For employment requirements, instructions, application forms, and availability of positions, go to the website's "Getting Employed by the DIA." A pre-recorded vacancy announcement line may be accessed toll-free by calling 800-526-4629.

Defense National Imagery and Mapping Agency (NIMA)

Web: <http://164.214.2.59>

Because the principal responsibility of this agency is to make maps, nautical charts, and filmstrips for target positioning and missile directional systems, a large percentage of its employees are professional cartographers. However, other positions also are available within the United States and in foreign countries. For available employment opportunities, see <http://164.214.2.59/poc/employ.html> or contact: National Imagery and Mapping Agency, ATTN: HD/HREA L-28, 3200 S. Second Street, St. Louis, MO 63118-3399; telephone: 1-800-777-6104; e-mail: hrjobs@nima.mil

DEPARTMENT OF EDUCATION (DE)

Web: <http://www.ed.gov>

DE's Center for International Education funds domestic language and area studies programs, assists in teacher exchange activities and carries out research on the educational systems of other countries. The U.S. Department of Education job listings can be obtained by phone from 8:30 a.m. until 4:00 p.m., Monday through Friday (except holidays) at 202-205-3885. The job lists also can be accessed via the website <http://www.ed.gov/offices/OM/edjobs.html> or contact: Human Resources Group, Department of Education, Building FB-6, Room 1E102, 400 Maryland Avenue SW, Washington, DC 20202; telephone: 202-205-3885.

ENVIRONMENTAL PROTECTION AGENCY (EPA)

Web: <http://www.epa.gov>

EPA'S Office of International Activities <http://www.epa.gov/oia> is in charge of various U.S.-Latin American bilateral agreements involving the environment. Information on job opportunities at EPA are available at the web site of EPA's Office of Human Resources and Organizational Services, Administration and Resources Management <http://www.epa.gov/epahrist> or contact: EPA, Ariel Rios Building, 1200 Pennsylvania Avenue NW, Washington, DC 20460; telephone: 202-260-2090

GENERAL SERVICES ADMINISTRATION

Web: <http://www.gsa.gov>

The General Services Administration is an independent agency of the U.S. government. It is entrusted with the management of government property and records, the procurement and distribution of supplies; transportation, traffic, and communications operations; and the management of government-wide automatic data processing resources program. GSA has representatives in Latin America, Africa, Asia, the Caribbean, the Middle East and the Near East. For information on employment opportunities, see: <http://www.gsa.gov/staff/c/cp/vacancy/employmt.htm>. Information about working at the GSA is available at <http://www.gsa.gov/recruit>.

INTER-AMERICAN FOUNDATION

Web: <http://www.iaf.gov>

"The Inter-American Foundation is an independent agency of the United States federal government" that supports grassroots development projects in Latin America and the Caribbean. A wide variety of skills are needed to fulfill the foundation's goals. A civil service rating is required. Inter-American Foundation, 901 N. Stuart Street, 10th Floor, Arlington, VA 22203; telephone: 703-306-4301; fax: 703-306-4365

INTERNATIONAL BROADCASTING BUREAU

Web: <http://www.ibb.gov>

"The 1994 International Broadcasting Act (Public Law 103-236) consolidated all non-military, U.S. Government international broadcast services under a Broadcasting Board of Governors (BBG) and also created the International Broadcasting Bureau (IBB).

The IBB is composed of the Voice of America (VOA), WORLDNET Television and Film Service, and Radio and TV Martí, and an Engineering Directorate that maintains transmitting facilities and provides support for all of IBB's broadcasting elements...."

Alumni with a background in Latin American studies may be interested in working at the Voice of America or Radio and TV Martí. For employment availability and information for any of the divisions, visit <http://www.voa.gov/personel.html>, call the 24-hour job line at 202-619-0909.

Radio and TV Martí

Web: <http://www.ibb.gov/marti>

"The Office of Cuba Broadcasting directs the operations of Radio Martí and TV Martí--two broadcast operations that provide Spanish-language news, features, and entertainment programs to listeners and viewers in Cuba." With explicit anti-Castro programming, Radio Martí was created by President Ronald Reagan, who "...laid the groundwork for the radio service on October 4, 1983, when he placed his signature on the Broadcasting to Cuba Act (Public Law 98-111)...."

The Voice of America

Web: <http://www.voa.gov>

"VOA broadcasts almost 700 hours of programming on shortwave and medium wave to an estimated audience of 86 million each week. Broadcasting in 53 languages, including English, VOA reaches a large cross-section of the world's populations who tune to the international airwaves for news and information." Employment may be available for those areas related to cultural affairs, foreign affairs, information, broadcasters, audio-visual production specialists, writers, editors, and communication relay operators. At least half of the programming consists of news.

INTERNATIONAL TRADE COMMISSION

Web: <http://www.usitc.gov>

"The USITC is an independent, quasi-judicial federal agency that provides objective trade expertise to both the legislative and executive branches of government, determines the impact of imports on U.S. industries, and directs actions against certain unfair trade practices, such as patent, trademark, and copyright infringement. USITC analysts and economists investigate and publish reports on U.S. industries and the global trends that affect them. The agency also updates and publishes the Harmonized Tariff Schedule of the United States." For information on USITC employment opportunities, see <http://www.usitc.gov/jobs.htm>. Headquarters address: U.S. International Trade Commission, 500 E Street SW, Washington, DC 20436; telephone: 202-205-1819

DEPARTMENT OF JUSTICE

Web: <http://www.usdoj.gov>

The Department of Justice is entrusted with various duties and these are represented by such diverse entities as the Federal Bureau of Investigation, the Immigration and Naturalization Service, the Antitrust Division, Civil Rights Division, Drug Enforcement Administration, Tax Division, and U.S. Marshals Service. The department employs lawyers, criminal investigators, accountants, immigration inspectors, chemists, computer specialists, border patrol agents, corrections officers, teachers, and translators.

For general employment at the Department of Justice, see <http://www.usdoj.gov/06employment/index.html>; for legal positions see <http://www.usdoj.gov/oapm>

Lawyers should contact the Office of Attorneys, Personnel Management, Room 3525 Main Building, 950 Pennsylvania Avenue NW, Washington, DC 20530-0001; recorded information is available 24-hours a day at telephone: 202-514-3396 or TDD number: 202-616-2113. "For specific information concerning employment opportunities in particular U.S. Attorneys' Offices (<http://www.usdoj.gov/usao/eousa/usaos.html>), an applicant should write directly to the office in which the applicant is interested, since recruitment procedures can vary in each of these offices."

Immigration and Naturalization Service (INS)

Web: <http://www.ins.usdoj.gov>

For employment information and availability, follow the link "Working for INS" in the website. A list of available positions and job descriptions within INS can be obtained by phone at 202-514-4301, by Internet at Current Vacancies <http://www.usajobs.opm.gov/a9dj.htm> or by mailing a request for career opportunity information to: INS, Employment Services, 800 K Street NW, Washington DC 20536.

DEPARTMENT OF LABOR

Web: <http://www.dol.gov>

The Bureau of International Labor Affairs (ILAB) <http://www.dol.gov/dol/ilab/> "carries out the Department of Labor's international responsibilities under the direction of the Deputy Under Secretary for International Affairs, and assists in formulating international economic, trade, and immigration policies affecting American workers."

For employment information and availability in different sections of the Bureau, see "Job Openings at the Department of Labor" <http://www.dol.gov/dol/oasam/public/doljobs/main.htm> or contact: Office of Human Resources, U.S. Department of Labor, 200 Constitution Avenue NW, Room C5516, Washington, DC 20210; telephone: 202-219-6677.

OVERSEAS PRIVATE INVESTMENT CORPORATION (OPIC)

Web: <http://www.opic.gov>

"OPIC is an independent, self-sustaining agency which helps private U.S. investors make profitable investments in developing countries. OPIC provides U.S. investors with political risk insurance and financial assistance. The agency has eight departments and employs approximately 200 people, all in Washington, DC. Employed professionals take part in monitoring the business conditions and investment environment in developing countries....Because its services encompass the technical and complex fields of international insurance, finance, business development and marketing, OPIC's requirements for personnel generally include training in finance, business, law, economics or international affairs. Based on the job requirements, foreign language skills may be required. Computer skills are increasingly important. A glance at the backgrounds of the men and women on OPIC's staff shows these employees to be particularly well qualified: many have graduate degrees in more than one area of study, academic honors, and at least several years of professional experience before arriving at OPIC....U.S. citizenship is required for all positions. All employees are subject to a security clearance conducted by OPIC."

For employment information and availability, follow the link "Employment" in OPIC's website. Vacancy information is also available from OPIC's JobLine at telephone: 202-336-8682, and OPIC's FactsLine at telephone: 202-336-8700. Questions about employment opportunities with OPIC may be directed in writing to: Office of Human Resources Management, Overseas Private Investment Corporation, 1100 New York Avenue NW, Washington, DC 20527; fax: 202-408-9853.

PEACE CORPS

Web: <http://www.peacecorps.gov>

The Peace Corps is a federal agency administering people-to-people assistance programs in over 90 countries. Peace Corps Volunteers work in projects involving small business and cooperative development, agriculture, forestry and environment, fish culture, health and nutrition, education, engineering, and industrial arts.

Volunteers must be at least 18 years old, U.S. citizens, in good health, and willing to serve abroad for two years. Most assignments require a bachelor's degree.

To learn more about volunteering, see <<http://www.peacecorps.gov/volunteer>> Many large college/university campuses have Peace Corps recruiters so check your school directory. If you are in the Pittsburgh area, contact: Peace Corps Recruiter, 801 William Pitt Union, University of Pittsburgh, Pittsburgh, PA 15260; telephone: 412-648-7424; e-mail: pcorps+@pitt.edu

The Peace Corps employs a total of more than 800 American citizens in its headquarters in Washington, DC, in regional recruiting offices around the country, and in posts overseas. For employment information and availability in the Peace Corps, see the "Employment Center" at <http://www.peacecorps.gov/employment/index.html>. You also can call a 24-hour job line at 800-818-9579. Questions can be addressed to: Peace Corps Office of Human Resource Management (HRM), 1111 20th Street NW, Room 2300, Washington, DC 20526; telephone: 1-800-424-8580 ext. 1200; fax: 202-692-1201.

DEPARTMENT OF STATE

Web: <http://www.state.gov>

Three divisions within the Department of State may offer job opportunities for those with a Latin American Studies background: the Foreign Service, the International Information Programs (formerly, the United States Information Agency--USIA), and the Bureau of Economic and Cultural Affairs (ECA). Information on job applications and availability is handled by the U.S. Department of State, Office of Recruitment, Examination and Employment, HR/REE, SA-1, 2401 E Street NW, 5th floor Highrise, Washington, DC 20522; telephone: 202-261-8888; fax: 202-261-8841. Detailed information can be obtained at the Office's website <http://www.state.gov/www/careers/index.html>. Vacancies at

the United Nations are given here under <http://www.state.gov/www/issues/unvacant.html>.

Bureau of Educational and Cultural Affairs (ECA)

Web: <http://exchanges.state.gov>

ECA "...fosters mutual understanding between the United States and other countries through international educational and training programs. The bureau does so by promoting personal, professional, and institutional ties between private citizens and organizations in the United States and abroad, as well as by presenting U.S. history, society, art and culture in all of its diversity to overseas audiences."

This Bureau is in charge of prestigious international programs which, while not restricted to Latin America, have connections with the region. Among these programs, there are the Fulbright Program <http://exchanges.state.gov/education/fulbright>, English Teaching Exchanges and Overseas Resources <http://exchanges.state.gov/education/engteaching>, and the International Visitor Program <http://exchanges.state.gov/education/ivp>. For a complete list of the programs managed by the Bureau and possible employment, visit the website and contact the Department of State's recruitment office at <http://www.state.gov/www/careers/index.thml>.

Foreign Service

The Foreign Service Officer Corps is a career system with specializations in administration, consular services, economic issues, political affairs, information and cultural affairs, and commercial and business services. Unlike other government agencies, the Foreign Service is not under the Office of Personnel Management, therefore, the department selects the candidates itself, administering its own examination and selection process. Entrance into the Foreign Service involves extensive screening, including an oral assessment and a written examination that is given throughout the United States and at diplomatic and consular posts abroad. To be eligible for the exam, the applicant must be: (1) at least 20 years old on the date of the examination but not more than 59 years of age on the date of the examination; (2) a U.S. citizen; and (3) available for worldwide assignment.

There are a number of steps in applying, which consists of: a) registration for the written Foreign Service Officer Examination; b) Oral Assessments (results are given on day of assessment); c) background investigation conducted by the Department to check on the personal and professional background of the applicant; d) Final Review, by a panel which determines the candidate's overall suitability for the Foreign Service; e) Medical Clearance--candidates who receive a conditional offer of employment must undergo a thorough medical examination; f) Placement on a List of Eligible Hires--candidates successful in the Oral Assessment are placed on a list of eligible candidates in order of the scores they received. Then, as openings become available, conditional offers of employment are made to candidates beginning at the top of the list. g) Pre-Employment Drug Screening--required for all Foreign Service appointees.

The Foreign Service written exam requires half a day to complete. A multiple-choice test "...measures knowledge and skills gained over an extended period of time. There are sections to the test: job-related knowledge, English expression, and non-cognitive. The job related knowledge portion measures the candidate's depth and breadth of knowledge and understanding of a range of subjects determined by job analysis to be important to perform the tasks required of a Foreign Service Officer. The English Expression test measures skills in written English, the ability to express ideas clearly and accurately, to correct sentences, and to read with comprehension. The Non-Cognitive section measures the candidate's skills and previous experience and achievements in school, employment, and other activities. It is currently [2000] under development." The booklet, "Foreign Service Careers", describes the test and gives sample questions. It is available from the Department of State (mail orders to: ACT Customer Services 68; PO Box 1008, Iowa City, IA 52243-1008; fax credit card orders to: 319-337-1578. The booklet also provides general information on career and employment opportunities in the State Department. As indicated by the description above, applicants should realize that applying for a Foreign Service position is a lengthy process. After the written examination has been passed, the applicant must spend a day at the Assessment Center and pass both

a security check and medical requirements. Although a foreign language is not required at the time of application, it is a prerequisite for attaining permanent status. The entire application procedure, from the written exam to the final evaluation, may take a year or more.

The answers to many of your questions about the Foreign Service can be found on the web site: <http://www.state.gov/www/careers/rfscontents.html>

International Information Programs (IIP)

Web: <http://usinfo.state.gov>

The Office of International Information Programs (IIP), formerly called the U.S. Information Agency (USIA) and International Communications Agency (ICA), is charged with explaining U.S. government and society to the people of the world. "IIP...is the principal international strategic communications service for the foreign affairs community. IIP designs, develops, and implements a variety of information initiatives and strategic communications programs, including Internet and print publications, traveling and electronically transmitted speaker programs, and information resource services. These reach--and are created strictly for--key international audiences, such as the media, government officials, opinion leaders, and the general public in more than 140 countries around the world."

IIP consists of three offices: "The Office of Geographic Liaison is the first point of contact within IIP for missions overseas and the audiences they serve. Its teams of writer-editors, information resource officers, program officers, and **translators** provide regionally oriented products and services." "The Office of Thematic Programs has multifunctional teams organized in one of two ways: along subject-matter lines, such as economic security, or along product lines, such as electronic media. The thematic teams work closely with the geographic teams in preparing products and services that support Washington initiatives and mission requests." "The Office of Technology Services is responsible for developing, interpreting, and applying government-wide technology policies and procedures in support of the Under Secretary for Public Diplomacy and Public Affairs, the Bureau of Educational and Cultural Exchanges, and IIP."

TRADE AND DEVELOPMENT AGENCY (TDA)

Web: <http://www.tda.gov>

"The U.S. Trade and Development Agency assists in the creation of jobs for Americans by helping U.S. companies pursue overseas business opportunities. Through the funding of feasibility studies, orientation visits, specialized training grants, business workshops, and various forms of technical assistance, we enable American businesses to compete for infrastructure and industrial projects in middle-income and developing countries."

For the specific area of Latin America and the Caribbean, "TDA actively markets its programs in eleven countries of the region: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, Mexico, Peru, Uruguay and Venezuela. TDA also considers especially attractive projects in other countries (Cuba is currently not eligible), as well as projects that fall under the auspices of the Inter-American Development Bank or the World Bank and/or their private sector affiliates."

For employment opportunities and information, see <http://www.tda.gov/abouttda/jobs.html> or contact: U.S. Trade and Development Agency, 1621 North Kent Street, Suite 200, Arlington, VA 22209; telephone: 703-875-4357; fax 703-875-4009.

DEPARTMENT OF TRANSPORTATION (DOT)

Web: <http://www.dot.gov>

The Office of the Assistant Secretary for Aviation and International Affairs <http://ostpxweb.dot.gov/aviation> "...has three primary goals: liberalizing international air services; ensuring the benefits of a deregulated, competitive domestic airline industry; and expanding transportation and trade opportunities for U.S. companies around the globe."

Within Aviation and International Affairs, the Office of International Transportation and Trade <http://ostpxweb.ost.dot.gov/aviation> "...leads and oversees the development, coordination, and implementation of the Department's international transportation and trade policies."

Opportunities in both offices are available for professionals with graduate degrees in computer science, engineering, transportation, law, economics, or international relations. For employment information and availability, see "Office of Human Resource Management-Employment Opportunities" at http://dothr.ost.dot.gov/employment_opportunities.htm. DOT vacancy announcements also are available through the TASC DOT Connection Fax-On-Demand system at 202-366-9397; those outside the Washington, DC, area can call: 800-525-2878.

DEPARTMENT OF THE TREASURY

Web: <http://www.ustreas.gov>

The U.S. Customs Service <http://www.customs.treas.gov> is in charge of collecting revenue from imports and enforces customs laws. Most of its 14,000 employees work at ports and border crossings but a small number are located abroad. The Customs service has international programs and activities that might be of particular interest to Latin Americanists, such as the Caribbean Customs Law Enforcement Council and the Free Trade Area of the Americas (FTAA). For job information and availability, check <http://www.customs.treas.gov/career/career.htm> or call 1-800-944 7725.

The Office of International Affairs <http://www.ustreas.gov/oasia/iastructure.htm> "...advises and assists in the formulation and execution of U.S. international economic and financial policy including the development of policies with respect to international financial, economic, monetary, trade, investment, bilateral aid, environment, debt, development, and energy programs, including U.S. participation in the international financial institutions." One of the six overseas missions in is Mexico City.

For employment information and opportunities, see <http://www.ustreas.gov/oasia/employment.htm>. In addition to strong analytical skills, positions require the ability to present views clearly, concisely and in short-time frames both orally and in writing. Other qualifications include a masters degree in economics, international affairs or public policy. In order to qualify for the International Economist job series candidates need 21 credit hours in economics (both undergraduate and graduate classes are acceptable) plus 3 credit hours in statistics, accounting or calculus. Financial Analyst positions may also be available. Foreign language(s) are desirable but not necessary. All candidates must be U.S. citizens. Interested candidates should send a cover letter, resume and 3-5 page writing sample to: Special Assistant to the Under Secretary for International Affairs, U.S. Department of the Treasury, Room 5224, 1500 Pennsylvania Ave. NW, Washington, DC 20220; telephone: 202-622-7425; fax: 202-622-3199.

These are not the only opportunities for federal employment for Latin Americanists. Most departments and agencies of the government have international divisions. Within those international divisions, there often is a need for Latin Americanists. The jobs may be few and far between but research and, above all else, perseverance, are the keys to landing a job with the federal government. *The U.S. Government Manual*, available from the Government Printing Office, Washington, DC 20402, is a valuable resource for locating government offices, the hierarchy within these offices, and the functions of the various agencies and departments. Public or university libraries often have a copy of the manual. Also, the Internet has become a valuable resource--as we have made clear throughout this section--for obtaining up-to-date information on federal offices that are newly created, closed, merged with other units, or whose responsibilities and therefore job applicant requirements have changed. The general links provided in this section will enable you to begin a much more in-depth search.

In addition to the various possibilities mentioned, there are jobs in the legislative branch which may be of interest to Latin Americanists. Both the House and the Senate have committees and sub-committees which deal with Latin American affairs. The Congress men and women on these committees need staff people who are knowledgeable in Latin American affairs to guide them. Congressional support services also occasionally employ Latin Americanists. The first place to start is to find out what committees exist and what congresspeople are on what committees. The second step is to contact Senators and Representatives on committees which interest you. Consult the *Congressional Directory* (found in most libraries) for committee assignments and the addresses of Senators and Representatives. You also can check the Internet for this information or write directly to the following specific committees:

US House of Representatives <http://www.house.gov>, especially the Committee on International Relations http://www.house.gov/international_relations or contact: The Committee on International Relations, 2170 Rayburn House Office Building, Washington, DC 20515; telephone: 202-225-5021; e-mail: HIRC@mail.house.gov

US Senate <http://www.senate.gov>, especially the Foreign Relations Committee, <http://www.senate.gov/~foreign> or contact: Foreign Relations Committee, United States Senate, Washington, DC, 20510; telephone: 202-224-3121; e-mail: webmaster@foreign-rel.senate.gov

GOVERNMENT OFFICES WITH TRANSLATION SERVICES

Those of you who have highly skilled in Spanish or Portuguese (or any foreign language) may wish to apply to one of the many government agencies that utilize translation services. Please read the preceding pages for information on how to get a job in the federal government; many of web sites are especially helpful.

U.S. Agency for International Development (USAID)
M/HR/POD/SP, 2.08, RRB
Washington, DC 20523-2808
Foreign Service Positions telephone: 202-712-0665
Civil Service Positions telephone: 202-712-0454
Web: www.usaid.gov/about/employment

Central Intelligence Agency (CIA)
Recruitment Center
PO Box 4090
Reston, VA 20195
Web: www.cia.gov/

Defense Intelligence Agency
Pre-recorded vacancy announcement line may be accessed toll-free by calling
800-526-4629.
Web: www.dia.mil

Department of Energy Library
Office of Administrative Services
19901 Germantown Road
Germantown, MD 20874
Telephone: 301-903-4166
E-mail: gtn.library@hq.doe.gov
Web: www.lssi.com/energy/Services.htm#translation
or www.energy.gov/careers/sub/employeezone.html

Federal Bureau of Investigation
Language Services Unit
FBI Laboratory
J. Edgar Hoover Building
935 Pennsylvania Avenue NW
Washington, DC 20535-0001
Telephone: 202-324-3000
Web: www.fbi.gov/employment/support.htm

Inter-American Foundation
901 N. Stuart Street, 10th floor
Arlington, VA 22203
Telephone: 703-306-4301; fax: 703-306-4365
Web: www.iaf.gov

International Broadcasting Bureau (IBB).
24-hour job line telephone: 202-619-0909
Web: www.voa.gov/personel.html

Immigration and Naturalization Service
A list of Current Vacancies and job descriptions within INS can be obtained by phone at 202-514-4301 or via the web at www.usajobs.opm.gov/a9dj.htm or by mailing a request for career opportunity information to: INS, Employment Services, 800 K Street NW, Washington DC 20536.

Immigration & Naturalization Services
INS Employment Services
800 K Street NW
Washington, DC 20536
Web: www.usajobs.opm.gov/a9dj.htm

Library of Congress
Human Resources Office
101 Independence Avenue SE
Washington, DC 20540
Telephone: 202-707-5000
Web: www.loc.gov/library

National Air Intelligence Center
88 SPTG/DPCXB
4040 Ogden Avenue
Wright-Patterson AFB, OH 45433-5763
Web: www.wpafb.af.mil/naic/employ/apply.html

National Imagery and Mapping Agency
ATTN: HD/HREA L-28
3200 S. Second Street
St. Louis AFS, MO 63118-3399
Telephone: 800-777-6104
E-mail: hrjobs@nima.mil
Web: <http://164.214.2.59/poc/employ.html>

National Security Agency
ATTN: S1, Suite 6779
Fort George G. Meade, MD 20755-6000
Apply online: www.nsa.gov/programs/employ/index.html

Social Security Administration
ATTN: Center for Personnel and Staff
Room G-120 West High Rise Building
6401 Security Boulevard
Baltimore, MD 21235
Telephone: 410-965-4506
Web: www.ssa.gov/jobssa/recruit/jobssa.htm

Department of State
Foreign Service
Web: www.state.gov/www/careers/rfscontents.html

Department of State
International Information Programs
Web: <http://usinfo.state.gov>

PART V

PLANNING AND RESEARCH ORGANIZATIONS

TECHNICAL ASSISTANCE AND PUBLIC POLICY CONSULTANTS

There is growing need for consultants to assist with Latin American agricultural planning, technology advancement, educational development, public health, and formulation of integrated development plans. Operating on a contract basis, consulting firms sell their research, planning and technical skills to businesses, governments, and international agencies. These organizations employ two types of consultants: contract or staff. Contract consultants normally have established and recognized expertise in a particular specialty and are hired for specific assignments and for a specified time. Staff consultants are full-time employees.

In the following list, the e-mail and web site are given for information on employment opportunities/application procedures. If specific information about employment is not available, general contact information is provided.

Technical Development Assistance and Marketing Consultants

Academy for Educational Development
International Projects Division
1825 Connecticut Avenue NW
Washington, DC 20009-5721
Telephone: 202-884-8000
Fax: 202-884-8413 or 202-884-8709
E-mail: employ@aed.org
Web: www.aed.org/intl/index.html

Agricultural Cooperative
Development International
50 F Street NW, Suite 1075
Telephone: 202-383-4961
Fax: 202-783-7204
Web: www.acdivoca.org

American Institute for Free
Labor Development
1015 20th Street NW
Washington, DC 20036
Telephone: 202-659-6300

American Planning Association
International Division
411 Lafayette Street, Suite 303
New York, NY 10003
Telephone: 212-992-9898
Fax: 212-995-4876
E-mail: Info@interplan.org
Web: <http://interplan.org>

Louis Berger International
100 Halsted Street
East Orange, NJ 07018
Telephone: 973-678-1960
Fax: 973-672-4284
E-mail: lbg@louisberger.com
Web: www.bergergroup.com

Checchi and Company
1899 L Street NW, Suite 800
Washington, DC 20036
Telephone: 202-452-9700
Fax: 202-466-9070
E-mail: checchi@checciconsulting.com
Web: www.checciconsulting.com

Experience, Inc.
1200 2nd Avenue South, #400
Minneapolis, MN 55403
Telephone: 612-338-7844

Institute of Public Administration
411 Lafayette Street, Suite 303
New York, NY 10003
Phone: 212-992-9898
Fax: 212-995-4876
E-mail: info@theipa.org
Web: www.theipa.org

Inter-American Development Institute
11 Dupont Circle NW, Suite 803
Washington, DC 20036
Telephone: 202-332-0822

Inter-American Foundation
901 N. Stuart Street, 10th floor
Rosslyn, VA 22203
Telephone: 703-306-4301
Fax: 703-306-4365
Web: www.iaf.gov

Medical Service Corporation International
1716 Wilson Boulevard
Arlington, VA 22209
Telephone: 703-276-3000
Fax: 703-276-3017
E-mail: Msci@mscionline.com
Web: www.mscionline.com

Moran, Stahl and Boyer International
900 28th Street
Boulder, CO 80303
Telephone: 303-449-8440

Nathan Associates
2101 Wilson Boulevard, Two Colonial Place
Arlington, VA 22201
Telephone: 703-516-7700
Fax: 703-351-6162
E-mail: admin@nathanassoc.com
Web: www.nathanassoc.com

National Planning Association
1616 P Street NW, Suite 400
Washington, DC 20036
Telephone: 202-265-7685

Pan American Development Foundation
1889 F Street NW
Washington, DC 20006
Telephone: 202-458-3969; Fax: 202-458-6316

Partners of the Americas
1424 K Street NW, Suite 700
Washington, DC 20005
Telephone: 202-628-3300
Fax: 202-628-3306
E-mail: info@partners.poa.com
Web: <http://www.partners.net>

Resources for the Future, Inc.
1616 P Street NW
Washington, DC 20036
Telephone: 202-328-5000
Fax: 202-939-3460
E-mail: webmaster@rff.org
Web: www.rff.org

Technoservice
148 East Avenue
Norwalk, CT 06851

Public Policy Research

110

American Enterprise Institute for
Public Policy Research
1150 17th Street NW
Washington, DC 20036
Telephone: 202-862-5800
Fax: 202-862-7177
E-mail: info@aei.org
Web: www.aei.org

American Forum for Global Education
120 Wall Street, Suite 2600
New York, NY 10005
Telephone: 212-624-1300
Fax: 212-624-1412
E-mail: globed120@aol.com
Web: www.globaled.org

American Friends Service Committee
1501 Cherry Street
Philadelphia, PA 19102
Telephone: 215-241-7000
Fax: 215-241-7275
E-mail: afscinfo@afsc.org
Web: www.afsc.org

Americas Watch
485 Fifth Avenue
New York, NY 10017
Telephone: 212-972-8400
Fax: 212-972-0905

Amigos de las Americas
(International Office)
5618 Star Lane
Houston, TX 77057
Telephone: 800-231-7796 or 713-782-5290
Fax: 713-782-9267
Email: info@amigoslink.org
Web: www.amigoslink.org

Amnesty International
322 8th Avenue
New York, NY 10001
Telephone: 212-807-8400
Fax: 212-627-1451
E-mail: admin-us@aiusa.org
Web: www.amnesty.org
or www.amnestyusa.org

Association of Third World Affairs
11629 K Street NW
Washington, DC 20006
Telephone: 202-331-8455
Fax: 202-785-3607

Augsburg College
Center for Global Education
2211 Riverside Avenue
Minneapolis, MN 55454
Telephone: 612-330-1159 or 800-299-8889
Fax: 612-330-1695
E-mail: globaled@augsborg.edu
Web: www.augsburg.edu/global/index.html

Bread for the World Institute
on Hunger and Development
802 Rhode Island Avenue NE
Washington, DC 20018
Telephone: 202-269-0200
Fax: 202-529-8546

The Brookings Institution
1775 Massachusetts Avenue NW
Washington, DC 20036-2188
Telephone: 202-797-6104
Fax: 202-797-6319
E-mail: brookinfo@brook.edu
Web: www.brookings.org

Campaign for Peace and Democracy
PO Box 1640
Cathedral Station
New York, NY 10025
Telephone: 212-666-5924
Fax: 212-662-5892

Carnegie Endowment for International Peace
1779 Massachusetts Avenue NW
Washington, DC 20036-2103
Telephone: 202-483-7600
Fax: 202-483-1840
E-mail: info@ceip.org
Web: www.ceip.org/index.html

The Carter Center
One Copenhill
Atlanta, GA 30307
Telephone: 404-331-3900
E-mail: carterweb@emory.edu
Web: www.cartercenter.org

Center for Democracy
1101 15th Street NW, Suite 505
Washington, DC 20005
Telephone: 202-429-9141
Fax: 202-293-1768
E-mail: center@centerfordemocracy.org
Web: www.centerfordemocracy.org

Center for International Policy
1755 Massachusetts Avenue NW, Suite 312
Washington, DC 20036-2102
Telephone: 202-232-3317
Fax: 202-232-3440
E-mail: cip@ciponline.org
Web: www.us.net/cip/index.htm

Center for Strategic and International Studies
1800 K Street NW
Washington, DC 20006
Telephone: 202-887-0200
Fax: 202-775-3199
E-mail: webmaster@csis.org
Web: www.csis.org

Center of Concern
1225 Otis Street NE
Washington, DC 20017
Telephone: 202-635-2757
Fax: 202-832-9494
Web: www.igc.org/coc

Central America Resource Center
317-17th Avenue SE
Minneapolis, MN 55414
Telephone: 612-627-9445
Fax: 612-627-9450

Chicago Religious Task Force
on Central America
59 East Van Buren, Suite 1400
Chicago, IL 60605
Telephone: 312-663-4398
Fax: 312-427-4171

Children's Creative Response to Conflict
PO Box 271
521 North Broadway
Nyack, NY 10960
Telephone: 914-353-1796
Fax: 914-358-4924
E-mail: ccrcnyack@aol.com
or prisjudcrc@aol.com

Committee in Solidarity With the People
of El Salvador (CISPES)
1314 14th Street NW, Suite 7
Washington, DC 20005
Telephone: 202-265-0890
Fax: 202-265-7843

Consultative Group on International
Agricultural Research
1818 H Street NW, Room J45073
Washington, DC 20433
Telephone: 202-473-8951
Web: www.cgiar.org

Council for Inter-American
Security Foundation
1700 K Street NW, Suite 650
Washington, DC 20006
Telephone: 202-393-6622
Fax: 202-737-7235

Council of the Americas
680 Park Avenue
New York, NY 10021
Telephone: 212-249-8950 or 212-517-6247
E-mail: Webmaster@CounciloftheAmericas.org
or <http://www.CounciloftheAmericas.org>
Web: www.counciloftheamericas.org/index.html

Council on Foreign Relations
58 East 68th Street
New York, NY 10021
Telephone: 212-434-9400
Fax: 212-861-1789
E-mail: communications@cfr.org
Web: www.foreignrelations.org/public

Council on Hemispheric Affairs
1444 I Street NW, Suite 211
Washington, DC 20005
Telephone: 202-216-9261
Fax: 202-216-9193
E-mail: coha@coha.org
Web: www.coha.org

Cultural Survival
215 Prospect Street
Cambridge, MA 02139
Telephone: 617-441-5400
Fax: 617-441-5417
Web: www.cs.org

DATACENTER
1904 Franklin Street, Suite 900
Oakland, CA 94612-2912
Telephone: 800-735-3741 or 510-835-4692
Fax: 510-835-3017
Email: datacenter@datacenter.org
Web: www.igc.org/datacenter

Development Group for Alternative
Policies/Development Gap
927 Fifteenth Street NW, 4th Floor
at Three McPherson Square
Washington, DC 20005
Telephone: 202-898-1566
Fax: 202-898-1612
E-mail: dgap@igc.org
Web: www.developmentgap.org

Economic Policy Institute
1660 L Street NW, Suite 1200
Washington, DC 20036
Telephone: 202-775-8810
Fax: 202-775-0819
E-mail: epi@epinet.org
Web: www.epinet.org

Ethics and Public Policy Center
1015 15th Street NW
Washington, DC 20005
Telephone: 202-682-1200
Fax: 202-408-0632
E-mail: ethics@eppc.org
Web: www.eppc.org

Fellowship of Reconciliation
P.O. Box 271
Nyack, NY 10960
Telephone: 845-358-4601
Fax: 845-358-4924
E-mail: for@forusa.org
Web: www.forusa.org

Foreign Policy Association
470 Park Avenue South
New York, NY 10016
Telephone: 212-481-8100
E-mail: info@fpa.org
Web: www.fpa.org

Foreign Policy Research Institute
1528 Walnut Street, #610
Philadelphia, PA 19102
Telephone: 215-732-3774
Fax: 215-732-4401
E-mail: fpri@aol.com

Freedom House
20 Wall Street
New York, NY 10005
Telephone: 212-514-8040
Fax: 212-514-8055
E-mail: fh@freedomhouse.org
Web: www.freedomhouse.org

Guatemala Human Rights Commission/USA
3321 12th Street NE
Washington, DC 20017
Telephone: 202-529-6599
Fax: 202-526-4611
E-mail: ghrc-usa@ghrc-usa.org
Web: www.ghrc-usa.org

The Heritage Foundation
214 Massachusetts Avenue NE
Washington, DC 20002
Telephone: 202-546-4400
Fax: 202-546-8328
E-mail: info@heritage.org
Web: www.heritage.org

The Hispanic Society of America
613 W. 155th Street
New York, NY 10032
Telephone: 212-926-2234
Fax: 212-690-0743
E-mail: info@hispanicsociety.org
Web: www.hispanicsociety.org

Institute for Food and Development
Policy/Food First
398 60th Street
Oakland, CA 94618
Tel: 510-654-4400 or 800-274-7826
Fax: 510-654-4551
E-mail: foodfirst@foodfirst.org
Web: www.foodfirst.org

Institute for International Economics
11 Dupont Circle NW
Washington, DC 20036
Telephone: 202-328-9000
Fax: 202-328-5432
E-mail: bcoulton@iie.com
Web: www.iie.com

Institute for Policy Studies
733 15th St NW, Suite 1020
Washington DC 20005-2112
Telephone: 202-234-9382
Fax: 202-387-7915
E-mail: scott@hotsalsa.org
Web: www.ips-dc.org

Institute of the Americas
10111 N. Torrey Pines Road
La Jolla, CA 92037
Telephone: 858-453-5560
Fax: 858-453-2165
E-mail: gsilberm@popmail.ucsd.edu
Web: <http://ioa.ucsd.edu>

Inter-American Dialogue
1211 Connecticut Avenue, Suite 510
Washington, DC 20036
Tel: 202-822-9002
Fax: 202-822-9553
E-mail: iad@thedialogue.org
Web: www.iadialog.org

Inter-Hemispheric Education Resource Center
PO Box 4506
Albuquerque, NM 87196
Telephone: 505-842-8288
Fax: 505-246-1601
E-mail: irc@irc-online.org
Web: www.zianet.com/irc1/index.html

International Center
731 8th Street SE
Washington, DC 20003
Telephone: 202-547-3800
Fax: 202-546-4784

International Economic Policy Association
1625 I Street NW, Suite 908
Washington, DC 20006
Telephone: 202-331-1974

International Food Policy Research Institute
2033 K Street NW
Washington, DC 20006
Telephone: 202-862-5600
Fax: 202-467-4439
E-mail: ifpri@cgiar.org
Web: www.ifpri.org

International Freedom Foundation
200 G Street NE, Suite 300
Washington, DC 20002
Telephone: 202-546-5788
Fax: 202-546-5488

Latin American-Caribbean Labor Institute, Inc.
34-48 70th Street
Jackson Heights, NY 11372
Telephone: 718-898-3601

Nicaragua Network Education Fund
1247 E Street SE
Washington, DC 20003
Telephone: 202-544-9355; Fax: 202-544-9359

North American Congress on Latin America
475 Riverside Drive, Suite 454
New York, NY 10115
Telephone: 212-870-3146; Fax: 212-870-3305
E-mail: nacla@nacla.org
Web: www.nacla.org

Overseas Development Council
1875 Connecticut Avenue NW, Suite 1012
Washington, DC 20036
Telephone: 202-234-8701; Fax: 202-745-0067
E-mail: edlund@odc.org
Web: www.odc.org

Partners of the Americas
1424 K Street NW, #700
Washington, DC 20005
Telephone: 202-628-3300 or 800-322-7844
Fax: 202-628-3306
E-mail: info@partners.poa.com
Web: www.partners.net

The Population Council
One Dag Hammarskjold Plaza
New York, NY 10017
Telephone: 212-339-0500; Fax: 212-755-6052
E-mail: pubinfo@popcouncil.org
Web: www.popcouncil.org

Population Institute
107 Second Street NE
Washington, DC 20002
Telephone: 800-787-0038
Fax: 202-544-0068
Email: web@populationinstitute.org
Web: www.populationinstitute.org

Rand Corporation (headquarters)
1700 Main Street
PO Box 2138
Santa Monica, CA 93407-2138
Telephone: 310-393-0411
Fax: 310-393-4818
E-mail: correspondence@rand.org
Web: www.rand.org

Research Institute for the Study of Man
162 East 78th Street
New York, NY 10021
Telephone: 212-535-8448
Fax: 212-535-0084
E-mail: <http://www.rism.org/Questions.html>
Web: www.rism.org/index.html

The Stanley Foundation
209 Iowa Avenue
Muscatine, IA 52761
Telephone: 319-264-1500
Fax: 319-264-0864
E-mail: info@stanleyfdn.org
or stanley@stanleyfdn.org
Web: www.stanleyfdn.org

The Tinker Foundation, Inc.
55 East 59th Street
New York, NY 10022
Telephone: 212-421-6858
Fax: 212-223-3326
E-mail: tinker@tinker.org
Web: <http://fdncenter.org/grantmaker/tinker>

Washington Office on Latin America
1630 Connecticut Avenue NW, Suite 200
Washington, DC 20009
Tel: 202-797-2171
Fax: 202-797-2172
E-mail: wola@wola.org
Web: www.wola.org

Woodrow Wilson International
Center for Scholars
Latin American Program
One Woodrow Wilson Plaza
1300 Pennsylvania Avenue, NW
Washington, DC 20004-3027
Telephone: 202-691-4030
Fax: 202-691-4076
E-mail: lap@wwic.si.edu
Web: <http://wwics.si.edu>

PART VI

INTERNATIONAL ORGANIZATIONS

In addition to employment opportunities in the government and business sectors, there are numerous possibilities in the private, non-profit sector. Hundreds of organizations and associations are involved in international work. They range from enormous, mega-budgeted organizations to the small, barely-making-ends-meet organization. Some of the organizations listed below have as their focus development issues, others direct their efforts to technology, educational or cultural exchanges, or relief. (Part VII of this book provides references for finding out more about these organizations.)

Salaries in non-profit organizations tend to be lower than comparable positions in government or the private sector. Still, it is often said that job satisfaction is higher for those working in non-profit organizations. People in these organizations enjoy their work because they believe in the organization's purpose; they are devoted to making the organization succeed and less concerned with their own monetary gain.

When you are job hunting, consider the benefits of working in the non-profit sector. The world of the private non-profit organization is not for everyone--but, then, neither is the U.S. government or private business.

There are many, many organizations which operate in Latin America so this list is by no means complete but, at least, it is a starting point.

THE UNITED NATIONS

Web: www.un.org

Securing a job with the United Nations (UN) is, perhaps, even more difficult than securing a job with the U.S. government. In addition to the competition based on candidates' qualifications, there is a competition of sorts based on nationality. The UN Secretariat tries to maintain a balance of nationalities so that none of its member countries is severely under- or over-represented. It is not impossible for a U.S. citizen to get a job with the United Nations; however, it is not easy, either.

See *International Directory for Youth Internships with the United Nations, Its Specialized Agencies, and Nongovernmental Organizations*, available from: Learning Resources in International Studies, Suite 9A, 777 United Nations Plaza, New York, NY 10017. Also, visit the "Headquarters Internship Programme" website at <http://www.un.org/Depts/OHRM/intern.htm>

The UN Office of Human Resources Management (OHRM) at <http://www.un.org/Depts/OHRM> manages the information for employment requirements, availability, salaries, etc. Through the information presented in this website, you will gain a sense of the broad areas of work performed at the UN, with specific information about the requirements that applicants for jobs must fulfill. Another useful website with information regarding employment opportunities and conditions is that of the International Civil Service Commission (ICSC), available through a link under "Employment" at <http://www.un.org/MoreInfo/pubsvs.html>. ICSC's mission is "...to regulate and coordinate the conditions of service of staff in the United Nations common system...while promoting and maintaining high standards in the international civil service."

The following contact information was provided in the UN's website <http://www.un.org/MoreInfo/pubsvs.html>.

Re professional employment:

Professional Staffing Service
Room S-2500
United Nations
New York, NY 10017
Fax: 212-963-3134; E-mail: staffing@un.org

Re employment in the general service category:

General Service Staffing Section
Room DC1-0200
United Nations
New York, NY 10017
Fax: 212-963-3726

General service staff for offices other than the Headquarters in New York are recruited from the area in which the office is located.

Each division and office within the United Nations publishes information on job availability on its own website, so search the specific office in which you are interested in working. The above address also can be used to apply for general positions and for positions with the Economic Commission for Latin America and the Caribbean (in Santiago, Chile). ECLAC was established by the United Nations specifically for the Latin American and Caribbean area and, therefore, is an organization of special interest to Latin Americanists.

La Comisión Económica para América Latina (CEPAL/ECLAC)

Mailing address:	Location:
Casilla 179-D	Av. Dag Hammarskjold s/n
Santiago, Chile	Vitacura
	Santiago de Chile

Telephone: (56-2) 210-2000 or 208-5051; Fax: (56-2) 208-0252

Oportunidades de trabajo:

Web: [www.eclac.cl/acerca/default.asp?file="Opor-tra.htm"](http://www.eclac.cl/acerca/default.asp?file=)

Economic Commission for Latin America and the Caribbean (ECLAC/CEPAL)

1825 K Street NW, Suite 1120

Washington, DC 20006

Telephone: 202-955-5613; Fax: 202-296-0826; E-mail: info@eclac.org

Web: www.eclac.cl/index1.html

Applicants are often given more consideration for a UN position when they have the backing of their own government. The U.S. State Department will recommend its citizens for UN positions. This recommendation will not guarantee you a job but it will at least get your name and application to the right people. Detailed information about the U.S. government referral system to the United Nations is available at the website <http://www.state.gov/www/issues/united.html> of the Department of State's Bureau of International Organization Affairs. Go to "Employment Opportunities" at that website and then to "Fact Sheet: Employment Opportunities with the United Nations and Other International Organizations." In the "Employment Opportunities" webpage, there is useful information about employment opportunities for U.S. citizens in international organizations.

UN Employment Information and Assistance Unit
Bureau of International Organization Affairs
Department of State
Washington, DC 20520

As noted above, most of the issues concerning social and economic development for the Latin American and Caribbean region are specifically addressed by the United Nations through ECLAC. However, there is a broad range of specific agencies and commissions dealing with subjects that certainly affect the Latin American and Caribbean region. Among them:

UN Conference on Trade and Development (UNCTAD)

External Relations Service
UNCTAD
Palais des Nations
1211 Geneva, Switzerland
Telephone (41-22) 907-1234; Fax: (41-22) 907-0043; E-mail: ers@unctad.org
Web: www.unctad.org

UNCTAD's main concern is with "...the integrated treatment of development and interrelated issues in the areas of trade, finance, technology, investment and sustainable development."

International Trade Center (ITC/UNCTAD/WTO)

Palais des Nations
1211 Geneva 10, Switzerland
Telephone: (41-22) 730-0111; Fax: (41-22) 733-4439; E-mail: itcreg@intracen.org
Web: www.intracen.org

"The International Trade Centre UNCTAD/WTO (ITC) is the focal point in the United Nations system for technical cooperation with developing countries in trade promotion. ITC was created by the General Agreement on Tariffs and Trade (GATT) in 1964 and since 1968 has been operated jointly by GATT (now by the World Trade Organization, or WTO) and the UN, the latter acting through the United Nations Conference on Trade and Development (UNCTAD). As an executing agency of the United Nations Development Programme (UNDP), ITC is directly responsible for implementing UNDP-financed projects in developing countries and economies in transition related to trade promotion."

UN Development Fund for Women (UNIFEM)

304 East 45th Street
New York, NY 10017
Telephone: 212-906-6400; Fax: 212-906-6705; E-mail: unifem@undp.org
Web: www.unifem.undp.org

UNIFEM supports the activities of women to help them become self-reliant. There are four UNIFEM regional program offices for Latin America and the Caribbean; see <http://www.unifem.undp.org/regional.htm>. For additional information on the UN's work for the advancement of women's issues and programs, see "Women Watch--The UN Working for Women" at <http://www.un.org/womenwatch/un/index.html>.

UN Development Programme (UNDP) Web: www.undp.org
Regional Bureau for Latin America and the Caribbean Web: www.undp.org/rblac/index.htm

One United Nations Plaza
New York, NY 10017
Telephone: 212-906-5400

UNDP provides technical and investment advice in 150 developing countries for a wide range of the economic and social sectors. The UNDP helps developing countries make effective and efficient use of their resources and manpower. There are UNDP representative offices world-wide. The Regional Bureau for Latin America and the Caribbean is the specific office for Latin America.

UN Fund for Population Activities (UNFPA)

Information and External Relations Division
220 East 42nd Street
New York, NY 10017
Telephone: 212-297-5020; Fax: 212-557-6416; E-mail: hq@unfpa.org
Web: www.unfpa.org

UNFPA focuses on population--planning, education, data, policies and programs. UNFPA's Latin America and Caribbean Branch can be contacted at the above address and telephone or by e-mail: <http://www.unfpa.org/regions/lac/index.html>; Web: www.unfpa.org/regions/lac/index.html

UN High Commissioner for Human Rights (UNHCHR)

UNHCHR assists and monitors human rights issues and programs in different countries.

OHCHR-UNOG, UN High Commissioner for Human Rights
8-14 Avenue de la Paix
1211 Geneva 10, Switzerland
Telephone: (41-22) 917-9000; Fax: (41-22) 917-9016; E-mail: webadmin.hchr@unog.ch
Web: www.unhchr.ch

The Misión Verificadora de las Naciones Unidas en Guatemala (MINUGUA) verifies the compliance with the peace agreements regarding human rights and other issues in Guatemala.

MINUGUA
Boulevard Los Próceres 18-67, Zona 10
Edificio Torre Granito
Guatemala City, Guatemala
Telephone: 502-323-333; Fax: 502-323-3460; E-mail: qip-info@un.guate.net
Web: www.minugua.guate.net

Additional information on UN programs and activities concerning human rights is available at <http://www.un.org/rights>.

UN High Commissioner for Refugees (UNHCR)

C.P. 2500
1211 Geneva 2, Switzerland
Web: www.unhcr.ch

UNHCR's mission is "...to lead and coordinate international action for the world-wide protection of refugees and the resolution of refugee problems." It helps refugees resettle in other countries or to return to their homeland under safe conditions. UNHCR deals with problems worldwide. In Central America, for example, it is specifically involved with Guatemalan refugees in Mexico. In the rest of Latin America, it also deals with providing asylum for refugees from other continents. For employment opportunities, e-mail the Geneva Headquarters at: hqpe10@unhcr.ch

UNHCR Offices in Latin America and the Caribbean:

UNHCR Regional Office for United States
and the Caribbean
1775 K Street NW, Suite 300
Washington, DC 20006
E-mail: usawa@unhcr.ch

UNHCR Regional Office for Costa Rica
(covering Central America)
Apartado Postal 12
Ferrocarril Pacífico
1009 San José, Costa Rica
E-mail: coassa@unhcr.ch

UNHCR Regional Office for Mexico,
Belize, and Cuba
c/o PNUD
Apartado Postal 105-39
11581 Mexico, DF, México
E-mail: mexme@unhcr.ch

UNHCR Office for South America
Cerrito 836, piso 10
Buenos Aires 1010, Argentina
E-mail: argbu@unhcr.ch

UNHCR Regional Office for Northern
South America
Apartado 69045
Caracas 1062-A, Venezuela
E-mail: venca@unhcr.ch

UN Institute for Training and Research (UNITAR)

One United Nations Plaza, DC1-603
New York, NY 10017
Telephone: 212-963-9196; Fax: 212-963-0995 or 212-963-9686; E-mail: unitar.ny@un.org
Web: www.unitar.org

Provides training for those beginning work in the UN in the areas of international cooperation and economic and social development.

UN Office for Project Services (UNOPS)

Web: www.unops.org

The mission of UNOPS is to manage "...project resources to help developing countries and countries in transition in their quest for peace, social stability, economic growth and sustainable development. UNOPS offers the International Cooperation Community a broad range of services, from overall project management to the provision of single inputs." UNOPS has several programs in the Latin American area.

UNOPS
The Chrysler Building
405 Lexington Avenue, 4th floor
New York, NY 10174
Telephone: 212-457-4000
Fax: 212-457-4001
E-mail: unops.newyork@unops.org

The office in El Salvador for Central American operations:
UNOPS
Av. El Almendro y Av. Las Azaleas
#9 Colonia, Maquilishuat
San Salvador
El Salvador, Central America
Telephone: (503) 263-4483 or /84/85/86
Fax: (503) 263-4482

UN DEPARTMENT FOR ECONOMIC AND SOCIAL AFFAIRS encompasses a broad range of centers and programs.

UN Center for Science and Technology for Development

One United Nations Plaza
New York, NY 10017
Telephone: 212-963-8807

The Center monitors, coordinates, and reviews the activities of UN agencies; conducts research and analyzes national policies. Focus on developing countries. Works closely with ECLAC (the Economic Commission on Latin America and the Caribbean) in Santiago, Chile.

UN Centre on Transnational Corporations

One United Nations Plaza
New York, NY 10017
Telephone: 212-963-3176

The Centre focuses on furthering the awareness of the impact transnational corporations have on political, legal, economic, and social systems. It also provides information, training, and advising for developing countries in relation to transnational corporations.

UN Department of Economic and Social Affairs

Office for Development Research and Policy Analysis
2 United Nations Plaza
New York, NY 10017
Telephone: 212-963-4744

In the Latin American context, research focuses on production of the annual World Economic Survey. Close working relationship with ECLAC.

UN Department of Technical Cooperation for Development

One United Nations Plaza
New York, NY 10017
Telephone: 212-963-8362

In charge of technical cooperation programs in natural resources and energy, development planning, public administration, population and statistics.

SPECIALIZED AND RELATED AGENCIES OF THE UNITED NATIONS**Food and Agriculture Organization (FAO)**

The FAO's purpose is to raise nutrition levels and improve the efficiency of production and distribution of food and agricultural products.

For employment opportunities and information, visit the website at

<http://www.fao.org/VA/employ.htm>

Food & Agriculture Organization
Via delle Terme di Caracalla
0100 Rome, Italy

Telephone: 39-065-7051; Fax: 39-065-705-3152; E-mail: Webmaster@fao.org

Web: www.fao.org

A regional office for Latin America and the Caribbean is located in Santiago, Chile and a sub-regional office in Bridgetown, Barbados.

Mailing address:

FAO Regional Office
PO Box 10095
Santiago, Chile

Location:

Av. Dag Hammarskjold 3241
Vitacura

Santiago de Chile

Telephone: (56 2) 337-2314 or 2312; Fax: (56 2) 337-2327 or 2101

Web: www.fao.org/Regional/LAmerica/default.htm

International Bank for Reconstruction and Development--The World Bank

Web: www.worldbank.org/html/extdr/backgrd/ibrd

The International Bank for Reconstruction and Development (IBRD) promotes development and reconstruction in UN countries through the use of loans. It is one of the five associated institutions that compose the World Bank.

For employment opportunities and information, contact:

The World Bank
1818 H Street NW
Washington, DC 20433
Telephone 202-477-1234

Web: http://wbln0018.worldbank.org/HRS/hrs_www.nsf

International Labour Organization (ILO)

Web: www.ilo.org

The International Labour Organization is involved in improving world-wide labor conditions and promoting economic stability and growth. Government representatives, workers and employers work together to set ILO policies and standards.

For employment opportunities and information, see "Employment Opportunities" at the website given below where detailed information is provided for application.

International Labour Organization

4 route des Morillons

CH-1211 Geneva 22, Switzerland

Telephone: (41-22) 799-6111; Fax: (41-22) 798-8685; E-mail: doscom@ilo.org

Web: www.ilo.mirror.cornell.edu/public/english/sitemap.htm

International Labour Office

1750 New York Avenue NW

Washington, DC 20006

E-mail: washington@ilo.org

Web: <http://us.ilo.org/index.html>

International Monetary Fund (IMF)

The International Monetary Fund provides economic assistance to countries facing balance-of-payments problems. The IMF is mainly interested in hiring economists. See next section on "Multi-Lateral Lending Agencies" for complete contact information.

United Nations Children's Fund (UNICEF)

UNICEF provides funding and advocacy to fulfill the needs of the world's children. It has eight regional offices and country offices in 125 countries around the world.

UNICEF

3 United Nations Plaza

New York, NY 10017

Telephone: 212-326-7000

Fax: 212-887-7465 or 212-887-7454

E-mail: netmaster@unicef.org

Web: www.unicef.org

UNICEF

Regional Office for the Americas and the Caribbean

Apartado Aéreo 89829

Bogotá, Colombia

Telephone: (57-1) 635-7255

Fax: (57-1) 635-7337

E-mail: tacro@unicef.org

Web: www.unicef.org/lac

United Nations Educational, Scientific, and Cultural Organization (UNESCO)

Web: www.unesco.org

UNESCO has six functional areas: Education; Natural Sciences; Communications, Information, and Informatics; Culture; Social and Human Sciences; and World Heritage. Together, the six areas of UNESCO serve to protect, enhance, and further the world's educational, scientific, and cultural opportunities and achievements. For employment information and opportunities, see "Employment" at <http://www.unesco.org/general/eng/about/index.html>

UNESCO
7 Place de Fontenoy
75352 Paris 07, SP
France
Telephone: (33-1) 4-568-1000
Fax: (33-1) 4-567-1690

UNESCO Liaison Office
2 United Nations Plaza
New York, NY 10017
Telephone: 212-963-5995
Fax: 212-963-5978
E-mail: newyork@unesco.org
Web: www.unesconews.org

UNESCO also has field offices in many Latin American countries; check for specific information at <http://www.unesco.org/general/eng/about/office/index.html>. The main offices are listed below.

UNESCO-Brazil
SAS Quadra 5 Bloco H Lote 6
Edificio CNPQ/IBICT/UNESCO
9° Andar
70070-914 Brasilia, DF, Brazil
Telephone: (55-61) 225-8684 or (55-61) 225-0526
Fax: (55-61) 322-4261
E-mail: brasilia@unesco.org
Web: www.unesco.org.br

Telephone: (58-2) 283-1411
Fax: (58-2) 283-1454
E-mail: jquinteiro@unesco.org.ve
Web: www.iesalc.unesco.org.ve

Caribbean Network of Educational Innovation
for Development (CARNEID)
P.O. Box 423
Bridgetown, BH5
Barbados, West Indies
Telephone: (246) 427-4771
Fax: (246) 436-0094
Email: unesco@caribsurf.com
Web:
www.unesco.org/ext/field/carneid/carneid.htm

Regional Office for Education in
Latin America and the Caribbean--UNESCO
Calle Enrique Delpiano, 2058
Providencia
Santiago, Chile
Telephone: (56-2) 655-1050
Fax: (56 2) 655-1046
E-mail: santiago@unesco.org
Web: www.unesco.cl/home.htm

International Institute for Higher Education
in Latin America and the Caribbean
IESALC--UNESCO
Av. Los Chorros con Calle Acueducto
Edif. Asovincar
Altos de Sebuacán
Caracas, Venezuela

Regional Office for Science and Technology
for Latin America and the Caribbean--
UNESCO
Av. Brasil 2697
11300 Montevideo
Uruguay
Telephone: (598-2) 707-2023
Fax: (598-2) 707-2140
E-mail: orcyt@unesco.org.uy
Web: www.unesco.org.uy/index.html

Regional Office for Culture for Latin America and the Caribbean--UNESCO
Calzada 551
Vedado
Havana, Cuba
Telephone: (53-7) 333-438 or (53-7) 327-741; Fax: (53-7) 333-144
E-mail: uhlha@unesco.org
Web: <http://www.unesco.org/>

World Health Organization (WHO)

Web: www.who.org

The World Health Organization carries out health programs, promotes medical research, collects and distributes health information material with the purpose of improving health care and world-wide health services.

Regional Office for the Americas
Pan American Health Organization
(AMRO/PAHO)
525 23rd Street NW
Washington, DC 20037
Telephone: 202-974-3000
Fax: 202-974-3663
E-mail: postmaster@paho.org
Web: www.paho.org

World Health Organization
Ave. APPIA 20
CH-1211 Geneva 27
Switzerland
Telephone: (41-22) 791-2111
Fax: (41-22) 791-3111
E-mail (for employment opportunities inquiries): vacant@who.int

Pan American Health Organization (PAHO)

PAHO is WHO's regional office for the Americas. PAHO provides assistance and training for Latin American health care services.

Regional Office for the Americas
Pan American Health Organization (AMRO/PAHO)
525 23rd Street NW
Washington, DC 20037
Telephone: 202-974-3000; Fax: 202-974-3663; E-mail: postmaster@paho.org
Web: www.paho.org

A non-governmental organization with an official relationship and works closely with WHO is the Inter-American Association of Sanitary and Environmental Engineering. The goals of this association are to "...promote development of sanitary engineering and environmental sciences in the Americas; promote scientific and technological contributions toward public health and environmental sanitation; promote implementation of international sectoral policies, particularly UNCED '92 objectives."

Inter-American Association of Sanitary and Environmental Engineering
Rua Nicolau Gagliardi, 354
05429 São Paulo SP
Brazil
Telephone: (55-11) 212-4080; Fax: (55-11) 814-2441; E-mail: aidis@unisys.com.br
Web: www.aidis.org.br

World Tourism Organization (WTO)

The World Tourism Organization promotes international tourism and supports efforts which remove barriers to tourism.

World Tourism Organization
Calle Capitán Haya 42
28020 Madrid
Spain

Telephone: (34-91) 567-8100; Fax: (34-91) 571-3733; E-mail: omt@world-tourism.org

Web: www.world-tourism.org

World Trade Organization (WTO)

The World Trade Organization is the most important international organization dealing with the establishment of rules for trade between nations. The WTO was created in 1995 out of the Uruguay Round trade negotiations (1986-1994) of the General Agreement on Tariffs and Trade (GATT), which dates back to 1948. WTO is GATT's successor and, therefore, its main goal is to establish the rules for international trade, to ensure that it is conducted in an orderly, peaceful, and predictable way.

World Trade Organization
Centre William Rappard
Rue de Lausanne 154
CH 1211 Geneva 21
Switzerland

Telephone: (41-22) 739-5007; Fax: (41-22) 739-5458; E-mail: enquiries@wto.org

Web: www.wto.org

REGIONAL UNITED NATIONS ORGANIZATIONS

Inter-American Development Bank (IDB)

Web: www.iadb.org

The Inter-American Development Bank is an international financial institution designed to promote socio-economic development in Latin America. Four departments employ professionals with Latin American area expertise. The Economic and Social Development Department conducts research on the economic environment in Latin America. The Operations Department administers and supervises loans to Latin American borrowers. The Project Analysis Department conducts feasibility studies of loan requests. The Plans and Programs Department is responsible for research concerning bank policy and lending strategy.

Inter-American Development Bank
1300 New York Avenue NW
Washington, DC 20577
Telephone: 202-623-1000; Fax: 202-623-3178

Organization of American States (OAS)

Web: www.oas.org

The OAS is the world's oldest international regional organization. It serves as a forum for the negotiation of inter-American agreements and provides economic, political, social, educational, scientific, and technical assistance to member governments. The OAS employs a limited number of professionals from member states with degrees in the social sciences, economics, statistics, education, and public administration. Knowledge of Spanish or Portuguese is a requirement for employment. The organization has specific bodies and programs dealing with human rights, trade, telecommunications, cultural affairs, science and technology, education, social development and education, and the environment.

OAS
Constitution and 17th Street NW
Washington, DC 20006
Telephone: 202-458-3000;

General Secretariat of the OAS
Department of Human Resources
1889 F Street NW
Washington, DC 20006
Telephone: 202-789-3000

Specific links to job opportunities (including an application form in PDF format), internships, and fellowships are provided at <http://www.oas.org/EN/PINFO/HR/job.htm>.

Pan American Development Foundation

The PADF is a private, nonprofit technical-assistance organization affiliated with the Organization of American States. It deals with topics covering disaster relief and prevention, environmental protection, employment and small business, and provision of work tools and health equipment.

Pan American Development Foundation
2600 16th St NW
Washington, DC 20441-0001; Telephone: 202-458-3969; Web: www.pdf.org

MULTI-LATERAL LENDING AGENCIES

"The Inter-American Development Bank, the oldest and largest regional multilateral development institution, was established in December of 1959 to help accelerate economic and social development in Latin America and the Caribbean."

Inter-American Development Bank
1300 New York Avenue, NW
Washington, DC 20577
Telephone: 202-623-1000; Fax: 202-623-3178
Web: www.iadb.org

For specific information on departments, programs, etc., please visit the website.

"The IMF is an international organization of 182 member countries, established to promote international monetary cooperation, exchange stability, and orderly exchange arrangements; to foster economic growth and high levels of employment; and to provide temporary financial assistance to countries to help ease balance of payments adjustment."

International Monetary Fund
700 19th Street, NW
Washington, DC 20431
Telephone: 202-623-7000; Fax: 202-623-4661
Web: www.imf.org

General inquiries: Telephone: 202-623-7300; Fax: 202-623-6278;
E-mail: publicaffairs@imf.org

Employment and internship inquiries:
Telephone: 202-623-7422; Fax: 202-623-7333; E-mail: recruit@imf.org

Scholarship & external training program inquiries:
Telephone: 202-623-6660; Fax: 202-623-6490; E-mail: insinfo@imf.org

"Founded in 1944, the World Bank Group consists of five closely associated institutions: the International Bank for Reconstruction and Development (IBRD); International Development Association (IDA); International Finance Corporation (IFC); Multilateral Investment Guarantee Agency (MIGA); and the International Centre for Settlement of Investment Disputes (ICSID)...the World Bank Group is the world's largest source of development assistance...the Bank works with government agencies, nongovernmental organizations, and the private sector to formulate assistance strategies." There are 180 member countries. The World Bank has offices in 67 countries.

World Bank
1818 H Street NW
Washington, DC 20433
Telephone: 202-477-1234; Fax: 202-522-3698
Web: www.worldbank.org

Other departments of the World Bank:

International Finance Corporation/Latin American & Caribbean Department

2121 Pennsylvania Avenue NW

Washington, DC 20433

Telephone: 202-477-1234

Fax: 202-974-4384

Web: www.ifc.org/about/contacts/world/lac/lac.html

For information on offices in the different Latin American countries, visit this website.

There are hundreds, perhaps thousands, of non-profit organizations with an internationalist focus. The following list is designed to be a starting point for thought and further research. Keep in mind that small non-profit organizations often change addresses; the addresses given below were accurate as of 12/94. Also note that many of these organizations publish journals and/or newsletters that contain information about the activities of the organization; some also provide lists of job openings.

ACCION International Headquarters
120 Beacon Street
Somerville, MA 02143
Telephone: 617-492-4930; Fax: 617-876-9509
(See web site for contact info for offices
in DC, Tucson, and Bogotá)

American Field Service International
71 West 23rd Street, 17th floor
New York, NY 10010
Telephone: 212-807-9797; Fax: 212-807-1001
E-mail: info@afs.org
Web: www.afs.org

American Friends Service Committee
1501 Cherry Street
Philadelphia, PA 19102-1479
Telephone: 215-241-7000; Fax: 215-241-7275
E-mail: afscinfo@afsc.org
Web: www.afsc.org

The American Red Cross
Attn: Public Inquiry Office
431 18th Street NW
Washington, DC 20006
Telephone: 202-639-3520
Web: www.redcross.org/jobs/index.html

Amigos de las Americas
International Office
5618 Star Lane
Houston, TX 77057
Telephone: 800-231-7796
Web: www.amigoslink.org
(See web site to e-mail an international
office staff member)

Amnesty International
322 8th Avenue, 10th floor
New York, NY 10001
Telephone: 212-807-8400
E-mail: admin-usa@aiusa.org
Web: www.aiusa.org

Amnesty International USA
6 E Street, SE
Washington, DC 20003
Telephone: 202-544-0200

Brother's Brother Foundation
1501 Reedsdale Street, Suite 3005
Pittsburgh, PA 15233-2341
Telephone: 412-431-1600; Fax: 412-321-3325
Fax: BBFound@aol.com
Web: www.brothersbrother.com

CARE
151 Ellis Street NE
Atlanta, GA 30303-24440
Fax: 404-577-9418
W e b :
www.care.org/jobs/international_latinam.html

Catholic Relief Services
World Headquarters
209 West Fayette Street
Baltimore, MD 21201
Telephone: 410-625-2220; Fax: 410-685-1635
Web: www.catholicrelief.org/jobs/index.cfm

Christian Children's Fund, Inc.
2821 Emerywood Parkway
P.O. Box 26484
Richmond, VA 23261-5066
Telephone: 800-776-6767
Web: www.christianchildrensfund.org

Council of the Americas
Americas Society, Inc.
680 Park Avenue
New York, NY 10021
Fax: 212-249-5868
Web: www.counciloftheamericas.org

Council on International
Educational Exchange (CIEE)
International Study Programs
633 Third Avenue, 20th floor
New York, NY 10017
Telephone: 800-40-STUDY; Fax: 212-822-2779
E-mail: studyinfo@ciee.org
Web: www.ciee.org

The Ford Foundation
320 East 43rd Street
New York, NY 10017
Telephone: 212-573-5000
Web: www.fordfound.org

The Ford Foundation
Alejandro Dumas 42
Polanco
11560 Mexico, D.F., Mexico
Telephone: (52-5) 280-3047
Fax: (52-5) 280-3882
E-mail: ford-mexico@fordfoundation.org

The Ford Foundation
Praia do Flamengo 154, 8 andar
22210-030 Rio de Janeiro, RJ
Brazil
Telephone: (55-21) 556-1586
Fax: (55-21) 285-1250
E-mail: ford-rio@fordfound.org

The Ford Foundation
Avenida Ricardo Lyon 806
Providencia
Santiago, Chile
Telephone: (56-2) 232-5454
Fax: (56-2) 204-9385
E-mail: ford-santiago@fordfound.org

Foreign Policy Association
470 Park Avenue South
New York, NY 10016
Telephone: 212-481-8100
Web: www.fpa.org

Childreach
(formerly Foster Parents Plan)
155 Plan Way
Warwick, RI 02886
Telephone: 800-556-7918
Web: www.childreach.org

The Fund for Peace
1701 K Street NW, 11th floor
Washington, DC 20006
Telephone: 202-223-7940; Fax: 202-223-7947
Web: www.fundforpeace.org

The Fund for Peace
800 Howard Street, Suite 206
San Francisco, CA 94105
Telephone: 415-974-1898; Fax: 415-543-8311
E-mail: commnets@fundforpeace.org

Global Links
4809 Penn Avenue
Pittsburgh, PA 15224
Telephone: 412-361-3424; Fax: 412-361-4950
E-mail: global@telerama.com
Web: www.globallinks.org

Heifer Project International
P.O. Box 8058
Little Rock, AR 72203
Telephone: 800-422-0474
E-mail: info@heifer.org
Web: www.heiferproject.org

Institute of International Education
809 United Nations Plaza
New York, NY 10017-3580
Telephone: 212-883-8200; Fax: 212-984-5452
E-mail: info@iie.org
Web: www.iie.org

Institute for International Education/
Latin America
Educational Counseling Center
Londrés 16, 2nd floor
06600 México, D.F., México
Telephone: (52-5) 703-0167
Fax: (52-5) 535-5597
E-mail: ie@profmexis.sar.net

International Center for Research on Women
1717 Massachusetts Avenue, NW, Suite 302
Washington, DC 20036
Telephone: 202-797-0007; Fax: 202-797-0020
E-mail: info@icrw.org
Web: www.icrw.org

International Christian Youth Exchange
ICYE International Office
Grosse Hamburger Str. 30
D-10115 Berlin
Germany
Telephone: (49-30-2) 839-0550
Fax: (49-30-2) 839-0552
E-mail: icye@icye.org
Web: www.icye.org

International Food Policy Research Institute
2003 K Street NW
Washington, DC 20036
Telephone: 202-862-5600; Fax: 202-467-4439
E-mail: ifri@cgiar.org
Web: www.ifri.org

International Executive Service Corps
8 Stamford Forum
Stamford, CT 06902
Telephone: 203-967-6000
Web: www.iesc.org

International Voluntary Services, Inc.
1625 K Street NW, Suite 102
Washington, DC 20006
Telephone: 202-387-5533
Web: www.ivs-inc.org

Los Niños
287 G Street
Chula Vista, CA 91910
Telephone: 619-426-9110; Fax: 619-426-6664
Web: www.electriciti.com/losninos

Lutheran World Relief
700 Light Street
Baltimore, MD 21230
Telephone: 410-2302700; Fax: 410-230-2882
E-mail: lwr@law.org
Web: www.lwr.org

Meridian House International
1630 Crescent Place, NW
Washington, DC 20009
Telephone: 202-667-6800; Fax: 202-667-1475
E-mail: info@meridian.org
Web: www.meridian.org

Pan American Development Foundation
17th & Constitution Avenue NW
Washington, DC 20006
Telephone: 202-458-3000
Web: www.oas.org/EN/PINFO/OAS/ol10e.htm

Partners of the Americas
1424 K Street NW, Suite 700
Washington, DC 20005
Telephone: 202-628-3300; Fax: 202-628-3306
E-mail: info@partners.poa.com
Web: www.partners.net

The Population Council
One Dag Hammarskjold Plaza
New York, NY 10017
Telephone: 212-339-0500; Fax: 212-755-6052
E-mail: pubinfo@popcouncil.com
Web: www.popcouncil.com

Population Reference Bureau, Inc.
1875 Connecticut Avenue NW, Suite 520
Washington, DC 20009
Telephone: 202-483-1100
Web: www.prb.org

Rand Corporation
Corporate Headquarters
1700 Main Street
PO Box 2138
Santa Monica, CA 90407-2138
Telephone: 310-393-0411; Fax: 310-393-4818
Web: www.rand.org/EMPLOY/index.htm

The Rand Corporation
1200 S. Hayes Street
Arlington, VA 22205-5050
Telephone: 703-413-1100; Fax: 703-413-8111

The Rand Corporation
201 N. Craig Street, Suite 102
Pittsburgh, PA 15213
Telephone: 412-683-2300; Fax: 412-683-2800

Save the Children Federation
50 Wilton Road
Westport, CT 06880
Telephone: 800-728-3843
Web: www.savethechildren.org/jobs.shtml

Sister Cities International
1424 K Street, Suite 600
Washington, DC 20005
Telephone: 202-347-8630 or 393-6835
Fax: 202-393-6524
E-mail: info@sister-cities.org
Web: www.sister-cities.org

The Tinker Foundation, Inc.
55 East 59th Street
New York, NY 10022
Telephone: 212-421-6858; Fax: 212-223-3326
E-mail: tinker@tinker.org
Web: <http://fdncenter.org/grantmaker/tinker>

World Learning, Inc.
(formerly The Experiment in
International Living)
School for International Training
U.S. Headquarters
Kipling Road, PO Box 676
Brattleboro, VT 05302-0676
Telephone: 802-257-7751; Fax: 802-258-3248
E-mail: info@worldlearning.org
Web: <http://worldlearning.org>

As many former Peace Corps Volunteers will tell you, serving abroad as a volunteer does as much for the volunteer as it does for the host country (in most instances, more). Before you altruistic individuals out there bombard me with letters, let's be honest. Yes, volunteers leave their friends and families for weeks or years, they suffer culture shock, they suffer from humiliating errors (at least some do) by committing social faux pas or errors in the language, (most) work very hard, they live in less-than-ideal conditions, and all earn little money. However, the benefits derived from volunteering to serve in Latin America seem to far outweigh what the individual accomplishes. The volunteers learn how to live in a different culture, their language skills improve stupendously, they learn the history and culture of the country, they often have the opportunity to travel throughout surrounding countries, and they may gain an entirely new perspective on life as a whole.

Upon returning to the United States, volunteers often find that their hands-on experience, combined with their educational background, puts them at the head of the line when looking for a job. In the field of education, some colleges and universities have special scholarships and fellowships specifically set aside for former Peace Corps Volunteers.

The Peace Corps

Web: www.peacecorps.gov/employment/index.html

For info on volunteering:
Peace Corps Representative
University Center for International Studies
802 William Pitt Union
University of Pittsburgh
Pittsburgh, PA 15260
Telephone: 412-648-7424

For jobs:
Office of Personnel and Management
The Peace Corps
1111 20th Street NW, Room 2300
Washington, DC 20526
Telephone: 800-424-8580, x1200
24-hour job line: 800-818-9579

² Much of the information in this section was found in *Transitions Abroad: The Magazine of International Travel and Life* Sep/Oct 2000, pp. 41-47.

AFS International
71 West 23rd Street, 17th floor
New York, NY 10010
Telephone: 212-807-8686; Fax: 212-807-1001
E-mail: info@afs.org
Web: www.afs.org

American Friends Service Committee
Human Resources Department
1501 Cherry Street
Philadelphia, PA 19102
Telephone: 215-241-7000; Fax: 215-241-7275
E-mail: afscinfo@afsc.org
Web: www.afsc.org

Amerispan Unlimited
PO Box 40007
Philadelphia, PA 19106
Telephone: 800-879-6640; Fax: 215-751-1100
E-mail: info@amerispan.com
Web: www.amerispan.com

Amigos de las Américas
International Office
5618 Star Lane
Houston, TX 77057
Telephone: 800-231-7796
Web: www.amigoslink.org
(See web site to e-mail an international office staff member)

Catholic Medical Mission Board
10 W. 17th Street
New York, NY 10011
Telephone: 800-678-5659; Fax: 212-242-0930
E-mail: rdeconstanzo@cmmmb.org

Catholic Relief Services
World Headquarters
209 West Fayette Street
Baltimore, MD 21201
Telephone: 410-625-2220; Fax: 410-685-1635
Web: www.catholicrelief.org/jobs/index.cfm

Concern America
PO Box 1790
Santa Ana, CA 92702
Telephone: 800-CONCERN
Web: www.concernamerica.org/Catalog/catalog.htm
(Requires fluency in Spanish or Portuguese)

Council Exchanges
205 E. 42nd Street
New York, NY 10017-5706
Telephone: 212-888-COUNCIL
Web: www.councilexchanges.org

CRISPAZ
(Christians for Peace in El Salvador)
319 Camden
San Antonio, TX 78215
Telephone: 210-222-2018; Fax: 210-226-9119
E-mail: crispaz@igc.apc.org
Web: www.crispaz.org
(Long/short-term volunteer work in El Salvador)

CRISPAZ El Salvador
Apartado Postal 2944
Centro de Gobierno
San Salvador
El Salvador
Telephone/Fax: (50-3) 226-0829
E-mail: pazsal@netcomsa.com

Earthwatch
3 Clock Tower Place, Suite 100
Box 75
Maynard, MA 01754
Telephone: 800-776-0188 or 978-461-0081
E-mail: info@earthwatch.org
Web: www.earthwatch.org/offices/jobs.html

ECOtrackers NETwork
Av. Amazonas y Roca
Quito, Ecuador
Telephone: (593-2) 550-208
Fax: (593-2) 561-620
E-mail: ecotrackers_ecuador@hotmail.com

Habitat for Humanity
121 Habitat Street
Americus, GA 31709
Telephone: 229-924-6935
E-mail: publicinfo@hfhi.org
Web: www.habitat.org

Los Niños
287 G Street
Chula Vista, CA 91910
Telephone: 619-426-9110; Fax: 619-426-6664
Web: www.electriciti.com/losninos

Na Bolom Volunteer Program
Av. Vicente Guerrero No. 33
San Cristobal de Las Casas
29220 Chiapas, México
Telephone: (52-9) 678-1418
E-mail: nabolom@sclc.ecosur.mx

Project HOPE
International Headquarters
255 Carter Hall Lane
Millwood, VA 22646
Telephone: 800-544-4673 or 540-837-2100
Fax: 540-837-9052
Web: www.projhope.org

RSVP International
(Retired and Senior Volunteer Program)
500 Fifth Avenue, 35th floor
New York, NY 10110
Web: www.rsvpi.org

Sea Turtle Restoration Project
PO Box 400
Forest Knolls, CA 94933
Telephone: 415-488-0370
Web: www.seaturtles.org
(Central America)

Volunteers for Peace
43 Tiffany Road
Belmont, VT 05730
Telephone: 802-259-2759; Fax: 802-259-2922
E-mail: vfp@vfp.org
Web: www.ngws.org/service/groups/vfp.htm

Volunteers in Technical Assistance
1600 Wilson Boulevard, Suite 710
Arlington, VA 22209
Telephone: 703-276-1800
E-mail: vita@vita.org
Web: www.vita.org

PART VII

**SOURCES
AND
RESOURCES**

As a university student, your first source of information in searching for a job or looking into graduate studies should be the placement office of your home institution. You will receive professional assistance in preparing for the job search and be referred to source materials that will save you hours (even days) of searching on your own. Your next level of information is at the central university and public libraries. Libraries contain valuable resources for the job hunter such as general information on job-search preparation and strategies. Check out the books on resume preparation, directories of corporations and organizations, newspapers, journals, and telephone books.

The University of Pittsburgh's Placement and Career Services--PCS (located in 224 William Pitt Union; telephone 412-648-7130, web: www.placement.pitt.edu) provides a wide range of services and resources for the Pitt student/alumnus and much valuable information for the non-Pitt student via its web site.

PCS offers: **Career planning throughout undergraduate studies** -- extensive on-line resources and hard copy; web sites for career planning, tools for the job search, resume development, cover letters, employer information, job postings, salary calculator; **Pre-Graduate School Advising** -- selection of a graduate program; preparation through undergraduate coursework, volunteering, internships; application procedures; GRE/GMAT/LSAT preparation; **Workshops** -- scheduled throughout the academic year on topics such as: identifying skills and interests, preparation of resumes and cover letters, interviewing skills, networking, finding a job on the web; **Resume referral service; Media lab** -- Employer info, reference info; **Mock interviews; On-campus recruiting** -- Recruiters' visits to campus are posted on-line and on bulletin boards in the office; **Job fairs**.

The list of sources and resources provided in this section is a beginning. Many of these books and pamphlets are available in public libraries or through inter-library loan. Use these sources not only for the information they contain but also to identify other publications that more specifically relate to your interests.

A special reference should be made about the Internet. As illustrated throughout this workbook, the World Wide Web has become a crucial source of information. In many cases, the World Wide Web not only provides information on the type of jobs available in an organization but also specifics on employment-- instructions, application forms in different formats, and e-mail and other contact information. Many sites even offer the possibility of applying on-line for a job. Having said this, you should be aware that sites may have outdated information; in fact, many companies and organizations appear and disappear quickly but sometimes their websites remain. Also, while you can certainly trust the information presented in the websites of large companies and institutions, such as General Motors or the UN, you should be very cautious with information from vague or unknown companies and organizations. Before sending any personal information, be sure to read carefully all the information in the website about that organization and, if you still are doubtful, double-check it through sources other than the Web. In this way, you won't waste your time and energy in a process that may have unforeseen consequences.

Before actually applying for a job, you should have done your homework! The more you know about the organization (or subunit within the larger organization), the more effective you will be. The time spent researching a prospective employer creates an added bonus when you are interviewed--you will sound like a well-informed and well-prepared applicant (way ahead, we hope, of all the others).

Many of the books, articles, brochures, and mimeographs listed below were helpful in the preparation of this guide. Others are standard references that may be useful to you. For University of Pittsburgh library users, the library and call number are provided in [brackets].

The sources/resources of this chapter are divided into the following groups:

Directories

Education -- Graduate Studies
Education and Research Abroad

Employment -- Abroad
Employment -- Advertisements
Employment -- Federal
Employment -- Getting Started
Employment -- Languages

Non-Profit Sector

Travel

Volunteering

Web Sites

DIRECTORIES..... > Indicates a new listing

Consultants and Consulting Organizations Directory. Detroit, MI: Gale Research Company. Triennial. (Mervis: HD69.C6.C652)

The Development Directory. Madison, CT: Editorial PKG, 1991. (Hill/GSPIA: HC60.D476).

>*Directory of American Firms Operating in Foreign Countries.* 3 volumes, 15th ed. New York: Uniworld Business Publications, Inc., 1999.

Directory of Connecticut Companies in the Latin American Market. 3rd. Edition. University of Connecticut, Center for Latin American and Caribbean Studies, 1996.

Directory of Development Research and Training Institutes in Latin America. 1984. Available from: Organisation for Economic Cooperation and Development, 2 rue André-Pascal, 75775 Paris Cedex 16, France.

Directory of Executive Recruiters. Fitzwilliam, NH: Kennedy Publications. Annual.

Directory of Foreign Firms Operating in the United States. 9th ed. New York: Uniworld Business Publications, 1998. Also available are individual country lists extracted from the directory.

Directory of Foreign Manufacturers in the United States by Jeffrey Arpan and David A. Ricks. Fourth edition/compiled by Virginia M. Mason. Atlanta, GA: Georgia State University Business Press, College Business Administration, 1990.

Directory of International Organizations by Hans-Albrecht Schraepler. 1996. 456 pages. \$24.95 from Georgetown University Press, PO Box 4886, Hampden Station, Baltimore, MD 21211; telephone 800-249-9606.

Directory of Online Databases. New York: Cuadra/Elsevier. Quarterly.

Directory of Research and Training Institutes in Latin America. Washington DC: Organization for Economic Cooperation, 1993.

Directory of U.S. Firms Operating in Latin America. Washington, DC: Pan American Union, n.d.

D&B 1999-2000 Regional Business Directory-Pittsburgh Area (3 volumes), Bethlehem: Dun & Bradstreet 1999.

Dun's Consultant's Directory. Parsippany, NJ: Dun's Marketing Services, 1994. Annual. [Hillman Ref: HD69.C6.D86]

>*Encyclopedia of Associations: International Organizations.* Detroit, MI: Gale Research, Inc., 1997.

>*Global Health Directory 2000: U.S. Based Agencies Working in International Health.* 2000. 108 pages. \$70. Available from Global Health Council.

A Guide to NGO Directories: How to Find Over 11,000 Nongovernmental Organizations in Latin America. September 1990. Available from: Inter-American Foundation, 901 N. Stuart Street, 10th floor, Arlington, VA 22203.

The ILSA Guide to Education and Career Development in International Law. \$24.95 postpaid. ILSA, 2223 Massachusetts Avenue, NW,, Washington, DC 20008-2864; telephone 202-265-0386.

International Job, Career, and Travel Resources for the 1990s. Catalog of publications on international jobs and careers by many publishers. Free from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 22111; telephone 703-361-7300; fax 703-335-9486.

>*International Jobs Directory: 1001 Employers and Great Tips for Success!* by Ronald Krannich and Caryl Krannich. 1999. 320 pages. \$19.95 from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: www.impactpublications.com.

>*International Directory of Employment Agencies and Recruiters.* International Employment Gazette, editors. 26 pages. \$29.95 available from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: www.impactpublications.com.

>*International Directory of Voluntary Work* by Victoria Pybus. 2000. 272 pp. \$12.76 from Peterson's www.petersons.com

International Research Centers Directory. Thomas J. Cichonski, editor. Seventh edition, 1994-95. Detroit, MI: Gale Research, Inc.

Internet Profiles. Network for International Technical Assistance, P.O. Box 3245, Chapel Hill, NC 27515. Annual. Provides detailed information about development-oriented organizations.

National Trade and Professional Associations of the United States. Washington, DC: Columbia Books. Annual.

Overseas Development Network Development Opportunities Catalog. San Francisco, CA: Overseas Development Network, 333 Valencie Street, San Francisco, CA 94103.

Overseas List: Opportunities for Living and Working in Developing Countries. Augsburg Publishing House, 426 Fifth Street, Box 1209, Minneapolis, MN 55440.

Principal International Businesses: The World Marketing Directory. Parsippany, NY: Dun & Bradstreet International, 1994. [Mervis HF54.USP47]

Rand McNally International Banker's Directory. Chicago, IL: Rand McNally. Semiannual. (HG2441.R18).

Standard Corporation Descriptions. New York: Standard & Poor's Corp. Monthly.

Standard & Poor's Register of Corporations, Directors and Executives. New York: Standard & Poor's Corporation, annual.

Third World Resource Directory, 1994-95 by Thomas Fenton and Mary Heffron. Maryknoll, NY: Orbis Books, c1994. Available from Third World Resources, 464 19th Street, Oakland, CA 94612.

Trade Lists. U.S. Department of Commerce, Bureau of International Commerce. Washington, DC: U.S. Government Printing Office, annual.

Training and Development Organizations Directory. Kathleen Savage & Charity Dorgan, editors. 1995. \$99 book; get it in the library!!!

Ward's Business Directory of Major International Companies. Belmont, CA: Information ACCESS Co. (annual). [GSPIA Ref: HG4009.W37]

Ward's Business Directory of U.S. Private and Public Companies. Detroit: Gale Research, Inc. Annual.

Washington Information Directory. Washington, DC: Congressional Quarterly, Inc., 1994. Annual.

EDUCATION -- GRADUATE STUDIES.

A Directory of Latin American Studies in the United States by David B. Bray and Richard E. Greenleaf. New Orleans: Roger Thayer Stone Center for Latin American Studies, Tulane University, 1986.

Latin American Studies in North America 1999-2000. A Select Listing of Institutions with Courses and Programs. Available from: Latin American Studies Association, 946 William Pitt Union, University of Pittsburgh, Pittsburgh, PA 15260; telephone 412-648-7929; Fax 412-624-7145; e-mail: lasa@pitt.edu; web: <http://lasa.international.pitt.edu>

All of the following publications are available from Peterson's. See their web site for a complete listing of all publications. They may be ordered on line at their on-line store: www.petersons.com

Peterson's

- Game Plan for Getting into Graduate School.* 2000. 184 pp. \$11.96
- Game Plan for Getting into Law School.* 2000. 212 pp. \$11.96
- Graduate and Professional Programs 2001: An Overview.* 2000. 1453 pp. \$35.96
- Graduate Schools in Education 2001.* 2000. 1660 pp. \$15.96
- Graduate Schools in the Health Professions 2001.* 2000. 658 pp. \$15.96
- Graduate Programs in the Humanities, Arts, and Social Sciences 2001.* 2000. 1567 pp. \$39.96.
- Graduate Schools in the Humanities 2001.* 2000. 640 pp. \$15.96
- Graduate Schools in the Social Sciences 2001.* 2000. 720 pp. \$15.96
- Graduate Schools in the U.S. 2001.* 2000. 720 pp. \$19.95
- Insider's Guide to Medical Schools.* 1999. 480 pp. \$17.56
- Law Schools 2001.* 2000. 592 pp. \$19.96
- MBA Programs 2001.* 2000. 1104 pp. \$23.96
- Ultimate Grad School Survival Guide.* 1999. 256 pp. \$11.96.
- U.S. and Canadian Medical Schools.* 1999. 1272 pp. \$19.96

EDUCATION AND RESEARCH ABROAD

>*Academic Year Abroad.* New York, NY: Institute of International Education. Annual. The 2000 edition was edited by Sara J. Steen and cost \$44.95 plus shipping and handling. The IIE reference books are updated and accurate. Most study abroad offices use the IIE books as standard references. For publications: IIE, PO Box 371, Annapolis Junction, MD 20701-0371; telephone 800-445-0443.

>*Archaeological Fieldwork Opportunities Handbook* by Margo Muhl Davis. 2000. 154 pages. \$15 plus \$4 shipping/handling. Available from: Kendall/Hunt Publishing Co., Order Dept., 4050 Westmark Dr., Dubuque, IA 52002.

>*Financial Aid for Research and Creative Activities Abroad 1999-2001.* Gail Ann Schlacter and R. David Weber, editors. 480 pages. San Carlos, CA: Reference Service Press, 1999.

>*Financial Aid for Study and Training Abroad 1999-2001.* Edited by Gail Ann Schlacter and R. David Weber. 350 pages. Reference Service Press, 1100 Industrial Road, Suite 9, San Carlos, CA 94070; telephone 415-594-0743. \$39.50 plus \$5 shipping/handling.

>*Financial Resources for International Study. A Guide for U.S. Nationals.* Marie O'Sullivan and Sara Steen, editors. 300 pages. \$39.95 plus \$6 shipping. Available from IIE, New York. For publications: IIE, PO Box 371, Annapolis Junction, MD 20701-0371; telephone 800-445-0443.

Free Money for Foreign Study: A Guide to More than 1,000 Grants and Scholarships for Study Abroad by Laurie Blum. New York, NY: Facts on File, 1991.

A Guide to Grants and Fellowships in International Forestry and Natural Resources by M. Elmo Drilling, Patrick B. Durst, and Michael Swisher. Washington, DC: USDA Forestry Service, International Forestry, 1991.

How to Find Jobs Teaching Overseas by James Muckle. 2nd ed. Sebastopol, CA: KSJ Pub. Co., c1992.

How to Find Out About Financial Aid, Guide to Over 700 Directories by Gail Ann Schlachter. Lists over 700 printed directories and 20 computerized databases and search services. Available from: Reference Service Press, 1100 Industrial Road, Suite 9, San Carlos, CA 94070; telephone 415-594-0743. \$37.50 plus \$4 shipping/handling.

International Handbook of Education Systems by Robert Cowen and Martin McLean. Vol. III: Asia, Australia, and Latin America. Chichester, England: John Wiley and Sons, Ltd., 1983. Web: www.wiley.com.

Opportunities Abroad for Educators: Fulbright Teacher Exchange Program. Annual. U.S. Information Agency, Teacher Exchange Branch. Washington, DC: U.S. Government Printing Office. [Hillman Government Documents IA 1.29]

"Options", a four-page newsletter of worldwide teaching opportunities. Annual subscription (10 issues) is \$18 from: Options, 20533 Biscayne Blvd., Ste. 4/467, Miami, FL 33180.

Teaching English Overseas: An Introduction by Sandra Lee McKay. Oxford: Oxford University Press, 1992.

>*Transitions Abroad*. Magazine on work, travel, and study abroad with reports written by those who have done it. \$28/6 issues. Transitions Abroad, PO Box 1300, Amherst, MA 01004-1300; telephone: 800-293-0373 or see the web www.TransitionsAbroad.com

The Traveler's Guide to Latin American Customs & Manners by Elizabeth Devine and Nancy L. Braganti. New York: St. Martin's Press, 1988. An excellent book on how to conduct yourself properly in Latin America.

>*Vacation Study Abroad*. New York, NY: Institute of International Education. Annual. 2000 edition edited by Sara J. Steen. The IIE reference books are updated and accurate. Most study abroad offices use the IIE books as standard references. The 2000/2001 edition cost \$42.95 plus \$6 shipping. For publications: IIE, PO Box 371, Annapolis Junction, MD 20701-0371; telephone 800-445-0443.

The Whole World Handbook: A Student Guide to Work, Study, and Travel Abroad, 11th ed., compiled by the Council on International Educational Exchange. St. Martin's Press, 1992.

EMPLOYMENT -- ABROAD

>*Accounting Jobs Worldwide* by Ian Collier. 1997. \$19.95 available from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: www.impactpublications.com.

>*Adventures of Working Abroad* by Joyce Sautters Osland. 1995. \$25 available from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone--book orders only 800-361-1055; web: www.impactpublications.com.

American Jobs Abroad. Victoria Harlow & Edward W. Knappman, editors. Detroit: Gale Research Inc., c1994.

American Firms: Subsidiaries and Affiliates in Brazil. New York, NY: Brazilian Government Trade Bureau, n.d.

Association of American Schools in South America Teacher Search (AASSA), 6972 NW 50th Street, Miami, FL 33166; telephone 305-594-3936.

Bureau of International Commerce Trade Lists. U.S. Dept. of Commerce. Updated annually.

Business Mexico: Business & Investment Opportunities in North America's Hottest Economy by Jan Fedorowicz, Marvin Bedward, JoAnna Townsend and Ruth Rayman. Chicago, IL: Probus Publishing Company, 1994. [Mervis Ref.: HF1481.B875]

Directory of American Firms Operating in Foreign Countries by Juvenal Angel. 13th edition. New York, NY: World Trade Academy Press Inc., 1994. (HF4538.A1D59)

Directory of Foreign Firms Operating in the United States. 7th edition. New York, NY: World Trade Academy Press Inc., 1992.

>*Directory of Jobs and Careers Abroad* by Elisabeth Roberts. 2000. 240 pages. \$13.56 plus postage. Available from Peterson's Guides, 202 Carnegie Center, PO Box 2123, Princeton, NJ 08543; telephone 800-338-3282; web: www.petersons.com

>*The Directory of Overseas Summer Jobs*. David Woodworth and Ian Collier, eds. 2000 (revised annually). \$16.95. Available from Peterson's Guides (202 Carnegie Center, PO Box 2123, Princeton, NJ 08543; telephone 800-338-3282; web: www.petersons.com

Directory of U.S. Firms Operating in Latin America. Washington, DC: Pan American Union, n.d.

>*Directory of Work and Study in Developing Countries* by Toby Milner. 1997. 257 pages for employment, voluntary work, and academic opportunities. Available from Seven Hills Book Distributors, 1531 Tremont St., Cincinnati, OH 45214; telephone: 513-471-4300 or see the web www.sevenhillsbooks.com.

Dunn's Latin America's Top 25,000. Parsippany, NJ: Dun's Marketing Services, Inc., 1991.

>*Great Jobs Abroad* by Arthur H. Bell. 1997. 320 pages. Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: www.impactpublications.com.

How to Get the Jobs You Want Overseas by Arthur Liebers. Babylon, NY: Pilot Books, 1990.

>*Insider's Guide to Relocation* by Beverly Roman. \$14.95 available from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: www.impactpublications.com.

International Educator. Provides news about U.S. schools abroad and information about vacancies in American and international schools abroad. A quarterly publication. International Educator's Institute, PO Box 513, Cummaquid, MA 02637.

>*International Jobs: Where They Are and How To Get Them* by Eric Kocher with Nina Segal. 1999. 400 pages. Available from Harper Collins, Direct Mail Dept., PO Box 588, Scranton, PA 18512; telephone 800-331-3761 or on the web www.harpercollins.com.

>*The ISS Directory of Overseas Schools*. Gina Parziale, ed. 1999 (revised annually). 560 pages. \$34.95. Available from Peterson's Guides, 202 Carnegie Center, PO Box 2123, Princeton, NJ 08543; telephone 800-338-3282; web: www.petersons.com

Looking for Employment in Foreign Countries by Juvenal Angel. Ninth edition. New York, NY: World Trade Academy Press, Inc., 1992.

"NAFTA and International Jobs: Making the Most of Increased Opportunities" by Dr. Bob Sanborn. *Transitions Abroad*, May/June 1994, pp. 61-62. Dr. Sanborn provides a list of World Trade Centers. *Transitions Abroad*, PO Box 1300, Amherst, MA 01004-1300; telephone: 800-293-0373 or see the web: www.TransitionsAbroad.com

>*Native Speaker: Teach English and See the World* by Elizabeth Reid. 1996. 96 pages. Book Clearing House, 46 Purdy Street, Harrison, NY 10528; telephone 800-431-1579. Written by a woman from the U.S. who taught in Latin America.

Occupational Outlook Handbook. Washington, DC: U.S. Department of Labor, Bureau of Labor Statistics. Biennial.

101 Ways to Find An Overseas Job by Will Cantrell. Cantrell and Corporation, P.O. Box 2018, Merrifield, VA 22110.

Opportunities Abroad for Educators. United States Information Agency, Teacher Exchange Branch. Washington, DC: The Branch. Annual.

Overseas Academic Opportunities. Monthly bulletin. Overseas Academic Opportunities, 72 Franklin Avenue, Ocean Grove, NJ 07756; telephone/fax 732-774-1040.

>*Overseas American-Sponsored Elementary and Secondary Schools Assisted by the U.S. Department of State*. Free pamphlet. Office of Overseas Schools, U.S. Department of State, Room 245, Washington, DC 20522; telephone 703-875-7800.

>*Overseas Employment Opportunities for Educators*. Free pamphlet. Annual. U.S. Department of Defense, Office of Dependent Educational Activity, Office of Personnel, Dependents Schools, 4040 N. Fairfax Avenue, Alexandria, VA 22303; telephone 703-696-1352.

The Overseas List: Opportunities for Living and Working in Developing Countries by David M. Beckman, Timothy J. Mitchell, and Linda L. Powers. Minneapolis, MN: Augsburg Publishing House, 1985.

Returning to Mexico: The Mexico Employment Guide for 1993/94 Graduates of U.S. and Canadian Universities. First edition. Mexico: The Institute of International Education-Mexico, 1993.

>*Teaching English Abroad* by Susan Griffith. 1999. 416 pp. \$13.56 available from Peterson's www.petersons.com

Time Out: Taking a Break from School to Travel, Work, and Study in the U.S. and Abroad by Robert Gilpin. New York: Simon & Schuster, 1992. [Hillman Ref: LC45.4 G55]

Transitions Abroad. The Guide to Learning, Living, and Working Overseas. An up-to-date magazine addressing relevant subjects related to working, living, studying, and traveling abroad. Transitions Abroad, PO Box 1300, Amherst, MA 01004-1300; telephone: 800-293-0373 or see the web www.transitionsabroad.com NOTE: An excellent list of resources for work abroad is given in *Transitions Abroad*, Sep/Oct 2000, pp. 65ff. A subscription to for 6 issues costs \$28 (as of 12/00). Transitions Abroad, Subscription Department, PO Box 3000, Denville, NJ 07834-9768; web site: www.TransitionsAbroad.com

Work Abroad. Annual publication, free. Available from: Council on International Educational Exchange, Campus Services, 205 East 42nd Street, New York, NY 10017; telephone: 212-888-COUNCIL.

>*Work Abroad: The Complete Guide to Finding a Job Overseas*. Clay Hubbs, ed., with Susan Griffith and William Nolting. 1999. 251 pages. \$15.95 plus \$4 shipping/handling. Available from *Transitions Abroad*, PO Box 1300, Amherst, MA 01004-1300; telephone: 800-293-0373; web www.transitionsabroad.com

>*Working Worldwide: International Career Strategies for the Adventurous Job Seeker* by Nancy Mueller. 2000. 231 pages. \$14.95. John Muir Publications.

FOR MEXICAN CITIZENS

Two valuable sources of information for employment in Mexico:

México: oportunidades de empleo, edición 1994, available from the American Chamber of Commerce of Mexico, A.C., Lucerna 78, Col. Juárez, 06600 México, DF; telephone: 724-3800; Fax: 703-3908.

Alan Adelman, former Associate Director of CLAS, is the Director of the Institute of International Education in Mexico. His book, *Returning to Mexico: The Mexico Employment Guide for 1993/94 Graduates of U.S. and Canadian Universities*, is a comprehensive guide for the student who has studied in the United States or Canada and is facing the challenge of returning to the Mexican job market. To obtain a copy, contact IIE at the U.S. Embassy in Mexico City.

EMPLOYMENT -- JOB LISTINGS

Community Jobs. ACCESS, Networking in the Public Interest, 50 Beacon Street, Boston, MA 02108. Phone: 617-720-5627.

The Employment Review. Recourse Communications, P.O. Box 1040, Warwick, RI 02887-1040. Phone: 401-732-9850.

International Affairs Career Bulletin. Jeffries & Associates, 17200 Hughes Road, Poolesville, MD 20837. Phone: 301-972-8034. Bi-monthly.

>*International Career Employment Weekly.* Weekly lists of 500+ job openings in the U.S. and abroad. Subscriptions: \$60 for 12 issues. Available from: International Employment Opportunities, Rte. 2, Box 305, Stanardsville, VA 22973; telephone 804-985-6444.

>*International Employment Gazette.* Biweekly list of national and overseas job openings. \$40 for 6 issues; \$69 for 12 issues. Available from: International Employment Gazette, 1525 Wasde Hampton Boulevard, Greenville, SC 29609; telephone 800-882-9188.

>*International Employment Hotline.* Monthly newsletter. \$39 for 6 issues; \$69 for 12 issues. Monthly report on who is hiring. Available from: International Employment Hotline, P.O. Box 3030, Oakton, VA 22124; telephone 703-620-1972.

International Employment Opportunities. Route 2, Box 305, Stanardsville, VA 22973. Biweekly.

International Jobs Bulletin. Academic year biweekly. International Jobs Bulletin, University Career Services, Woody Hall B208, Southern Illinois University, Carbondale, IL 62901-4703; telephone: 618-453-1045.

Internships and Careers in International Affairs. United Nations Association of the United States of America, 485 Fifth Avenue, New York, NY 10017. Phone: 212-697-3232.

Job Opportunities Bulletin. TransCentury Recruitment Center, 1724 Kalorama Road, NW, Washington, DC 20009. Phone 202-328-4400. Bimonthly.

Modern Languages Association Job Information Lists. 62 Fifth Avenue, New York, NY 10011. Four issues a year.

Monthly Job Vacancy Bulletin. National Council for International Health, 1701 K Street, NW, Suite 600, Washington, DC 20036. Phone: 202-833-5900.

Options. Project Concern International, 3550 Afton Road, San Diego, CA 92123.

United Nations Job News. Thomas F. Burola & Associates, Suite 7R, 6477 Telephone Road, Ventura, CA 93003; phone 805-647-7256. Bimonthly.

EMPLOYMENT -- FEDERAL

>*Almanac of American Government Jobs and Careers*. Available from: Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: www.impactpublications.com.

>*Almanac of International Jobs and Careers* by Ron & Caryl Krannich. \$19.95. Available from www.careerweb.com/Bookstore

American Foreign Service Officer: The Only Guide You Need to Launch Your Foreign Service Career by Eve P. Steinberg and Arva C. Floyd. First Edition. New York, NY: Arco Publishing, 1988.

The Book of U.S. Government Jobs by Dennis Damp. River Forest, IL: Planning/Communications, 1994.

A Career in the Foreign Service. Revised July 1991. Arlington, VA: U.S. Department of State, U.S. Information Agency, and U.S. Department of Commerce, 1991.

Careers in Government by Mary Elizabeth Pitz. 1994. VGM Career Horizons, NTC/Contemporary Publishing Group, 4255 West Touhy Avenue, Lincolnwood, IL 60712; fax 847-679-2494.

Congressional Staff Directory. Washington, DC: U.S. Government Printing Office, annual.

>*Federal Career Opportunities*. Biweekly publication. Washington, DC: U.S. Government Printing Office.

Federal Jobs for College Graduates by Robert Goldenkoff & Dana Morgan. New York: Prentice Hall, c1991.

Find a Federal Job Fast: Cutting the Red Tape of Getting Hired by Ronald L. Krannich and Caryl Rae Krannich. Available from: Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: www.impactpublications.com.

Foreign Service Careers. Free pamphlet on careers in the foreign service; also provides information on the examination and selection process, and internships. Available from: Recruitment Division, U.S. Department of State, P.O. Box 9317, Arlington, VA 22219.

"Guide to the Foreign Service Officer Written Examination and Assessment Procedure". 1994. Available from: Education Testing Service, Princeton, NJ 08541-0001; telephone 609-921-9000.

How to Find a Job Overseas with the U.S. Government by Will Cantrell and Francine Modderno. 1992. Worldwise Books, P.O. Box 3030, Oakton, VA 22124.

VGM's Handbook of Government & Public Service Careers. Annette Selden, editor. Lincolnwood, IL: VGM Career Horizons, 1994.

>*U.S. Department of State Foreign Service Officer Careers*. Free brochure. Request from: Recruitment Division, Department of State, Box 12226, Arlington, VA 22219; telephone 703-875-7490.

U.S. Government Handbook. Washington, DC: U.S. Government Printing Office, annual.

U.S. Government Manual. Annual. Washington, DC: U.S. Government Printing Office, annual.

Washington Information Directory. Washington: Congressional Quarterly, Inc. Annual. (F192.3.W33).

The Whole World Handbook: A Student Guide to Work, Study, and Travel Abroad, 12th ed., compiled by the Council on International Educational Exchange. St. Martin's Press, 1994-95. \$13.95 plus \$1.50 book rate postage. Council on International Educational Exchange, Campus Services, 205 East 42nd Street, New York, NY 10017; telephone: 212-888-COUNCIL.

EMPLOYMENT -- GETTING STARTED

Best Resumes for Accountants and Financial Professionals by Kim Marino. New York: John Wiley & Sons, Inc., 1994. Web: www.wiley.com [Mervis Ref: HF5549.5E45A456]

Better Resumes for Executives and Professionals by Robert F. Wilson and Adele Lewis. Second edition. New York: Barron's Educational Services, Inc., 1991. [Mervis Ref: HF5383.W485]

Career Choices Encyclopedia: A Guide to Entry-Level Jobs. Career Associates. New York: Walker and Co., 1986.

The Career Guide: Dunn's Employment Opportunities Directory. Parsippany, NY Dunn's Marketing Services, 1992-94. [HG 53825 U508]

A Career Guide for Ph.D.s and Ph.D. Candidates in English and Foreign Languages. English Showalter, editor. New York: Modern Language Association of America, 1985.

Career Guide for Women Scholars. Suzanne Rosa, editor. New York: Springer Publishing Company, 1986. (HD6053.6 U5C37).

Career Guide to America's Top Industries. Indianapolis, IN: JIST Works, Inc. 1993. Biennial.

The Career Makers: America's Top 150 Executive Recruiters by John Sibbald. Revised and Expanded Edition. New York, NY: Harper Collins Books, 1992. [Mervis Ref: HD3825.U6S53]

Career Opportunities in International Development in Washington, D.C. Amy Buell and Susan Cahn, eds. 1991. Available from: Johns Hopkins University, School of Advanced International Studies, 1740 Massachusetts Avenue NW, Washington, DC 20036.

Career Opportunities for Bilinguals and Multinationals: A Directory of Resources in Education, Employment, and Business by Vladimir F. Wertsman. Metuchen, NJ: Scarecrow Press, 1994.

>*Careers for Foreign Language Aficionados and Other Multilingual Types* by H. Ned Seelye and J. Laurence Day. \$14.95 hardback/\$9.95 paperback. Lincolnwood, IL: VGM Career Horizons, 1992.

Careers in Business by Lila B. Stair and Dorothy Domkowski. Lincolnwood, IL: VGM Career Horizons, 1992.

Careers in Communication by Shonan F.R. Noronha. Lincolnwood, IL: VGM Career Horizons, c1994.

Careers in Education by Roy A. Edelfelt; revised by Blythe Camenson. Lincolnwood, IL: VGM Career Horizons, c1993.

Careers in Finance by Trudy Ring. Lincolnwood, IL: VGM Career Horizons, 1993.

>*Careers in International Affairs*. Maria Pinto Carland and Michael Trucano, editors. 1997, 6th edition. \$17.95 plus. Available from: Georgetown University Press, PO Box 4866, Hampden Station, Baltimore, MD 21211.

>*Careers in International Business* by Ed Halloran. 1996. \$17.95 available from: Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: www.impactpublications.com.

>*Careers in International Education, Exchange and Development* by Sherry Lee Mueller/NAFSA. 1998. \$12.00+ from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: www.impactpublications.com.

Careers in Social Work by Carolyn Simpson and Dwain Simpson. New York: Rosen Pub. Group, 1992.

The College Board Guide to Jobs and Career Planning by Joyce Slayton Mitchell. 2nd ed. New York: College Entrance Examination Board, c1994.

>*The Complete Guide to International Jobs and Careers* by Ronald L. Krannich and Caryl R. Krannich. 1993. 349 pages. \$24.95 from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: www.impactpublications.com.

Dictionary of Occupational Titles. U.S. Department of Labor, Employment and Training Administration. 4th ed., revised 1991. Hawthorne, NJ: Career Press, 1992.

Education Career Directory. 1st ed. Detroit, MI: Gale Research Inc., 1994. Biennial.

The Environmental Career Guide: Job Opportunities with the Earth in Mind by Nicholas Basta. New York: Wiley, c1991.

Finding a Job in Your Field: A Handbook for Ph.D.'s and M.A.'s by Rebecca Anthony and Gerald Roe. Princeton, NJ: Peterson's, 1984. Peterson's Guides, 202 Carnegie Center, PO Box 2123, Princeton, NJ 08543; telephone 800-338-3282; web: www.petersons.com

Flying High in Travel by Karen Rubin. Guide to travel industry careers. \$16.95. Available from: John Wiley & Sons. Web: www.wiley.com

From College to Career--Winning Resumes for College Graduates by Nancy Schuman and Adele Lewis. Hauppauge, NY: Barron's Educational Series, c1993.

>*Great Jobs for Foreign Language Majors* by Julie DeGalan and Stephen Lambert. \$11.95. Lincolnwood, IL: VGM Career Horizons, 1994.

Guide to Careers in World Affairs. Foreign Policy Association. Pamela Gerard, special editor. Third Edition. [GSPIA Ref: HF5549.5 E45G79]

>*The Guide to Internet Job Searching* by Margaret Riley Kidel and Frances. E. Roehm. 2000. 344 pages. \$14.95 from VGM Career Horizons.

>*Health Professional Abroad: A Directory of Worldwide Opportunities* by Tim Ryer. 1997. \$17.95 available from: Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: www.impactpublications.com.

Help! My Job Interview is Tomorrow!: How to Use the Library to Research an Employer. Mary Ellen Templeton. New York, NY: Neal-Schuman Publishers, Inc., 1991. [GSPIA Ref: HF5381]

How to Locate Jobs and Land Interviews by Albert L. French. 2nd ed. Hawthorne, NJ: Career Press, c1993.

The International Businesswoman by Marlene L. Rossman. New York, NY: Praeger, 1986. [HD6054.3RG7]

>*International Employment Hotline*. Subscribe for \$21 for 3 months. International Employment Hotline, Carlyle Corporation, 1088 Middle River Road, Stanardsville, VA 22973; telephone: 800-291-4618 or see the web site www.Hotline@internationaljobs.org.

>*The International Job Finder* by Daniel Lauber. 2000. \$19.95 plus \$5.50 shipping/handling from Planning/Communications, 7215 Oak Avenue, River Forest, IL 60305; telephone 800-829-5220. Written by a career advisor. Free on-line updates to purchasers of the book.

International Jobs: Where They Are. How to Get Them by Eric Kocher. 4th ed., 1993. Reading, MA: Addison-Wesley Publishing Company, Inc. [GSPIA Ref: HF5549.5 E45K63]

>*Internet Resumes* by Peter D. Weddle. 1998. 208 pages. \$14.95 available from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: www.impactpublications.com.

>*Job Searching Online for Dummies* by Pam Dixon. 1998.

>*Job Seekers Almanac*. 1999. 906 pp. \$7.96 available from Peterson's www.petersons.com

>*Liberal Arts Jobs*. 1998. 184 pp. \$11.96 from Peterson's www.petersons.com

Make Your Job Interview a Success: A Guide for the Career-Minded Job Seeker by J. I. Biegeleisen. 3rd ed. New York, NY: Prentice Hall, c1991.

>*The National Jobbank 2001*. Steven Graber, editor. 2000. Find it in your library! (\$316 book!)

Occupational Outlook Handbook. U.S. Department of Labor, Bureau of Labor Statistics. Washington, DC: U.S. Government Printing Office, annual.

>*100 Best Careers for the 21st Century* by Shelly Field. 2000. 305 pp. \$12.76 from Peterson's www.petersons.com

The 110 Biggest Mistakes Job Hunters Make: And How to Avoid Them by Richard L. Hermann & Linda P. Sutherland; edited by Jeanette J. Sobajian. Washington, DC: Federal Reports Inc., c1992.

>*Opportunities in Foreign Language Careers* by Wilga Rivers and Maguerite Duffy. 1998. 151 pages. \$11.95 paperback available from VGM Career Horizons.

>*Opportunities in International Business Careers* by Jeffrey S. Arpan. Lincolnwood, IL: VGM Career Horizons, 1996.

>*Peterson's Job Opportunities in Business*. 1999. 405 pp. \$15.16 from Peterson's web: www.petersons.com

Peterson's Job Opportunities in the Environment. Princeton, NJ: Peterson's. Annual.

>***The Pittsburgh JobBank* (Adams Media Corp., 2000). 3rd edition. Paperback, 336 pages. Highly rated in previous editorial reviews. Available from www.amazon.com**

Resumes for Business Management Careers. Lincolnwood, IL: VGM Career Horizons, 1992. [Mervis Ref: HF5383.V46]

Resumes for Education Careers. The Editors of VGM Career Horizons. Lincolnwood, IL: VGM Career Horizons, c1992.

Resumes for Employment in the U.S. and Overseas. 3rd ed. New York: World Trade Academy Press, Inc., 1988.

Resumes for Sales & Marketing Careers. Lincolnwood, IL: VGM Career Horizons, 1991. [Mervis Ref: HF5383.R45]

A Select Guide to International Careers and Opportunities. 1993. Available from: Brigham Young University, Kennedy Center for International Studies, Publications Services, 280 HRCB, Provo, UT 84602.

Teaching a Foreign Language. ERIC, the Clearinghouse on Applied Linguistics, provides information on teaching English as a foreign language. Its publications include: "Opportunities Abroad for Teaching English as a Foreign Language: A Resource List," "Foreign Languages and Careers," and "Eight Approaches to Language Teaching." Request from: Center for Applied Linguistics, 1118 22nd Street NW, Washington, DC 20037.

The Ultimate Job Search Survival Guide. 1998. 317 pp. Available from Peterson's www.petersons.com

>>*What Color is Your Parachute? 2001: A Practical Manual for Job-Hunters and Career-Changers* by Richard N. Bolles. \$13.56. Available from www.amazon.com. This is a great book to help one discover where you're going in life.

>>*What Color is Your Parachute Workbook: How to Create a Picture of Your Ideal Job or Next Career* by Richard N. Bolles. 1998. \$8.95 from www.amazon.com.

Where to Start Career Planning. Madeline T. Rockcastle, editor. Biennial. Ithaca, NY: Cornell University Career Center. Distributed by Peterson's Guides, Princeton, NJ. Peterson's Guides, 202 Carnegie Center, PO Box 2123, Princeton, NJ 08543; telephone 800-338-3282; web: www.petersons.com

Working with the Environment. 1997. \$17.95 sold by Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: www.impactpublications.com.

>*Work Your Way Around the World*. 1999. 512 pp. \$13.56 from Peterson's www.petersons.com

Your First Job: For College Students--and Anyone Preparing to Enter Today's Tough Job Market by Ron Fry. Hawthorne, NJ: Career Press, c1993.

>*Zen and the Art of Making a Living: A Practical Guide to Creative Career Design* by Laurence G. Boldt. 1999. \$14.36 from www.amazon.com.

EMPLOYMENT -- LANGUAGES

Opportunities in Foreign Language Careers by Edwin Arnold. 1993. \$10.95. Available from: National Textbook Co., VGM Career Books Division, 4255 W. Touhy Avenue, Lincolnwood, IL 60649-1986.

>*Special Career Opportunities for Linguists/Translators/Interpreters*. Free pamphlet from the U.S. Department of State, Office of Language Services, Interpreting Division, Room 2212, Washington, DC 20520; telephone: 202-647-3492.

Translation and Translators: An International Directory and Guide by Stefan Congrat-Butler. Ann Arbor, MI: R.R. Bowker, 1979.

NON-PROFIT SECTOR

Career Opportunities in International Development in Washington, DC. Overseas Development Network, 333 Valencia St., Suite 330, San Francisco, CA 94103. Annual.

Doing Well by Doing Good: The First Complete Guide to Careers in the Non-Profit Sector. New York, NY: Penguin Books, 1988.

Finding a Job in the Non-profit Sector. Fund Raising Institute, Text Group, 12300 Twinbrook Parkway, Suite 520, Rockville, MD 20852-9830; telephone 800-877-8238.

Good Works: A Guide to Careers in Social Change. River Forest, IL: Planning/Communications, 1994.

>*Jobs and Careers with Nonprofit Organizations: Profitable Opportunities with Nonprofits* by Ron and Caryl Krannich. 1999 (2nd edition). \$17.95 from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: www.impactpublications.com.

>*National Directory of Non-profit Organizations.* Rockville, MD: The Taft Group. Annual. (HG4057.A37).

Non-governmental Development Organizations of Developing Countries: and the South Smiles. Sief Theunis, editor. Boston: Kluwer Academic Publishers Group, 1992. [GSPIA Ref: HC60.N75]

Non-profit Employer directory. ACCESS: Networking in the Public, 1150 Beacon Street, Boston, MA 02108; telephone 617-720-5627.

Non-profits' Job Finder by Daniel Lauber. Third edition. River Forest, IL: Planning/Communications, 1994. [GSPIA Ref: HF5382.75 U6L328]

Opportunities in Nonprofit Organization Careers by Adrian A. Paradis. Lincolnwood, IL: VGM Career Horizons, c1994.

TRAVEL

The books listed below are especially helpful and accurate! If you are going to live or travel abroad, the author also encourages you to read at least a few of the excellent books and articles available on cross-cultural experiences. You will have a much more enjoyable and valuable experience abroad if you prepare yourself by reading about and attempting to understand cultural difference.

South American Handbook. Bath, England: Trade and Travel Publications, Ltd., 1993. Revised annually; distributed in the U.S. by Rand McNally.

The Travelers' Guide to Latin American Customs & Manners by Elizabeth Devine and Nancy L. Braganti. New York: St. Martin's Press, 1988.

VOLUNTEERING

>*Alternatives to the Peace Corps* by Filomena Geise. 1999. 96 pages. \$9.95 from Food First Books <www.food.first.org> or from LPC Group, 1436 Randolph Street, Chicago, IL 60604; telephone 800-243-0138.

Anthropology and the Peace Corps: Case Studies in Career Preparation edited by Brian E. Schwimmer and D. Michael Warren. 1st ed. Ames, IA: Iowa State University Press, 1993.

>*Directory of Volunteer Opportunities*. Kerry L. Mahoney, ed. 1992. 90 pages. \$10 Canadian dollars. Available from: Volunteer Directory, Career Information Center, University of Waterloo, Waterloo, ON N2L 3G1, Canada.

Getting to the 21st Century: Voluntary Action and the Global Agenda by David C. Korten. West Hartford, CT: Kumarian Press, 1990. [GSPIA Ref: HC60.K67]

>*The International Directory of Voluntary Work* by Louise Whetter and Victoria Pybus. 2000. 319 pages. \$15.95 available from Peterson's. Peterson's Guides, 202 Carnegie Center, PO Box 2123, Princeton, NJ 08543; telephone 800-338-3282; web: www.petersons.com

>*The Peace Corps and More: 175 Ways to Work, Study, and Travel at Home and Abroad* by Medea Benjamin and Miya Rodolfo-Sioson. 1997. \$8.95. Available from: Global Exchange, 2017 Mission Street, Room 303, San Francisco, CA 94110; telephone 800-497-1994.

Pros & Cons of the Peace Corps. Overseas Development Network, 333 Valencie St., Suite 330, San Francisco, CA 94103.

>*Response: Volunteer Opportunities Directory of Catholic Network of Volunteer Service*. 2000 (revised annually). 100 pages. Free, but donations are accepted, from: CNVS, 4121 Harewood Road NE, Washington, DC 20017; telephone 800-543-5046.

>*So, You Want to Join the Peace Corps...What to Know Before You Go* by Dillon Banerjee. 2000. 178 pages. \$12.95 from Ten Speed Press, PO Box 7123, Berkeley, CA 94707; telephone 800-841-BOOK.

The Third World Directory 1993: A Guide to Development Organisations, Volunteering Opportunities and Sources of Funding. Lucy Stubb, editor. Second edition. London: Directory of Social Change. [GSPIA Ref: HC60.T488]

Volunteerism: A Bibliography by Lorna Peterson. Monticello: IL: Vance Bibliographies, 1989. [GSPIA Ref: Z7164.A2P83]

Volunteerism and World Development: Pathway to a New World by Allen D. Jedlicka. Third edition, 1990. [GSPIA Ref: HN49.V64.J43]

Volunteerism: Directory of Organizations, Training Programs and Publications. Third edition. New York: Bowker. 1991. [GSPIA/Hillman Ref: HN 90.v64C655]

Volunteer! The Comprehensive Guide to Voluntary Service in the U.S. and Abroad by Adrienne Downey. New York, NY: CIEE, 1991. Available from: Council on International Educational Exchange, Campus Services, 205 East 42nd Street, New York, NY 10017; telephone: 212-888-COUNCIL.

>*Volunteer Vacations: Short-Term Adventures That Will Benefit You and Others* by Bill McMillon. 1999. 390 pages. \$16.95 from Chicago Review Press, 814 N. Franklin Street, Chicago, IL 60610; telephone 312-337-0747.

Volunteer: With the Poor in Peru by Jeff Thielman and Raymond A. Schroth. New York: Paulist Press, 1991. [Hillman Ref: HV887.P42T338]

WEB SITES

In addition to the hundreds (thousands?) of web sites mentioned throughout this book, the following sites may be useful. Many are recommended by the University of Pittsburgh's Office for Placement and Career Services. Pitt students, especially, should see all the on-line resources and services at www.placement.pitt.edu.

Self-assessment:

www.missouri.edu/~cppcwww/holland.shtml

www.mois.org/moistest.html

www.discoverme.com

Career Interests Game

Michigan Occupational Information System

Self-Assessment Career Survey
personality and career matching

Career exploration:

www.smartbiz.com/sbs/careers.htm

www.career.planit.com

www.dbm.com/jobguide/careers.html

www.umanitoba.ca/counselling/careers.html

www.careerresource.net

Resources for Job Seekers and Employers

Contains a useful list of World Wide Web Sites relating to careers

career possibilities

exploring career options

career choices

career centers at various universities as well as job listings

Gain work experience:

www.pgh-job-index.com/index.html

www.pghtech.org/careers

www.pittsburgh-region.org

www.jobweb.com/catapult/jintern.htm

Pittsburgh Job Index

Pittsburgh High Technology Council

Pittsburgh region's occupation & workforce link (PROWL)

summer work, internships, field work and post graduate options

Tools for Job Search:

www.collegegrad.com

www.acornresume.com/posting.html

www.careerlab.com/letters

www.careermosaic.com/cm/crc/crc2.html

www.jobsmail.org/tools/salary

www.homefair.com/homefair/cm/salcalc.htm

job searching, resume preparation, interviewing techniques

Acorn Career Counseling and Resume Writing

cover letters

tools for the job search

salary surveys

international salary calculator

www.careercity.com
www.jobweb.org/catapult/jfield.htm
<http://careerpathsonline.com>
www.academply.com

positions

<http://chronicle.merit.edu/ads/.links.html>
www.cob.ohio-state.edu/dept/fin/osujobs.htm
www.globalvillager.com/villager/WSC.html
www.tvjobs.com/index_a.htm
http://eb.journ.latech.edu/jobs/jobs_home.html
www.jobweb.org/catapult/interntl.htm

www.overseasjobs.com
<http://lib.nmsu.edu/subject/bord/laguia>

125,000+ job listings
 employment services by field
 classified job listings from major U.S. newspapers
 U.S. primary and secondary school academic

Chronicle of Higher Education
 careers in business
 Wall Street careers
 jobs in broadcasting
 jobs in journalism
 International Resources for International students
 in the U.S. and for U.S. Students Going Abroad
 Job database; post your resume
**created by Molly Molloy, this site lists Internet
 Resources for Latin America**

"Mega" Lists:

www.jobtrack.com

www.monster.com
www.jobweb.org
www.jobbankusa.com
http://www1.joboptions.com/jo_main/index.jsp

largest job listing & resume database
 for college students & alumni
 MonsterBoard

Graduate School information:

www.gradschools.com
<http://iiswinprd01.petersons.com/gradchannel>
www.collegegrad.com

Peterson's Graduate School Channel

Other career sites:

www.taponline.com
www.jobdirect.com
www.bridgpath.com
www.minorities-jb.com
www.greatsummerjobs.com
www.sph.emory.edu/studentsservice/Career