



School of Management

University of San Francisco Selected Job Postings from Spring 2011

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<https://usfcabps-csm.symplicity.com/students/index.php>

Analyst, Corporate Finance

Position Type: Mid level, Entry level, Executive level

Job Location(s)(s): San Francisco, California (United States)

Description: A worldwide financial services company with operations in the Bay Area and is currently seeking an experienced Corporate Finance Analyst to join the team of professionals in San Francisco.

The Analyst primarily assists in preparing quantitative analyses of financial information and produces forecasts of business, industry, and economic conditions for use in making investment decisions.

Job Duties include:

Financial modeling and quantitative analysis

Preparation of regular reports to internal and external customers

Preparation of board papers

Maintains knowledge and stays abreast of developments in the fields of aviation finance, business, finance and economic theory

Data gathering and analysis

Development Associate

Position Type: Mid level, Entry level, Executive level

Job Location(s)(s): Mountain View, California (United States)

Description: As Development Associate, you will focus on high-touch, donor-focused fundraising efforts in the Bay Area but will also support development efforts across the country. Company engages in a range of fundraising efforts, including:



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Prospecting and stewarding individuals, foundations and corporations

Hosting of events such as 3-on-3 adult basketball tournaments, National Youth Sports Awards Dinner and Auction, Athlete Awards Breakfast, and events featuring members of our National Advisory Board

Running of campaigns such as our Membership Drive and Annual Campaign

You will participate and play a key organizational role in all of these activities, but your primary focus will be on the management of our campaign and events.

Location for this position is in Mountain View, CA and the position will report to the Director of Development.

Responsibilities Specific duties include, but are not limited to:

Manage annual events and campaigns, including:

Help develop and implement effective fundraising and solicitation strategies for events and campaigns that optimize over-all development strategy

Create and adhere to project budgets and timelines

Develop marketing and solicitation material for events and campaigns

Work with outside vendors on direct mail campaigns and other activities as needed

Manage special committees for events

Identify and solicit prospects for major in-kind donations for events, including auction items as well as good and services used for events (e.g. food, beverage, entertainment).

Organize and implement call-a-thons and thank-a-thons

Help cultivate, close and steward donors and prospects

Run donor, campaign and event analyses in Raisers Edge and Excel

Help with gift processing as needed

Maintain and update donor files using Raisers Edge database through account entry, gift and pledge entry and gift reporting processes



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Process correspondence, prepare acknowledgement letters, receipts and other communication with major donors

Help implement stewardship activities to ensure that donors feel appreciated for their support

Foster strong working relationships with board and committee members, donors, volunteers and staff

Help establish strong development culture within company

Perform other duties as required

Intern: Product Management and Strategy - Healthcare

Position Type: Internship (Full-time, Summer), Internship (other)

Job Location(s)(s): San Francisco, California (United States)

Description: Company is launching its mobile channel in Q2 of 2011 - this will include mobile apps for iPhone and Android, as well as a mobile-optimized website. The core focus of this internship Product Management and Strategy, in particular around the new and exciting channels that have the ability to fundamentally shift the way health care is delivered.

Primary responsibilities will include:

Building a 2-year strategy and roadmap for the mobile channel

Building the mobile marketing plan for 2011

Assisting in the product opportunity assessments for producers and providers

Mentor Program

Interns will receive hands-on training from the leader of their team as well as one-on-one mentoring from a seasoned company executive. Company mentors provide a supportive and motivating environment for Interns to explore professional development, while building on the core skills necessary to achieve their career aspirations.



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Internships last 10-12 weeks. Relocation and housing assistance is not provided, and this position will be paid through our preferred third party vendor.

Purchasing Analyst/Business Planner

Position Type: Mid level, Entry level, Executive level, Internship (Full-time, Summer), Internship (other)

Job Location(s)(s): San Jose, California (United States)

Description: A Purchasing Analysts responsibilities include: procuring all components necessary for production, maintaining strong supplier relationships, and consistently balancing cost reduction with inventory control. As a key member of the Materials team, the Purchasing Analyst works closely with the Business Planner to ensure that the needs of both internal and external customers are met. A Purchasing Analyst has many opportunities to work on special projects, develop professional contacts and receive specialized training. A person who possesses strong interpersonal skills, excellent time management, leadership, negotiation abilities, analytical skills, and a high energy level is perfect for this position. This position offers variety, challenge, excitement, and great potential for growth within company.

Technical Support Engineer

Position Type: Mid level, Entry level, Executive level, Professional Part-Time Position

Job Location(s)(s): San Francisco , California (United States)

Description: Dropbox is one of the fastest growing startups on the Internet. We want to become the way the world stores and shares files, and we're well on our way.

Our support department needs your help. Support representatives are responsible for providing first class service to customers, as well as providing relevant solutions to their needs.

If you think you have what it takes to make our first class customer support team even more extraordinary, then please send in your resume. We've been looking for someone like you.

Responsibilities:

- Provide first class service to all customers



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- Successfully resolve customer e-mail and telephone inquiries through the use of multiple user support tools
- Assisting customers with inquiries while providing consultative support and recommendations
- Effectively articulate complex information to a variety of technical and non-technical users
- Identify and evaluate opportunities to increase customer retention and satisfaction
- Keep customer support queues low and maintain a steady support pace
- Troubleshoot and drive customer support requests to a satisfactory resolution

Qualifications: - Bachelors Degree in Computer Science

- 2-3 years of experience in internet support
- Must be highly technical and experienced in using and supporting desktop software
- Must relate and empathize with customers and their needs, especially if they are frustrated or angry
- Must be very friendly and likable
- Proven ability to communicate complex technical problems in "customer friendly" language
- Excellent work ethic - high output (i.e. 100+ tickets a day) and attention to detail
- Excellent written and verbal communication skills
- Passionate about making customers happy
- Expert in the use of at least two of the following operating systems: Microsoft Windows, Mac OS X, Ubuntu Linux
- Knowledge of revision control like SVN or Mercurial would be great
- Able to think outside of the box and find creative ways to solve customer problems
- Killer Guitar Hero/Rock Band chops
- Written fluency in one or more of the following languages is a major plus: Spanish, French, German, Japanese

*This is a full time position located in San Francisco



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Business Development Internship

Position Type:

Internship (Full-time, Summer), Internship (other)

Desired Major(s):

Management, Marketing, Finance, Entrepreneurship, General, International Business

Location(s):

San Francisco, California (United States)

Description:

The successful candidate will have the opportunity to learn from and rub elbows with some of the greatest social innovators in the Bay Area.

The business development internship is an ideal position to learn sales and marketing acumen in the social innovation context. The selected intern will have a deep dive experience in sales cycle and gain key insights to the impact investing sector.

Time commitment

Internships run from March 1st - June 1st, 2011. Interns work 20 hours per week, 2-4 days per week. While some work from home is flexible, being in the office is valuable to your understanding of SOCAP.

Major Duties and Responsibilities:

- Market Research and Benchmarking.
- Aggregation of sales information and contacts.
- Assisting in sales campaign design.
- Assisting in marketing materials design and updates.
- Coordination of partnership meetings.



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- Partnership Implementation and project oversight assistance.

Expected Outcomes

- Support and develop new partner relationships.
- Support existing relationships and partner satisfaction.
- Build effective and create sponsor campaigns.
- Strong partner relationship developed via interpersonal communication.

Online Media Internship

Position Type: Internship (Full-time, Summer), Internship (other)

Desired Major(s): Marketing, Entrepreneurship, International Business

Location(s): San Francisco, California (United States)

Description: The successful candidate will have the opportunity to learn from and rub elbows with some of the greatest social innovators in the Bay Area. The communications internship is geared towards individuals who have a general interest in marketing and social media for social enterprises.

Time commitment

Internships run from March 1st - June 1st, 2011. Interns work 20 hours per week, 2-4 days per week. While some work from home is flexible, being in the office is valuable to your understanding of company.

Major Duties and Responsibilities:

- Industry news aggregation and compilation
- Social media strategy implementation
- Website and blog updates
- Market research
- Collection, analyzing, and reporting of feedback



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- Field attendee feedback and respond to questions and requests
- Outbound Communication Implementation
- Gathering press resources and assisting in press outreach

Expected Outcomes

- Perform most functions with independence, under supervision of the online media manager
- Support existing campaigns, but also assist in the development of new campaigns
- Build strong online presence
- Strong offline awareness created via relationship building

Operation Internship

Position Type: Internship (Full-time, Summer), Internship (other)

Desired Major(s): Management, Marketing, Finance, Entrepreneurship, General, International Business

Location(s): San Francisco, California (United States)

Description: The successful candidate will have the opportunity to learn from and rub elbows with some of the greatest social innovators in the Bay Area.

The operations internship supports the growth of company as an organization and gives the ability to be exposed to a diverse set of tasks while being exposed to the every day workings of a social enterprise. The selected intern will play an important role in managing basic administrative and operational duties.

Major Duties and Responsibilities:

- Administrative support.
- Oversight of payment processing and ticket systems.
- Assistance in speaker management.

Expected Outcomes



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- Maintain and create operational and administrative systems.
- Greater understanding of operational processes and tactical management in an office setting.
- In-depth exposure to the social enterprise and impact investing community.
- Exposure to a fast-paced, collaborative start-up environment.