AUTHOR'S NOTE

Shirley A. Kregar is Associate Director of Academic Affairs at the Center for Latin American Studies, University of Pittsburgh. Readers/users of this work are encouraged to send corrections and suggestions concerning this volume to her: Shirley A. Kregar, Center for Latin American Studies, 4E32 Wesley W. Posvar Hall, University of Pittsburgh, Pittsburgh, PA 15260; or contact her via e-mail at kregar@ucis.pitt.edu.

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 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.

________________________________________________________________________________________

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  
Web: 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/

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

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: rtclas@tulane.edu  
Web: www.tulane.edu/~clas/

...............................CONSORTIA................................

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: 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/
<table>
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<tr>
<th>University of Columbia</th>
<th>with</th>
<th>University of New York City</th>
<th>Center for Latin American &amp; Caribbean Studies</th>
<th>53 Washington Square South, 4 West</th>
<th>New York, NY 10012</th>
<th>Telephone: 212-998-8686; Fax: 212-995-4163</th>
<th>E-mail: <a href="mailto:clacs.info@nyu.edu">clacs.info@nyu.edu</a></th>
<th>Web: <a href="http://www.nyu.edu/gsas/program/latin/">www.nyu.edu/gsas/program/latin/</a></th>
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<tr>
<td>Institute of Latin American Studies</td>
<td>8th floor</td>
<td>420 West 118th Street</td>
<td>New York, NY 10027</td>
<td>Telephone: 212-854-4643; Fax: 212-854-4607</td>
<td>E-mail: <a href="mailto:ilas@columbia.edu">ilas@columbia.edu</a></td>
<td>Web: <a href="http://www.columbia.edu/cu/ilas/">www.columbia.edu/cu/ilas/</a></td>
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<tr>
<th>University of Florida</th>
<th>with</th>
<th>Florida International University</th>
<th>Latin American and Caribbean Center</th>
<th>University Park Campus, DM-353</th>
<th>Miami, FL 33199</th>
<th>Telephone: 305-348-2894; Fax: 305-348-3593</th>
<th>E-mail: <a href="mailto:lacc@fiu.edu">lacc@fiu.edu</a></th>
<th>Web: <a href="http://lacc.fiu.edu">http://lacc.fiu.edu</a></th>
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<tr>
<td>Center for Latin American Studies</td>
<td>319 Grinter Hall</td>
<td>P.O. Box 115530</td>
<td>Gainesville, FL 32611-5530</td>
<td>Telephone: 352-392-0375; Fax: 352-392-7682</td>
<td>E-mail: <a href="mailto:latam@ufl.edu">latam@ufl.edu</a></td>
<td>Web: <a href="http://www.latam.ufl.edu">www.latam.ufl.edu</a></td>
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<th>University of Illinois at Champaign-Urbana</th>
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<th>University of Chicago</th>
<th>Center for Latin American Studies</th>
<th>5848 S. University Avenue, Kelly Hall 310</th>
<th>Chicago, IL 60637</th>
<th>Telephone: 773-702-8420; Fax: 773-702-1755</th>
<th>E-mail: <a href="mailto:clas@uchicago.edu">clas@uchicago.edu</a></th>
<th>Web: <a href="http://clas.uchicago.edu">http://clas.uchicago.edu</a></th>
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<tr>
<td>Center for Latin American and Caribbean Studies</td>
<td>201 International Studies Building</td>
<td>910 S. Fifth Street</td>
<td>Champaign, IL 61820</td>
<td>Telephone: 217-333-3182; Fax: 217-244-7333</td>
<td>E-mail: <a href="mailto:latam@uiuc.edu">latam@uiuc.edu</a></td>
<td>Web: <a href="http://www.uiuc.edu/umit/lat/">www.uiuc.edu/umit/lat/</a></td>
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<tr>
<th>Indiana University</th>
<th>with</th>
<th>University of Notre Dame</th>
<th>Latin American Area Studies Program</th>
<th>Kellogg Institute for International Education</th>
<th>216 Hesburgh Center</th>
<th>Notre Dame, IN 46556-5677</th>
<th>Telephone: 219-631-6580; Fax: 219-631-6717</th>
<th>Web: <a href="http://www.nd.edu/~kellogg/index.html">www.nd.edu/~kellogg/index.html</a></th>
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<tr>
<td>Center for Latin American and Caribbean Studies</td>
<td>1125 E. Atwater Avenue</td>
<td>Bloomington, IN 47401</td>
<td>Telephone: 812-855-9097; Fax: 812-855-5345</td>
<td>E-mail: <a href="mailto:clacs@indiana.edu">clacs@indiana.edu</a></td>
<td>Web: <a href="http://www.indiana.edu/~clacs/">www.indiana.edu/~clacs/</a></td>
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<tr>
<th>University of New Mexico</th>
<th>with</th>
<th>New Mexico State University</th>
<th>Center for Latin American Studies</th>
<th>Box 3001, Dept. 3LAS</th>
<th>Las Cruces, NM 88003</th>
<th>Telephone: 505-646-2842; Fax: 505-277-5989</th>
<th>E-mail: <a href="mailto:josegare@nmsu.edu">josegare@nmsu.edu</a></th>
<th>Web: <a href="http://www.nmsu.edu/~clas/">http://www.nmsu.edu/~clas/</a></th>
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<tbody>
<tr>
<td>Latin American &amp; Iberian Institute</td>
<td>801 Yale NE</td>
<td>Albuquerque, NM 87131-1016</td>
<td>Telephone: 505-277-2961; Fax: 505-277-5989</td>
<td>E-mail: <a href="mailto:laiinfo@unm.edu">laiinfo@unm.edu</a></td>
<td>Web: <a href="http://laii.unm.edu/">http://laii.unm.edu/</a></td>
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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: lasp@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: elacs@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.

<table>
<thead>
<tr>
<th>UNIVERSITY OF ALABAMA</th>
<th>UNIVERSITY OF ARIZONA</th>
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</thead>
<tbody>
<tr>
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<td>Latin American Area Center</td>
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<tr>
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<tr>
<th>UNIVERSITY AT ALBANY, SUNY</th>
<th>UNIVERSITY OF ARKANSAS</th>
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<tbody>
<tr>
<td>Department of Latin American and Caribbean Studies</td>
<td>Latin American Studies Program</td>
</tr>
<tr>
<td>Social Science 250</td>
<td>602 Kimpel Hall</td>
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<td>Fayetteville, AR 72701</td>
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<td>Telephone: 501-575-2951; Fax: 501-575-6795</td>
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<tr>
<td>Latin American Studies Program</td>
<td>Latin American Studies</td>
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<td>Quigley Hall</td>
<td>508 Lowder Building</td>
</tr>
<tr>
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<td>Auburn, AL 36849-5236</td>
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<th>AMERICAN UNIVERSITY</th>
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<tr>
<td>Spanish and Latin American Studies</td>
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</tr>
<tr>
<td>4400 Massachusetts Avenue, NW</td>
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<tr>
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<td>Waco, TX 76798</td>
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<td>Web: <a href="http://www.american.edu/academic.depts/cas/lfs/index.html">www.american.edu/academic.depts/cas/lfs/index.html</a></td>
<td>Web: <a href="http://www.baylor.edu/latin_americans/">http://www.baylor.edu/latin_americans/</a></td>
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<th>ARIZONA STATE UNIVERSITY</th>
<th>BINGHAMTON UNIVERSITY, SUNY</th>
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<tbody>
<tr>
<td>Center for Latin American Studies</td>
<td>Latin American and Caribbean Area Studies</td>
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<td>Library Tower 1304</td>
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<td>Web: <a href="http://lacas.binghamton.edu/index.htm">http://lacas.binghamton.edu/index.htm</a></td>
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<td>Web: <a href="http://www.asu.edu/clas/latin/">www.asu.edu/clas/latin/</a></td>
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<td>E-mail: <a href="mailto:gonzales@niu.edu">gonzales@niu.edu</a>, Web: <a href="http://www.clas.niu.edu/latino/">www.clas.niu.edu/latino/</a></td>
</tr>
<tr>
<td>COLLEGE OF NOTRE DAME</td>
<td>Latin American Studies Program, Modern Languages &amp; Cultures, St. Mary's Hall, 1500 Ralston Avenue, Belmont, CA 94002-1997</td>
<td>Telephone: 650-593-3558; Fax: 650-508-3736</td>
<td>E-mail: <a href="mailto:cbennett@cnd.edu">cbennett@cnd.edu</a>, Web: <a href="http://www.nd.edu/~kellogg/index.html">www.nd.edu/~kellogg/index.html</a></td>
</tr>
<tr>
<td>NOVA UNIVERSITY</td>
<td>Latin American &amp; Caribbean Studies, 3301 College Avenue, Fort Lauderdale, FL 33314</td>
<td>Telephone: 800-541-6682</td>
<td>E-mail: <a href="mailto:brodman@nova.edu">brodman@nova.edu</a>, Web: <a href="http://www.polaris.nova.edu">www.polaris.nova.edu</a></td>
</tr>
<tr>
<td>OHIO STATE UNIVERSITY</td>
<td>Latin American Studies Program, 307 Oxley Hall, 1712 Neil Avenue, Columbus, OH 43210-1219</td>
<td>Telephone: 614-688-4285; Fax: 614-292-4273</td>
<td>E-mail: <a href="mailto:unzueta.1@osu.edu">unzueta.1@osu.edu</a>, Web: <a href="http://oia.osu.edu/clas/">http://oia.osu.edu/clas/</a></td>
</tr>
<tr>
<td>OHIO UNIVERSITY</td>
<td>Latin American Studies Program, Center for International Studies, 56 East Union Street, Athens, OH 45701-1840</td>
<td>Telephone: 740-593-1840; Fax: 740-593-1837</td>
<td>E-mail: <a href="mailto:walker@ohiou.edu">walker@ohiou.edu</a>, Web: <a href="http://www.ohiou.edu/~latstudy/index.html">www.ohiou.edu/~latstudy/index.html</a></td>
</tr>
<tr>
<td>UNIVERSITY OF PENNSYLVANIA</td>
<td>Latin American Cultures Program, 535 Williams Hall, Philadelphia, PA 19104-6305</td>
<td>Telephone: 215-898-9919; Fax: 215-898-0933</td>
<td>E-mail: <a href="mailto:lals@sas.upenn.edu">lals@sas.upenn.edu</a>, Web: <a href="http://www.sas.upenn.edu/lacp">www.sas.upenn.edu/lacp</a></td>
</tr>
<tr>
<td>UNIVERSITY OF PITTSBURGH</td>
<td>Center for Latin American Studies, 4E Wesley W. Posvar Hall, University of Pittsburgh, Pittsburgh, PA 15260</td>
<td>Telephone: 412-648-7392; Fax: 412-648-2199</td>
<td>E-mail: <a href="mailto:clas@pitt.edu">clas@pitt.edu</a>, Web: <a href="http://www.ucis.pitt.edu/clas">www.ucis.pitt.edu/clas</a></td>
</tr>
<tr>
<td>PLATTSBURGH STATE UNIVERSITY OF NEW YORK</td>
<td>Latin American Studies Department, Hawkins Hall 119B, Plattsburgh, NY 12901</td>
<td>Telephone: 518-564-5827; Fax: 518-564-2300</td>
<td>E-mail: <a href="mailto:culverww@plattsburgh.edu">culverww@plattsburgh.edu</a>, Web: <a href="http://www.plattsburgh.edu/academics/has/">http://www.plattsburgh.edu/academics/has/</a></td>
</tr>
<tr>
<td>PRINCETON UNIVERSITY</td>
<td>Program in Latin American Studies, 58 Prospect Avenue, Princeton, NJ 08544</td>
<td>Telephone: 609-258-4148; Fax: 609-258-0113</td>
<td>E-mail: <a href="mailto:plas@princeton.edu">plas@princeton.edu</a>, Web: <a href="http://www.princeton.edu/plasweb">www.princeton.edu/plasweb</a></td>
</tr>
<tr>
<td>PROVIDENCE COLLEGE</td>
<td>Latin American Studies Program, Providence, RI 02918</td>
<td>Telephone: 401-865-2434; Fax: 401-865-1222</td>
<td>Web: <a href="http://www.providence.edu">www.providence.edu</a></td>
</tr>
</tbody>
</table>
QUEENS COLLEGE - CUNY
Latin American Area Studies
Kissena Hall, Room 310
65-30 Kissena Boulevard
Flushing, NY 11367
Telephone: 718-520-7334; Fax: 718-520-7241
E-mail: gpriestley@igc.org
Web: www.soc.qc.edu/laas

RUTGERS UNIVERSITY
Latin American Studies Program
180 College Avenue
New Brunswick, NJ 08903
Telephone: 201-932-7468
Web: www.rci.rutgers.edu/~rulas

UNIVERSITY OF REDLANDS
Latin American Studies Program
1200 East Colton
Redlands, CA 92373
Telephone: 909-793-2121; Fax: 909-793-2029
E-mail: arturo_arias@redlands.edu
Web: http://www.redlands.edu/academics/cas_academics/undergrad/last

SAINT JOSEPH'S UNIVERSITY
Latin American Studies
5600 City Avenue
Philadelphia, PA 19131-1395
Telephone: 610-660-1000
E-mail: cfaccini@sju.edu
Web: www.sju.edu/cas/latin-studies/

RHODE ISLAND COLLEGE
Latin American Studies
Admissions Office
146 Craig-Lee Hall
Providence, RI 02908
Telephone: 401-456-8029
E-mail: despinosa@ric.edu
Web: http://www.ric.edu/academics/dept_latin.html

SAINT OLAF COLLEGE
Hispanic Studies Program
1520 Saint Olaf Avenue
Northfield, MN 55057
Telephone: 507-646-3156; Fax: 507-646-3523
E-mail: delaney@stolaf.edu
Web: www.stolaf.edu/depts/hispanic-studies/

UNIVERSITY OF RICHMOND
International Studies
Concentration on Latin America
Richmond, VA 23173
Telephone: 804-289-8332; Fax: 804-287-6875
E-mail: jbak@richmond.edu
Web: http://oncampus.richmond.edu/academics/international/

SAN DIEGO STATE UNIVERSITY
Center for Latin American Studies
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/latinamericansstudies.htm

SMITH COLLEGE
Latin American and Latino/a Studies Program
Northampton, MA 01063
Telephone: 413-585-3591; Fax: 413-585-3593
E-mail: kgauger@email.smith.edu
Web: www.smith.edu/las/

ROLLINS COLLEGE
Latin American and Caribbean Affairs
1000 Holt Avenue, Box 2761
Winter Park, FL 32789
Telephone: 407-646-2370; Fax: 407-646-2325
E-mail: contact@rollins.edu
Web: www.rollins.edu

UNIVERSITY OF SOUTH CAROLINA
Latin American Studies
College of Liberal Arts
Columbia, SC 29208
Telephone: 803-777-7000
E-mail: mscardaville@sc.edu
Web: www.ela.sc.edu/LASP/
SOUTHERN METHODIST UNIVERSITY  
Latin American Studies Program  
212 Carr Collins Hall  
Dallas, TX 75275-0117  
Telephone: 214-768-2316; Fax: 214-768-3469  
E-mail: lmanzett@post.smu.edu  
Web: www.smu.edu/~lam/  

SOUTHERN OREGON UNIVERSITY  
Latin American Studies  
1250 Siskiyou Boulevard  
Ashland, OR 97520  
Telephone: 541-552-6439; Fax: 541-552-6439  
E-mail: sundwick@sou.edu  

UNIVERSITY OF SOUTH FLORIDA  
Latin American and Caribbean Studies Program  
4204 East Fowler Avenue, CPR 107  
Tampa, FL 33620-5550  
Telephone: 813-974-3547; Fax: 813-974-8138  
E-mail: lacs@iac.usf.edu or barrios@iac.usf.edu or conniff@iac.usf.edu  
Web: http://cyber.acomp.usf.edu/~lacs/  

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

RICHARD STOCKTON COLLEGE  
OF NEW JERSEY  
Latin American & Caribbean Studies Program  
P.O. Box 195  
Pomona, NJ 08240  
Telephone: 609-652-1776  
E-mail: laurie.greene@stockton.edu  
Web:  
http://www2.stockton.edu/bulletin/undergrad/chap8lacs.pdf  

SYRACUSE UNIVERSITY  
Latin American Studies Program  
121 Eggers Hall  
Syracuse, NY 13244-1090  
Telephone: 315-443-2605; Fax: 315-443-4227  
E-mail: drobinson@maxwell.syr.edu  

TEXAS TECH UNIVERSITY  
Latin American Area Studies Program  
P.O. Box 1014  
Holden Hall 211  
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  
Burges 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
Middleton, 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.


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

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

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

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

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

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

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

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

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

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: embdormrepusa@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: mecuaawaa@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: embhondu@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.ushcc.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-mail: Webmaster@CounciloftheAmericas.org
Web: www.CounciloftheAmericas.org

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

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
New Orleans, LA 70190
Telephone: 504-488-7425

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
Latin American Chambers of Commerce

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: bacef@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

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.ushcc.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: acharmbr@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

American 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

American 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

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.ushcc.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: tcsa@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 Rodriguez.

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

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

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

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

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

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

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

IMPSA 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

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

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

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

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

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

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

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

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

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
Respironics, 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/interntl.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

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>City, State Zip</th>
<th>Telephone</th>
<th>Fax</th>
<th>E-mail</th>
<th>Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arthur Andersen</td>
<td>33 West Monroe Street</td>
<td>Chicago, IL 60603</td>
<td>312-372-7100</td>
<td>312-507-0123</td>
<td><a href="http://www.arthurandersen.com">www.arthurandersen.com</a></td>
<td></td>
</tr>
<tr>
<td>BankAmerica Corp.</td>
<td>555 California Street</td>
<td>San Francisco, CA 94104</td>
<td>415-622-3530</td>
<td>415-622-8467</td>
<td><a href="http://www.bankofamerica.com/careers">www.bankofamerica.com/careers</a></td>
<td></td>
</tr>
<tr>
<td>The Bank of New York</td>
<td>Human Resources</td>
<td>New York, NY 10286</td>
<td>212-495-1784</td>
<td>212-495-2546</td>
<td><a href="mailto:comments@bankofny.com">comments@bankofny.com</a></td>
<td><a href="http://www.bankofny.com">www.bankofny.com</a></td>
</tr>
<tr>
<td>The Chase Manhattan Corporation</td>
<td>World Headquarters</td>
<td>New York, NY 10017</td>
<td>212-270-6000</td>
<td>212-622-9030</td>
<td><a href="http://www.chase.com">www.chase.com</a></td>
<td></td>
</tr>
<tr>
<td>Citicorp</td>
<td>399 Park Avenue</td>
<td>New York, NY 10043</td>
<td>212-559-1000</td>
<td>212-557-2066</td>
<td><a href="http://www.citibank.com">www.citibank.com</a></td>
<td><a href="http://www.chase.com">www.chase.com</a></td>
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<tr>
<td>First Chicago NBD Corporation</td>
<td>One First National Plaza</td>
<td>Chicago, IL 60670</td>
<td>312-732-4000</td>
<td>312-732-4000</td>
<td><a href="http://www.chase.com">www.chase.com</a></td>
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<tr>
<td>First National Bank of Chicago</td>
<td>One First National Plaza</td>
<td>Chicago, IL 60670</td>
<td>312-732-4000</td>
<td>312-732-4000</td>
<td><a href="http://www.chase.com">www.chase.com</a></td>
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<tr>
<td>Ernst &amp; Young</td>
<td>787 Seventh Avenue</td>
<td>New York, NY 10019</td>
<td>212-773-3000</td>
<td>212-733-6350</td>
<td><a href="http://www.citi.com">www.citi.com</a></td>
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<tr>
<td>First Union Bank</td>
<td>300 Main Street</td>
<td>Stamford, CT 06901</td>
<td>305-789-6927</td>
<td>305-789-6930</td>
<td><a href="http://www.citi.com">www.citi.com</a></td>
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Horwath International  
415 Madison Avenue  
New York, NY 10017  
Telephone: 212-838-5566  
Fax: 212-838-3636

KPMG Peat Marwick LLP  
Three Chestnut Ridge Road  
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Fax: 201-930-8617  
Web: www.kpmg.com  
Send resumes to: www.kpmgcampus.com

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Telephone: 212-449-1000  
Fax: 212-449-2982  
Web: www.ml.com/careers

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New York, NY 10260  
Telephone: 212-483-2323  
Fax: 212-648-5209  
Web: www.jpm.com

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Fax: 203-338-4608

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Telephone: 212-596-7000  
Fax: 212-790-6620  
Web: www.pwcglobal.com

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Telephone: 212-525-5000  
Fax: 212-525-6996  
Web: www.rnb.com

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Fax: 312-220-6533  
Web: www.leoburnett.com
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Telephone: 212-468-3622  
Fax: 212-468-2987  
Web: www.dmbb.com

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750 Third Avenue  
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Telephone: 212-984-3644  
Fax: 212-984-2629

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309 W. 49th Street, 12th floor  
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Fax: 212-210-6944  
Web: www.jwt.com

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Fax: 312-425-6350

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Web: www.yr.com

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Telephone: 212-886-2000  
Fax: 212-886-2016

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Fax: 412-456-3588  
Web: www.ketchum.com

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1114 Avenue of the Americas  
New York, NY 10036  
Telephone: 212-403-6700  
Fax: 212-403-6710
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<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Web URL</th>
<th>Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergan, Inc.</td>
<td>2525 Dupont Drive, Irvine, CA 92713</td>
<td>714-246-4500</td>
<td>714-246-6987</td>
<td><a href="http://www.allergan.com">www.allergan.com</a></td>
<td>Eye &amp; skin care; pharmaceuticals</td>
</tr>
<tr>
<td>Avery Dennison Corporation</td>
<td>150 North Orange Grove Boulevard, Pasadena, CA 91103</td>
<td>626-304-2000</td>
<td>626-792-7312</td>
<td><a href="http://wwwaverydennison.com">wwwaverydennison.com</a></td>
<td>Office products</td>
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<tr>
<td>Baxter Healthcare Corporation</td>
<td>One Baxter Parkway, Deerfield, IL 60015</td>
<td>847-948-2000</td>
<td>847-948-3948</td>
<td><a href="http://www.baxter.com">www.baxter.com</a></td>
<td>Medical products &amp; services</td>
</tr>
<tr>
<td>Black &amp; Decker Corp.</td>
<td>701 E. Joppa Road, Towson, MD 21286</td>
<td>410-716-3900</td>
<td>410-716-2933</td>
<td><a href="http://www.blackanddecker.com">www.blackanddecker.com</a></td>
<td>Power tools, lighting</td>
</tr>
<tr>
<td>Borden, Inc.</td>
<td>180 East Broad Street, Columbus, OH 43215</td>
<td>614-225-4000</td>
<td>614-225-6453</td>
<td><a href="http://www.hoovers.com">www.hoovers.com</a></td>
<td>Specialty chemicals &amp; adhesives</td>
</tr>
<tr>
<td>Bristol-Myers Squibb Company</td>
<td>345 Park Avenue, New York, NY 10154</td>
<td>212-546-4000</td>
<td>212-546-4020</td>
<td><a href="http://www.bms.com">www.bms.com</a></td>
<td>Beauty, nutritional &amp; pharmaceutical</td>
</tr>
</tbody>
</table>
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)

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1345 Avenue of the Americas  
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Fax: 212-339-5100  
Web: www.car.com/corporate.htm  
(Personal care, pet supplies; prescription, OTC drugs)

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

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PO Drawer 1734  
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Fax: 404-676-6792  
Web: www.coca-cola.com  
(Beverages)

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

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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  
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Indianapolis, IN 46285  
Telephone: 317-276-2000  
Fax: 317-277-6579  
Web: www.lilly.com  
(Pharmaceuticals)
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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
(Furniture for home, office)

Kimberly-Clark Corporation
Recruiting
2100 Winchester Road
PO Box 2001
Neenah, WI 54956
Web: www.kimberly-clark.com
(Personal and health care products and apparel)

Kraft Foods International, Inc. (Div. Phillip Morris Co.)
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Rye Brook, NY 10573
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Fax: 914-335-7144
Web: www.kraftinternational.com
(Food)

Levi Strauss & Co.
Levi’s Plaza
1155 Battery Street
San Francisco, CA 94111
Telephone: 415-544-6000
Fax: 415-501-3939
Web: www.levistrauss.com
(Clothing)

McCormick & Company, Inc.
18 Loveton Circle
Sparks, MD 21152
Telephone: 410-771-7301
Fax: 410-527-8289
Web: www.mccormick.com/
(Food espec. spices, seasonings)

McDonald's Corporation
Krock Drive
Oak Brook, IL 60523
Telephone: 630-623-3000
Fax: 630-623-7409
Web: www.mcdonalds.com/
(Food)

McKesson Corporation
One Post Street
San Francisco, CA 94104
Telephone: 415-983-8300
Fax: 415-983-8453
(Pharmaceuticals)
RJR Nabisco
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New York, NY 10019
Telephone: 212-258-5600
Fax: 212-969-9173
Web: www.rjrnabisco.com
(Food)

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Fax: 561-265-4406
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Plano, TX 75024
Telephone: 972-431-1000
Fax: 972-431-1977
Web: www.jcpenney.com
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Pepsico International
700 Anderson Hill Road
Purchase, NY 10577
Telephone: 914-253-2000
Fax: 914-253-2070
Web: www.pepsico.com
(Beverages and food)

Pfizer, Inc.
235 East 42nd Street
New York, NY 10017
Telephone: 212-573-2323
Fax: 212-573-7851
Web: www.pfizer.com
(Pharmaceutical)

Phillip Morris Companies, Inc.
120 Park Avenue
New York, NY 10017
Telephone: 212-880-5000
Fax: 212-878-2167
Web: www.phillipmorris.com
(Cigarettes, Kraft foods)

Playtex Apparel, Inc.
700 Fairfield Avenue
Stamford, CT 06904
Telephone: 203-356-8000
Fax: 203-356-8448
Web: http://www.saralee.com/working/default.aspx
(Apparel)

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Cambridge, MA 02139
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Fax: 781-386-3276
Web: www.polaroid.com
(Photography)

Procter & Gamble Company
International Recruitment
One Procter & Gamble Plaza
Cincinnati, OH 45202
Telephone: 513-983-1100
Fax: 513-562-4500
Web: www.pg.com
(Personal & health care, household)

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Quaker Tower
321 North Clark Street
Chicago, IL 60610
Telephone: 312-222-7111
Fax: 312-222-8323
Web: www.quakeroats.com
(Food)

Ralston Purina Company
Checkerboard Square
St. Louis, MO 63164
Telephone: 314-982-1000
Fax: 314-982-1211
Web: www.ralstonjobs.com
(Human & pet food)
Revlon, Inc.  
625 Madison Avenue  
New York, NY 10022  
Telephone: 212-572-4000  
Fax: 212-527-4995  
Web: www.revlon.com  
(Cosmetics)

Riverwood International, Inc.  
3350 Cumberland Circle #1600  
Riverwood Parkway, Suite 1400  
Atlanta, GA 30339  
Telephone: 770-644-3000  
Fax: 770-644-2927  
Web: www.riverwood.com  
(Packaging)

Rubbermaid, Inc.  
1147 Akron Road  
Wooster, OH 44691  
Telephone: 330-264-6464  
Fax: 330-287-2846  
Web: www.rubbermaid.com  
(Household products)

Sears Roebuck & Company  
3333 Beverly Road  
Hoffman Estates, IL 60179  
Telephone: 847-286-2500  
Fax: 800-427-3049  
Web: www.sears.com  
(Home, apparel, sundries, appliances)

3M  
International Operations  
3M Center  
St. Paul, MN 55144-1000  
Telephone: 612-733-1110  
Fax: 612-733-9973  
Web: www.mmm.com  
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Wal-Mart Stores, Inc.  
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Telephone: 501-273-4000  
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Warner-Lambert Co.  
201 Tabor Road  
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Fax: 973-540-3761  
Web: http://www.pfizer.com/are/careers/index.html  
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Dublin, OH 43017  
Telephone: 614-764-3100  
Fax: 614-766-3866  
Web: www.wendys.com/join_team/team_frame.html  
(Food)
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<th>Company Name</th>
<th>Address 1</th>
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<th>Telephone</th>
<th>Fax Number</th>
<th>Web Address</th>
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<td>American Re-Insurance Co.</td>
<td>555 College Road East</td>
<td>Princeton, NJ 08543</td>
<td>609-243-4200</td>
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<tr>
<td>American International Group</td>
<td>70 Pine Street</td>
<td>New York, NY 10270</td>
<td>212-770-7000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AON Corporation</td>
<td>123 North Wacker Drive</td>
<td>Chicago, IL 60606</td>
<td>312-701-3000</td>
<td>312-701-3100</td>
<td><a href="http://www.aon.com">www.aon.com</a></td>
</tr>
<tr>
<td>Cigna Corporation</td>
<td>1 Liberty Place</td>
<td>Philadelphia, PA 19192</td>
<td>215-761-1000</td>
<td>215-761-5008</td>
<td></td>
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<tr>
<td>General Reinsurance Corporation</td>
<td>695 East Main Street</td>
<td>Stamford, CT 06904</td>
<td>203-328-5000</td>
<td></td>
<td><a href="http://www.genre.com">www.genre.com</a></td>
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<tr>
<td>John Hancock Mutual Life Insurance Co.</td>
<td>200 Clarendon Street</td>
<td>Boston, MA 02117</td>
<td>617-572-6000</td>
<td></td>
<td><a href="http://www.jhancock.com">www.jhancock.com</a></td>
</tr>
<tr>
<td>Hartford Life International Ltd.</td>
<td>200 Hopmeadow St.</td>
<td>Simsbury, CT 06070</td>
<td>860-843-8982</td>
<td></td>
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<tr>
<td>Hartford Steam Boiler Inspection &amp; Insurance Co.</td>
<td>One State Street</td>
<td>Hartford, CT 06102</td>
<td>860-722-5494</td>
<td></td>
<td><a href="http://www.hsb.com">www.hsb.com</a></td>
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<td>549 Pleasantville Road</td>
<td>Briarcliff Manor, NY 10510</td>
<td>914-769-9200</td>
<td></td>
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Liberty Mutual Group  
175 Berkeley Street  
Boston, MA 02117  
Telephone: 617-357-9500  
Fax: 617-350-7648  
Web: www.libertymutual.com

Pan American Life Insurance Co.  
Pan American Life Center  
PO Box 60219  
New Orleans, LA 70130  
Telephone: 504-566-1300  
Fax: 504-566-3600  
Web: www.palic.com

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Fax: 212-345-4808  
Web: www.marshmac.com

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Tel: 973-802-6000  
Fax: 973-802-2812  
Web: www.prudential.com

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Fax: 212-252-7294  
Web: www.metlife.com  
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Web: www.stpaul.com

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Burbank, CA 91521
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Fax: 818-560-1930

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University Relations
750 Canyon Drive
SV1E2051
Coppell, TX 75019
Fax resumes toll free to:
1-877-859-2828
Web: www.gte.com/AboutGTE/Careers/hr.html

Simon & Schuster, Inc.
1230 Avenue of the Americas
New York, NY 10020
Telephone: 212-698-7000
Fax: 212-698-7007
Web: www.simonsays.com

Warner Bros. International Television
4000 Warner Boulevard, Bldg. 170, Fl. 3
Burbank, CA 91522
Telephone: 818-954-6000
Fax: 818-977-4040
Web: www.wbitv.com

Time Warner Inc.
75 Rockefeller Plaza
New York, NY 10019
Telephone: 212-484-8000
Fax: 212-275-3046
Web: www.timewarner.com
MANUFACTURING

Abbott Laboratories
One Abbott Park Road
Abbott Park, IL 60064
Telephone: 847-937-6100
Fax: 847-937-1511
Web: www.abbott.com
(Health care products & services)

Albany International Corporation
P.O. Box 1907
Albany, NY 12201
Telephone: 518-445-2200
Fax: 518-445-2265
Web: www.albint.com
(Paper products)

Alberto-Culver Company
2525 Armitage Avenue
Melrose Park, IL 60160
Telephone: 708-450-3000
Fax: 708-450-3354
Web: www.alberto.com
(Health and skin care, household products)

Allen Bradley Company
1201 South Second Street
Milwaukee, WI 53204
Telephone: 414-382-2000
Fax: 414-382-4444
Web: www.ab.com
(Automation–motors, drives)

Amatex Corporation
PO Box 228
Norristown, PA 19404
Telephone: 610-277-6100; 1-800-441-9680
Fax: 610-277-6106
Web: www.amatex-norfab.com
(Industrial textiles products)

Amercord
Industrial Boulevard
PO Box 458
Lumber City, GA 31549
Telephone: 912-363-4371
Fax: 912-363-4991
Web: www.amercord.com
(Steel tire cord and bead wire)

American Standard, Inc.
One Centennial Ave.
Piscataway, NJ 08855
Telephone: 732-980-3000
Fax: 732-980-6118
Web: www.americanstandard.com
(Plumbing, automotive, air conditioning)

Amoco Oil Company
200 East Randolph Drive
Chicago, IL 60601
Telephone: 312-856-5111
Fax: 312-856-2454
Countries: Brazil
Web: www.bp.com
(Petroleum products)

AMP, Inc.
470 Friendship Road
Harrisburg, PA 17105
Telephone: 717-564-0100
Fax: 717-780-6130
Web: www.amp.com
(Electronic connectors)
Amway Corporation
7575 Fulton Street East
Ada, MI 49355
Telephone: 616-787-6000
Fax: 616-787-6177
Web: www.amway.com
(Skin care, cosmetics, soap, health products)

Apple Computer, Inc.
One Infinity Loop
Cupertino, CA 95014
Telephone: 831-996-1010
Fax: 831-974-2113
Web: www.apple.com/employment
(Computers)

Arco Chemical Company
(Petroleum products)
See: www.bp.com

Armstrong World Industries, Inc.
313 W. Liberty Street
PO Box 3001
Lancaster, PA 17604
Telephone: 717-397-0611
Fax: 717-396-2787
Web: www.armstrong.com
(Flooring, ceilings)

Aro International Corporation
One Aro Center
Bryan, OH 43506
Telephone: 419-636-4242
Fax: 419-633-1674

ASARCO, Inc.
180 Maiden Lane
New York, NY 10038
Telephone: 212-510-2000
Fax: 212-510-1855
Web: www.asarco.com
(Copper products, metal alloys, chemicals)

Autodesk Inc.
111 McInnis Parkway
San Rafael, CA 94903
Telephone: 415-507-5000
Fax: 415-507-6112
Web: www.autodesk.com
(Design)

Automatic Switch Co.
50-60 Hanover Road
Florham Park, NJ 07932
Telephone: 973-966-2000
Fax: 973-966-2628
Web: www.asco.com
(Transfer switches for data and telecommunications)

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

AVX Corporation
PO Box 867
Myrtle Beach, SC 29578
Telephone: 803-448-9411
Fax: 803-448-7139
Web: www.avxcorp.com
(Electronic components)

Baker Hughes Incorporated
3900 Essex Lane, Suite 1200
Houston, TX 77027
Telephone: 713-439-8600
Fax: 713-439-8699
Web: www.bakerhughes.com
(Oil tools, drilling equipment, specialty chemicals)
The Barden Corporation  
200 Park Avenue  
PO Box 2449  
Danbury, CT 06813-2449  
Telephone: 203-744-2211  
Fax: 203-744-3756  
Web: [www.bardenbearings.com](http://www.bardenbearings.com)  
(Ball bearings)

Barnes Group Inc.  
123 Main Street  
PO Box 489  
Bristol, CT 06001-0489  
Telephone: 860-583-7070  
Fax: 860-589-3507  
Web: [www.barnesgroupinc.com](http://www.barnesgroupinc.com)  
(Aerospace)

Bechtel Group Inc.  
50 Beale Street  
PO Box 3965  
San Francisco, CA 94105  
Telephone: 415-768-1234  
Fax: 415-768-9038  
Web: [www.bechtel.com](http://www.bechtel.com)  
(Engineering, construction)

Borg-Warner Automotive, Inc.  
200 S. Michigan Avenue  
Chicago, IL 60604  
Telephone: 312-322-8500  
Fax: 312-461-0507  
(Automotive products)

Boston Scientific Corporation  
One Scientific Place  
Natick, MA 01760-1537  
Telephone: 508-650-8000; 1-800-272-3737  
Fax: 508-650-8923  
Web: [www.bcsi.com](http://www.bcsi.com)  
(Patient and health care)

Branson Ultrasonics Corporation  
41 Eagle Road  
Danbury, CT 06813  
Telephone: 203-796-0400  
Fax: 203-796-2285  
Web: [www.bransoncleaning.com](http://www.bransoncleaning.com)  
(Ultrasonic precision cleaning equipment)

Burlington Industries, Inc.  
3330 W. Friendly Avenue  
PO Box 21207  
Greensboro, NC 27420  
Telephone: 336-379-2000  
Fax: 336-379-4943  
Web: [www.burlington.com](http://www.burlington.com)  
(Textiles--apparel and home)

Cabot Corporation  
75 State Street  
Boston, MA 02109  
Telephone: 617-345-0100  
Fax: 617-342-6103  
Web: [www.cabot-corp.com/cabot](http://www.cabot-corp.com/cabot)  
(Specialty chemicals, materials and energy)

Carrier Corporation  
One Carrier Place  
Farmington, CT 06034  
Telephone: 860-674-3000  
Fax: 860-679-3010  
Web: [www.carrier.com](http://www.carrier.com)  
(Heating & cooling systems)

Caterpillar Inc.  
100 N.E. Adams Street  
Peoria, IL 61629  
Telephone: 309-675-1000  
Fax: 309-675-1182  
Web: [www.cat.com](http://www.cat.com)  
(Agricultural & construction equipment)
CB Richard Ellis
Pacific Corporate Towers
200 N. Sepulveda Blvd., Suite 300
El Segundo, CA 90245
Telephone: 310-563-8600
Fax: 310-563-8670
Web: www.cbrichardellis.com
(Commercial real estate)

Chevron Corporation
575 Market Street
San Francisco, CA 94105
Telephone: 415-894-7700
Fax: 415-894-2248
Web: www.chevron.com
(Petroleum products)

Chrysler Corporation
1000 Chrysler Drive
Auburn Hills, MI 48326
Telephone: 248-576-5741
Fax: 248-512-5143
Web: www.chrysler.com
(Vehicles)

The Clorox Company
1221 Broadway, PO Box 24305
Oakland, CA 94623
Telephone: 510-271-7000
Fax: 510-832-1463
Web: www.clorox.com
(Cleaning, auto care products)

The Coastal Corporation
Nine Greenway Plaza
Houston, TX 77046
Telephone: 713-877-1400
Fax: 713-877-6752
Web: www.coastalcorp.com
(Energing holding)

Colgate-Palmolive Company
300 Park Avenue
New York, NY 10022
Telephone: 212-310-2000
Fax: 212-310-2919
Web: www.colgate.com
(Oral hygiene, personal and household care, pet food)

Compaq Computer Corp.
PO Box 692000
Houston, TX 77269-2000
Telephone: 281-370-0670
Fax: 281-514-1740
Web: www.compaq.com
(Computers)

Cooper Industries
6600 Travis Street
Houston, TX 77002
Telephone: 713-209-8400
Fax: 713-209-8995
Web: www.cooperindustries.com
(Electrical products & tools)

Corning Glass International
General Inquiry MP-CH-102
One Riverfront Plaza
Corning, NY 14831
Telephone: 607-974-9000
Web: www.corning.com
(Fine and utilitarian glass products, fiberoptics)

Crown Cork & Seal Company, Inc.
One Crown Way
Philadelphia, PA 19154
Telephone: 215-698-5100
Fax: 215-698-5201
Web: www.crowncork.com
(Packaging goods)
Cummins Engine Company, Inc.
500 Jackson Street, PO Box 3005
Columbus, IN 47202
Telephone: 812-377-5000
Fax: 812-377-3334
Web: www.cummins.com
(Diesel engines)

Dana Corporation
4500 Door Street
Toledo, OH 43615
Telephone: 419-533-4500
Fax: 419-535-4643
Web: www.dana.com
(Automotive systems)

John Deere & Company
One John Deere Road
Moline, IL 61265
Telephone: 309-765-8000
Fax: 309-765-5772
Web: www.deere.com
(Farm and garden equipment)

Dover Corporation
280 Park Avenue
New York, NY 10017
Telephone: 212-922-1640
Fax: 212-922-1656
Web: www.dovercorporation.com
(Industrial products)

Dow Chemical Company
2030 Dow Center
Midland, MI 48674
Telephone: 517-636-1000
Fax: 517-636-3228
Web: www.dow.com
(Chemical products...adhesives, cleaners, agricultural, auto)

E.J. DuPont de Nemours & Co.
1007 Market Street
Wilmington, DE 19898
Telephone: 302-774-1000
Fax: 302-774-7321
Web: www.dupont.com
(Herbicides, fungicides, nylon yarn, Corian, resins, Freon...)

Eastman Chemical
100 North Eastman Road
Kingsport, TN 37662
Telephone: 423-229-2000
Fax: 423-229-1351
Web: www.eastman.com
(Chemicals, fibers, polymers)

Eastman Kodak Company
Staffing Dept. HEKHP
343 State Street
Rochester, NY 14650
Telephone: 716-724-4000
Fax: 716-724-0663
Web: www.kodak.com
(Photography)

Eaton Corporation World Headquarters
Manager, Human Resources
1111 Superior Avenue
Cleveland, OH 44114-2584
Telephone: 216-523-5000
Web: www.eaton.com
(Hydraulics, fluid connectors, drivetrain and engine components)

Ecolab Resume Processing Center
PO Box 549234, Suite 68
Waltham, MA 02454
Fax: 781-663-8526
For the St. Paul/Minneapolis area, call: 651-293-4473
Web: www.ecolab.com
(Sanitation products & services)

Exxon Corporation
225 E. John Carpenter Freeway
Irving, TX 75062-2298
Telephone: 972-444-1000
Fax: 972-444-1882
Web: www.exxon.com
(Petroleum products)
The Falk Corporation
3001 W. Canal Street
PO Box 492
Milwaukee, WI 53208
Telephone: 414-238-4919
Fax: 414-937-4359
Web: www.falkcorp.com
(Precision power transmission equipment)

Federal-Mogul Corporation
26555 Northwestern Highway
PO Box 1966
Southfield, MI 48034
Fax: 248-354-8983
Web: www.federalmogul.com
(Automotive parts)
Note: Mail resumes, do not phone

Ferro Corporation
1000 Lakeside Avenue
Cleveland, OH 44114
Telephone: 216-641-8580
Fax: 216-696-5784
Web: www.ferro.com
(Ceramics, chemicals, coatings)

Fisher-Rosemount
8000 Maryland Avenue, Suite 500
Clayton, MO 63105
Telephone: 314-746-9900
Fax: 314-746-9974
Web: http://www.emersonprocess.com
(Process instrumentation supplier)

Fisher Scientific International
Liberty Lane
Hampton, NH 03842
Telephone: 603-926-5911
Fax: 603-929-0222
Countries: Brazil, Mexico.
Web: www.fishersci.com
(Lab equipment, research chemicals)

FMC Corporation
200 E. Randolph Street
Chicago, IL 60601
Telephone: 312-861-6000
Fax: 312-861-6141
Web: www.fmc.com
(Chemicals & machinery)

Ford Motor Company
The American Road
Dearborn, MI 48121
Telephone: 313-322-3000
Fax: 313-322-9600
Web: www.ford.com
(Vehicles)

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)

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)

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)
Businesses active in Latin America

Johnson & Johnson
Recruiting Services
One Johnson and Johnson Plaza
PO Box 16597
New Brunswick, NJ 08906-6597
Telephone: 732-524-0400
Fax: 732-214-0334
Web: www.jnj.com
(Health care products)

Knoll, Inc.
1235 Water Street
East Greenville, PA 18041
Telephone: 215-679-7991
Fax: 215-670-3904
Web: www.knoll.com
(Quality home & office furniture)

Mobil Corporation
3225 Gallows Road
Fairfax, VA 22037-0001
Telephone: 703-846-3000
Fax: 703-846-4669
Web: www.mobil.com
(Petroleum products)

Monsanto Company
1800 N. Lindbergh Boulevard
St. Louis, MO 63167
Telephone: 314-694-1000
Fax: 314-694-7625
Web: www.monsanto.com
(Herbicides, chemical protectors, seeds)

Norgren
5400 S. Delaware Street
Littleton, CO 80120
Telephone: 303-794-2611
Fax: 303-795-9487
Web: www.norgren.com
(Pneumatic products & systems solutions)

Occidental Petroleum Corp.
10889 Wilshire Boulevard
Los Angeles, CA 90024
Telephone: 310-208-8800
Fax: 310-443-6390
Web: www.oxy.com

Pharmacia Corporation
100 Route 206 North
Peapack, NJ 07977
Telephone: 908-901-8000
Fax: 908-901-8379
Web: www.pnu.com
(Pharmaceuticals)

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
6035 Parkland Boulevard
Cleveland, OH 44124-4141
Telephone: 216-896-3000
Fax: 216-896-4000
Web: www.parker.com
(Motion and control technologies)

The Perkin-Elmer Corporation
801 S. Illinois Avenue
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)
Businesses active in Latin America

Phelps Dodge Corporation
2600 N. Central Avenue
Phoenix, AZ 85004-3089
Telephone: 602-234-8100
Fax: 602-234-8337
Web: www.irin.com/pd
(Mining, transport, energy & telecommunications products)

Pioneer Hi-Bred International, Inc.
400 Locust Street, Suite 800
PO Box 14453
Des Moines, IA 50306-3453
Telephone: 515-248-4800
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
Telephone: 847-405-6000
Fax: 847-405-6013
Web: www.itwinc.com
(Food equipment, decorate laminate, tools)

Raytheon Company
141 Spring Street
Lexington, MA 02421
Telephone: 781-862-6600
Fax: 781-860-2172
Web: http://raytheon.com
(Defense & commercial electronics, business & special mission aircraft)

Rockwell International Corp.
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)

Sara Lee Corporation
3 First National Plaza
Chicago IL 60602-4260
Telephone: 312-726-2600
Fax: 312-558-4995
Web: www.saralee.com
(Food & beverages, household products, apparel)

Silicon Graphics Inc.
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
150 North Michigan Avenue
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)

Texaco Inc.
2000 Westchester Avenue
White Plains, NY 10605
Telephone: 914-253-4000
Fax: 914-253-7753
Web: www.texasco.com
(Petroleum products)

Texas Instruments
8505 Forest Lane
Dallas, TX 75243
Telephone: 214-995-2011
Fax: 214-995-4360
Web: www.ti.com
(Semiconductors, digital processing & analog technologies)

The Trane Company
3600 Pammel Creek Road
La Crosse, WI 54601
Telephone: 608-787-2000
Fax: 608-787-4990
Web: www.trane.com
(Heating, ventilating, building management equipment & systems)

TRW, Inc.
1900 Richmond Road
Cleveland, OH 44124
Telephone: 216-291-7000
Fax: 216-291-7932
Web: www.trw.com
(Power generators for turbo aircraft)

Union Carbide
39 Old Ridgebury Road
Danbury, CT 06817
Telephone: 203-794-2000
Fax: 203-794-6269
Web: www.unioncarbide.com
(Chemicals)

Unisys Corporation
P.O. Box 500, Union Meeting Road
Blue Bell, PA 19424
Telephone: 215-986-4011; 1-800-874-8647
Fax: 215-986-6850
Web: www.unysis.com

The West Company
101 Gordon Drive, PO Box 645
Lionville, PA 19341
Telephone: 610-594-2900; 1-800-345-9800
Fax: 610-594-3014
Web: www.thewestcompany.com
(Pharmaceuticals, health care)

Whirlpool Corporation
2000 N. M-63
Benton Harbor, MI 49022-2692
Telephone: 616-923-5000
Fax: 616-923-5443
Web: www.whirlpool.com
(Home appliances)
MARKETING, MANAGEMENT AND PLANNING CONSULTANTS/BUSINESS SERVICES . . . .

American Appraisal Associates, Inc.
411 East Wisconsin Avenue, Suite 1900
Milwaukee, WI 53202
Telephone: 414-271-7240
Fax: 414-225-1271
Web: www.american-appraisal.com

American Management Systems, Inc.
4050 Legato Road
Fairfax, VA 22033
Telephone: 703-267-8000
Fax: 703-267-5067
Web: www.amsinc.com

Louis Berger International, Inc.
100 Halsted Street
East Orange, NJ 07019
Telephone: 201-678-1960
Fax: 201-672-4284
Web: www.louisberger.com

Booz Allen and Hamilton
8283 Greensboro Drive
McLean, VA 22102
Telephone: 703-902-5000
Fax: 703-902-3333
Web: www.bah.com

The Boston Consulting Group
Exchange Place, 31st floor
Boston, MA 02109
Telephone: 617-973-1200
Fax: 617-973-1339
Web: www.bcg.com

Bozell Worldwide
40 West 23rd Street
New York, NY 10010
Telephone: 212-727-5000
Fax: 212-645-9173
Web: www.bozell.com

Deloitte Touche Tohmatsu
PO Box 820
Wilton, CT 06897
Telephone: 203-761-3000
Fax: 203-834-2200
Web: www.deloitte.com

Ecology and Environment, Inc.
368 Pleasantview Drive
Lancaster, NY 14086
Telephone: 716-684-8060
Fax: 716-684-0844
Web: www.ecolen.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

Grant Thornton International
800 One Prudential Plaza
130 E. Randolph Drive
Chicago, IL 60601
Telephone: 312-856-0001
Fax: 312-616-7052
Web: www.gti.org

A. T. Kearney Inc.
222 West Adams Street
Chicago, IL 60606
Telephone: 312-648-0111
Fax: 312-223-6200
Web: www.atkearney.com

Korn/Ferry International
1800 Century Park East
Los Angeles, CA 90067
Telephone: 310-552-1834
Fax: 310-553-6452
Web: www.kornferry.com
KPMG Peat Warwick LLP  
3 Chestnut Ridge Road  
Montvale, NJ 07645  
Telephone: 201-307-7000  
Fax: 201-930-8617  
Web: [www.kpmg.com](http://www.kpmg.com)

McKinsey & Company  
55 East 52nd Street  
New York, NY 10022  
Telephone: 212-446-7000  
Fax: 212-446-8575  
Web: [www.mckinsey.com](http://www.mckinsey.com)

Kurt Salmon Associates, Inc.  
1355 Peachtree Street NE  
Atlanta, GA 30309  
Telephone: 404-892-0321  
Fax: 404-898-9590  
Web: [www.kurtsalmon.com](http://www.kurtsalmon.com)

Ray and Berndtson, Inc.  
301 Commerce, Suite 2300  
Fort Worth, TX 76102  
Telephone: 817-334-0500  
Fax: 817-334-0779  
Web: [www.prb.com](http://www.prb.com)

Landor Associates  
Klamath House  
1001 Front Street  
San Francisco, CA 94111  
Telephone: 415-955-1400  
Fax: 415-955-1358  
Web: [www.landor.com](http://www.landor.com)

Towers Perrin  
335 Madison Avenue  
New York, NY 10017  
Telephone: 212-309-3400  
Fax: 212-309-0975  
Web: [www.towers.com](http://www.towers.com)

Arthur D. Little, Inc.  
25 Acorn Park  
Cambridge, MA 02140  
Telephone: 617-498-5000  
Fax: 617-498-7140  
E-mail: mirabito.kristen@adlittle.com  
Web: [www.adl.com](http://www.adl.com)

POLITICAL RISK ANALYSIS  
国际商务政府顾问，Inc.  
818 Connecticut Avenue NW, 12th Floor  
Washington, DC 20006-2702  
Telephone: 202-872-8181  
Web: [www.ibgc.com](http://www.ibgc.com)

Multinational Strategies, Inc.  
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](http://www.mnsnyc.com)
### Businesses active in Latin America

#### TELECOMMUNICATIONS, DATA PROCESSING AND COMPUTING-RELATED

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Telephone</th>
<th>Fax</th>
<th>Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen Telecom</td>
<td>25101 Chagrin Boulevard, Beachwood, OH 44122</td>
<td>216-765-5818</td>
<td>216-765-0410</td>
<td><a href="http://www.allentele.com">www.allentele.com</a></td>
</tr>
<tr>
<td>Andrew Corporation</td>
<td>10500 West 153rd Street, Orlando Park, IL 60462</td>
<td>708-349-3300</td>
<td>708-349-5910</td>
<td><a href="http://www.andrew.com">www.andrew.com</a></td>
</tr>
<tr>
<td>AT&amp;T Corporation</td>
<td>32 Avenue of the Americas, New York, NY 10013</td>
<td>202-387-5400</td>
<td>908-221-1211</td>
<td><a href="http://www.att.com">www.att.com</a></td>
</tr>
<tr>
<td>Bell South International</td>
<td>1155 Peachtree Street NE, Suite 400, Atlanta, GA 30367</td>
<td>404-249-4800</td>
<td>404-249-4880</td>
<td><a href="http://www.bellsouth.com">www.bellsouth.com</a></td>
</tr>
<tr>
<td>Cisco Systems, Inc.</td>
<td>170 Tasman Drive, San José, CA 95134</td>
<td>408-526-4000</td>
<td>408-526-4100</td>
<td><a href="http://www.cisco.com">www.cisco.com</a></td>
</tr>
<tr>
<td>Data General Corporation</td>
<td>4400 Computer Drive, Westboro, MA 01580</td>
<td>508-898-5000</td>
<td>508-366-1319</td>
<td><a href="http://www.dg.com">www.dg.com</a></td>
</tr>
<tr>
<td>Dell Computer Corporation</td>
<td>One Dell Way, Round Rock, TX 78682</td>
<td>512-728-3653</td>
<td></td>
<td><a href="http://www.dell.com">www.dell.com</a></td>
</tr>
<tr>
<td>Company</td>
<td>Address</td>
<td>Telephone</td>
<td>Fax</td>
<td>Web</td>
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</tr>
<tr>
<td>GTE Corporation</td>
<td>One Stamford Forum, Stamford, CT 06904</td>
<td>203-965-2000</td>
<td></td>
<td><a href="http://www.gte.com">www.gte.com</a></td>
</tr>
<tr>
<td>Hewlett-Packard Company</td>
<td>3000 Hanover Street, Palo Alto, CA 94304</td>
<td>650-857-1501</td>
<td>650-857-7299</td>
<td><a href="http://www.hp.com">www.hp.com</a></td>
</tr>
<tr>
<td>IBM Corporation</td>
<td>New Orchard Road, Armonk, NY 10504</td>
<td>914-765-1900</td>
<td>914-765-7382</td>
<td><a href="http://www.ibm.com">www.ibm.com</a></td>
</tr>
<tr>
<td>Infonet Services Corporation</td>
<td>2100 East Grand Avenue, El Segundo, CA 90245</td>
<td>310-335-2600</td>
<td>310-335-4507</td>
<td><a href="http://www.infonet.com">www.infonet.com</a></td>
</tr>
<tr>
<td>Information Resources, Inc.</td>
<td>150 N. Clinton Street, Chicago, IL 60661</td>
<td>312-726-1221</td>
<td>312-726-0360</td>
<td><a href="http://www.inforex.com">www.inforex.com</a></td>
</tr>
<tr>
<td>Informix Corporation</td>
<td>4100 Bohannon Drive, Menlo Park, CA 95025</td>
<td>650-926-6300</td>
<td>650-926-6593</td>
<td><a href="http://www.informix.com">www.informix.com</a></td>
</tr>
<tr>
<td>Intel Corporation</td>
<td>Robert Noyce Building, Santa Clara, CA 95052</td>
<td>408-765-8080</td>
<td>408-765-1739</td>
<td><a href="http://www.intel.com">www.intel.com</a></td>
</tr>
<tr>
<td>Intermec Technologies Corporation</td>
<td>6001 36th Avenue West, PO Box 4280, Everett, WA 98203</td>
<td>425-348-2600</td>
<td>425-355-9551</td>
<td></td>
</tr>
<tr>
<td>MCI International Inc.</td>
<td>2 International Drive, Rye Brook, NY 10573</td>
<td>914-934-3444</td>
<td>914-934-6996</td>
<td><a href="http://www.mci.com">www.mci.com</a></td>
</tr>
<tr>
<td>Microsoft Corporation</td>
<td>One Microsoft Way, Redmond, WA 98052</td>
<td>425-882-8080</td>
<td>425-936-7329</td>
<td><a href="http://www.microsoft.com">www.microsoft.com</a></td>
</tr>
<tr>
<td>Motorola, Inc.</td>
<td>1303 East Algonquin Road, Schaumburg, IL 60196</td>
<td>847-576-5000</td>
<td>847-538-5191</td>
<td><a href="http://www.mot.com">www.mot.com</a></td>
</tr>
</tbody>
</table>
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  
Telephone: 650-960-1300  
Fax: 650-856-2114  
Web: www.sun.com

Symantec Corporation  
Corporate Offices  
20330 Stevens Creek Blvd.  
Cupertino, CA 95014  
Telephone: 408-253-9600  
Fax: 408-446-8129  
Web: www.symantec.com

Tektronix, Inc.  
2660 Southwest Parkway Ave.  
PO Box 1000  
Wilsonville, OR 97070  
Telephone: 503-627-7111  
Fax: 503-627-2406  
Web: www.tek.com

Texas Instruments, Inc.  
8505 Forest Lane  
Dallas, TX 75243  
Telephone: 214-995-2011  
Fax: 214-995-4360  
Web: www.ti.com

Unisys Corporation  
P.O. Box 500, Union Meeting Road  
Blue Bell, PA 19424  
Telephone: 215-986-4011; 1-800-874-8647  
Fax: 215-986-6850  
Web: www.unysis.com

Veeder Root Co  
125 Powder Forest Drive  
PO Box 2003  
Simsbury, CT 06070  
Telephone: 860-651-2700  
Fax: 860-651-2704  
Web: www.veeder-root.com

Xerox Corporation  
800 Long Ridge Road  
PO Box 1600  
Stamford, CT 06904  
Telephone: 203-968-3000  
Fax: 203-968-4312  
Web: www.xerox.com
TRANSPORT, TRANSPORTATION AND TRAVEL RELATED SERVICES

Air Express International Corp.
120 Tokeneke Road
PO Box 1231
Darien, CT 06820
Telephone: 203-655-7900
Fax: 203-655-5779
Web: www.ailogistics.com

Alamo Rent a Car
110 Southeast Sixth Street
Fort Lauderdale, FL 33301
Telephone: 954-522-0000
Fax: 954-220-0120
Web: www.alamo.com

American Airlines, Inc.
433 Amon Carter Boulevard
Fort Worth, TX 76155
Telephone: 817-963-1234
Fax: 817-967-9641
Web: www.amrcorp.com

American Express Company
American Express Tower
World Financial Center
New York, NY 10285
Telephone: 212-640-2000
Fax: 212-619-9802
Web: www.americanexpress.com

Avis Rent a Car System, Inc.
900 Old Country Road
Garden City, NY 11530
Telephone: 516-222-3000
Fax: 516-222-4381
Web: www.avis.com

Best Western International
60201 North 24th Place
PO Box 10203
Phoenix, AZ 85064-0203
Job hotline: 1-602-957-5834
Web: www.bestwestern.com

Brinks, Inc.
1 Thorndal Circle
Darien, CT 06820
Telephone: 203-662-7800
Fax: 203-662-7854
Web: www.brinksinc.com

Continental Airlines Holdings, Inc.
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

Hyatt International Corporation
200 W. Madison Avenue
Chicago, IL 60606
Telephone: 312-750-1234
Fax: 312-750-8578
Web: www.hyatt.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

Inter-Continental Hotels
1120 Avenue of the Americas
New York, NY 10036
Telephone: 212-852-6400
Fax: 212-852-6494
Web: www.interconti.com

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

Marriott International Corporation
and Renaissance Hotels and Resorts
1 Marriott Drive
Washington, DC 20058
Telephone: 301-380-3000
Job line: 1-888-4MARRIOTT
Web: www.careers.marriott.com

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

National Car Rental System Inc.
7700 France Avenue South
Minneapolis, MN 55435
Telephone: 612-830-2121
Fax: 612-830-2921
Web: www.nationalcar.com/servlet/DocHandler

Hilton Hotels Co.
9336 Civic Center Drive
Beverly Hills, CA 90210
Telephone: 310-278-4321
Fax: 310-205-7880
Web: www.hilton.com/corporate

Northwest Airlines, Inc.
2700 Lone Oak Parkway
Eagan, MN 55121
Telephone: 612-726-2111
Fax: 612-727-6717
Web: www.nwa.com

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

Radisson Hotels International
Carlson Parkway, PO Box 59159
Minneapolis, MN 55459
Telephone: 612-540-5526
Fax: 612-449-3400
Web: http://www.radisson.com/home.jsp
Businesses active in Latin America

The Ritz-Carlton Hotel Co.
3413 Peachtree Road NE, Suite 300
Atlanta, GA 30326
Telephone: 404-237-5500
Fax: 404-365-9643
Web: www.ritzcarlton.com

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

Schenker International Forwarders, Inc.
150 Albany Avenue
Freeport, NY 11520
Telephone: 516-377-3000
Fax: 516-377-3005
Web: www.schenkerusa.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

Sea-Land Services, Inc.
6000 Carnegie Boulevard
Charlotte, NC 28209
Telephone: 704-571-2000
Fax: 704-571-4693
Web: www.sealand.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

ITT Sheraton Corporation
60 State Street
Boston, MA 02108
Telephone: 617-367-3600
Fax: 617-367-5676
Web: www.sheraton.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

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
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 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

Web: www.bna.com.ar
Latin American businesses in the U.S.

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: bsudmja@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
Latin American businesses in the U.S.

**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](http://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](http://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](http://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](http://www.bradesco.com.br)

Banco de Crédito Nacional
450 Park Avenue
New York, NY 10022
Telephone: 212-980-8383
Web: [www.bcn.com.br](http://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](mailto:information@bancobrasil-us.com)
Web: [www.bancobrasil.com.br](http://www.bancobrasil.com.br)

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

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

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 .................................................................
Latin American businesses in the U.S.

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 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 Colpatria Federal Agency
801 Brickell Avenue
Miami, FL 33131
Telephone: 305-374-4026; Fax: 305-372-0605
Web: www.colpatria.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.bbvemex.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

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

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

PERU. .................................................................

Banco de Crédito del Perú
410 Park Avenue
New York, NY 10022
Telephone: 212-644-6644; Fax: 212-826-9852
<table>
<thead>
<tr>
<th>Country</th>
<th>Company Name</th>
<th>Address</th>
<th>Telephone</th>
<th>Fax</th>
<th>Web URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Puerto Rico</td>
<td>Banco Popular de Puerto Rico</td>
<td>7 West 51st Street OR 135 West 50th Street</td>
<td>212-247-3357</td>
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<tr>
<td></td>
<td></td>
<td>New York, NY 10019</td>
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<td></td>
<td>Banco Popular de Puerto Rico</td>
<td>175 Dyckman at 200th</td>
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<td>New York, NY 10001</td>
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<td></td>
<td></td>
<td>Telephone: 212-942-7700</td>
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<tr>
<td>Uruguay</td>
<td>Banco de la República Oriental del Uruguay</td>
<td>1270 Avenue of the Americas</td>
<td>212-307-9600</td>
<td>212-307-6786</td>
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<td>New York, NY 10001</td>
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<tr>
<td>Venezuela</td>
<td>Avensa Airlines</td>
<td>645 Fifth Ave., East Wing</td>
<td>212-644-0455</td>
<td>212-644-4931</td>
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<td>New York, NY 10022</td>
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<td></td>
<td>Banco Consolidado</td>
<td>845 Third Avenue, 5th floor</td>
<td>212-980-1770</td>
<td>212-644-9809</td>
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<td>New York, NY 10022</td>
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<td></td>
<td>Banco de Venezuela</td>
<td>450 Park Avenue</td>
<td>212-980-0350</td>
<td>212-793-3948</td>
<td><a href="http://bancodevenezuela.com">http://bancodevenezuela.com</a></td>
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<td>New York, NY 10022</td>
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<td></td>
<td>Banco de Venezuela Internacional</td>
<td>800 Brickell Avenue</td>
<td>305-374-0999</td>
<td>305-374-3887</td>
<td><a href="http://www.venezuelaonline.com/bvi">www.venezuelaonline.com/bvi</a></td>
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<td></td>
<td>Miami, FL 33131</td>
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<tr>
<td></td>
<td>Banco Industrial de Venezuela</td>
<td>900 3rd Avenue, #1400</td>
<td>212-688-2200</td>
<td>212-888-4921</td>
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<td>New York, NY 10022</td>
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<tr>
<td></td>
<td>Banco Mercantil de Venezuela</td>
<td>11 East 51st Street</td>
<td>212-891-7400</td>
<td>212-891-7411</td>
<td><a href="http://www.bancomercantil.com">www.bancomercantil.com</a></td>
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<td>New York, NY 10022</td>
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<td></td>
<td>Banco Unión</td>
<td>609 Fifth Avenue</td>
<td>212-735-1500</td>
<td>212-735-1528</td>
<td><a href="http://www.bancounion.com">www.bancounion.com</a></td>
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<td>New York, NY 10017</td>
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<td></td>
<td>Citgo Petroleum Corp.</td>
<td>One Warren Place</td>
<td>918-495-4000</td>
<td>918-495-4511</td>
<td><a href="http://www.citgo.com">www.citgo.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tulsa, OK 74102</td>
<td></td>
<td></td>
<td>(Oil refinery and marketing)</td>
</tr>
<tr>
<td></td>
<td>Petroleos de Venezuela (PVD) America, Inc.</td>
<td>750 Lexington Avenue</td>
<td>212-339-7770</td>
<td>212-339-7727</td>
<td><a href="http://www.pdvsa.com">www.pdvsa.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>New York, NY 10022</td>
<td></td>
<td></td>
<td>(Petroleum information systems and services)</td>
</tr>
</tbody>
</table>
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

**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

**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
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.odedo.dea.edu > Also see www.odedo.dea.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.jobsabroad.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: iie@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/latam-chairs  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:  
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](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](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](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.


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/ciaindex.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](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](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](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](http://www.usatrade.gov)

**DOC: International Trade Administration (ITA)**

Web: [http://www.ita.doc.gov](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](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](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,
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."

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."


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
Careers in the U.S. Government

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](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](http://exchanges.state.gov/education/fulbright), English Teaching Exchanges and Overseas Resources [http://exchanges.state.gov/education/engteaching](http://exchanges.state.gov/education/engteaching), and the International Visitor Program [http://exchanges.state.gov/education/ivp](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.html](http://www.state.gov/www/careers/index.html).

**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](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](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."

DEPARTMENT OF TRANSPORTATION (DOT)
Web: http://www.dot.gov
The Office of the Assistant Secretary for Aviation and International Affairs http://ostpweb.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://ostpweb.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 is in 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 subcommittees 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](http://www.house.gov), especially the Committee on International Relations [http://www.house.gov/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](http://www.senate.gov), especially the Foreign Relations Committee, [http://www.senate.gov/~foreign](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](http://www.ssa.gov/jobssa/recruit/jobssa.htm)

Department of State  
Foreign Service  
Web: [www.state.gov/www/careers/rfscontents.html](http://www.state.gov/www/careers/rfscontents.html)

Department of State  
International Information Programs  
Web: [http://usinfo.state.gov](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

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

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

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
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@augsburg.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
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

DATA CENTER
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
Web: www.fpri.org

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
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.


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"

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](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](http://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](http://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: oip-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: cossa@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: Location:
FAO Regional Office Av. Dag Hammarskjold 3241
PO Box 10095 Vitacura
Santiago, Chile 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
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_world.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

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

International Institute for Higher Education in Latin America and the Caribbean
IESALC--UNESCO
Av. Los Chorros con Calle Acueducto
Edif. Asovincar
Altos de Sebucán
Caracas, Venezuela
Telephone: (58-2) 283-1411
Fax: (58-2) 283-1454
E-mail: jquinteiro@unesco.org.ve
Web:  www.iesalc.unesco.org.ve

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

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.padf.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 (BRD); 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 Banks 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](http://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  
Web: 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
Private, Non-Profit Organizations

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: iie@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: ifrri@cgiar.org
Web: www.ifrri.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](http://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

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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.
Volunteering

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@cmmb.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
Volunteering

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@secl.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


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.


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.


Internet Profiles. Network for International Technical Assistance, P.O. Box 3245, Chapel Hill, NC 27515. Annual. Provides detailed information about development-oriented organizations.


**Overseas List: Opportunities for Living and Working in Developing Countries.** Augsburg Publishing House, 426 Fifth Street, Box 1209, Minneapolis, MN 55440.


**Standard & Poor's Register of Corporations, Directors and Executives.** New York: Standard & Poor's Corporation, annual.


**Training and Development Organizations Directory.** Kathleen Savage & Charity Dorgan, editors. 1995. $99 book; get it in the library!!!


**EDUCATION -- GRADUATE STUDIES.**


**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](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 Schools in Education 2001*. 2000. 1660 pp. $15.96
- *Graduate Schools in the Health Professions 2001*. 2000. 658 pp. $15.96
- *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
- *MBA Programs 2001*. 2000. 1104 pp. $23.96

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.


"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.


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


EMPLOYMENT -- ABROAD


Association of American Schools in South America Teacher Search (AASSA), 6972 NW 50th Street, Miami, FL 33166; telephone 305-594-3936.


"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.


101 Ways to Find An Overseas Job by Will Cantrell. Cantrell and Corporation, P.O. Box 2018, Merrifield, VA 22110.


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


FOR MEXICAN CITIZENS

Two valuable sources of information for employment in Mexico:


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 Employment Opportunities. Route 2, Box 305, Stanardsville, VA 22973. Biweekly.


Modern Languages Association Job Information Lists. 62 Fifth Avenue, New York, NY 10011. Four issues a year.


Options. Project Concern International, 3550 Afton Road, San Diego, CA 92123.

EMPLOYMENT -- FEDERAL


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.


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.


>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.


**EMPLOYMENT -- GETTING STARTED**


Careers in Education by Roy A. Edelfelt; revised by Blythe Camenson. Lincolnwood, IL: VGM Career Horizons, c1993.


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.


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


Sources/Resources


*Opportunities in Foreign Language Careers* by Wilga Rivers and Maguerite Duffy. 1998. 151 pages. $11.95 paperback available from VGM Career Horizons.


*Peterson's Job Opportunities in Business.* 1999. 405 pp. $15.16 from Peterson's web: [www.petersons.com](http://www.petersons.com)


> > *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](http://www.amazon.com).


**EMPLOYMENT -- LANGUAGES**


> > *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.


**NON-PROFIT SECTOR**


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.


Non-profit Employer directory. ACCESS: Networking in the Public, 1150 Beacon Street, Boston, MA 02108; telephone 617-720-5627.


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.


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.


>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


>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.


>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.

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/cmr/salcac.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
Sources/Resources

www.careercity.com
www.jobweb.org/catapult/jfield.htm
http://careerpathsonline.com
www.academploy.com
positions
http://chronicle.merit.edu/ads/links.html
www.cob.ohio-state.edu/dept/fin/ostujobs.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/lagvia

"Mega" Lists:
www.jobtrack.com

www.monster.com
www.jobweb.org
www.jobbankusa.com
http://www1.joboptions.com/jo_main/index.jsp

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.bridgepath.com
www.minorities-jb.com
www.greatsummerjobs.com
www.sph.emory.edu/studentservice/Career