

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

by  
**SHIRLEY A. KREGAR**  
and  
**JORGE NALLIM**

**Revised Edition  
Fall 2000  
LATIN AMERICAN MONOGRAPH & DOCUMENT SERIES #10**

Published by the Center for Latin American Studies  
University Center for International Studies  
4E04 Wesley W. Posvar Hall  
University of Pittsburgh  
Pittsburgh, PA 15260  
Telephone: 412-648-7392; Fax: 412-648-2199  
E-mail: [clas@ucis.pitt.edu](mailto:clas@ucis.pitt.edu)  
Web: [www.ucis.pitt.edu/clas/](http://www.ucis.pitt.edu/clas/)

## 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](mailto: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.

Copyright 2000  
Center for Latin American Studies  
University of Pittsburgh  
All Rights Reserved

## 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*<sup>1</sup> 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.

---

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

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

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

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

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

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

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

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

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

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

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

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

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

--Shirley A. Kregar  
15 December 2000

## CONTENTS

Author's Note .....	ii
How to Get a Job .....	iii
Contents .....	vi
<b>PART I. GRADUATE STUDY .....</b>	<b>2</b>
National Resource Centers .....	3
Foreign Language and Area Studies Fellowships .....	7
Latin American Programs in the United States .....	8
Title VI Language Resource Centers .....	20
Fellowships and Internships, Guide to .....	21
<b>PART II. EMBASSIES AND CHAMBERS OF COMMERCE .....</b>	<b>22</b>
Latin American Embassies in the United States .....	22
Latin American Chambers of Commerce in the United States .....	25
U.S. Chambers of Commerce in Latin America .....	29
Trade Commission of Mexico and Nacional Financiera .....	32
<b>PART III. OPPORTUNITIES IN THE PRIVATE SECTOR: INTERNATIONAL BANKING AND BUSINESSES, TRANSLATING/INTERPRETING, AND EDUCATION .....</b>	<b>34</b>
Pittsburgh Area Businesses with Interests in Latin America .....	35
Selected U.S. Business Firms Active in Latin America .....	39
Accounting, Banking, and International Finance .....	40
Advertising Agencies .....	41
Consumer Products .....	43
Insurance .....	48
International Law .....	49
Journalism/Publishing/Media .....	50
Manufacturing .....	52
Marketing, Management and Planning Consultants/Business Services .....	62
Political Risk Analysis .....	63
Telecommunications, Data Processing, and Computer-Related .....	64
Transport, Transportation and Travel Related Services .....	67
Latin American Firms Operating in the United States .....	70
Job Consultants for Non-U.S. Citizens .....	78
Specialized Language and Translation Organizations .....	79
Employers of Translators and Interpreters .....	80

<b>PART III. PRIVATE SECTOR CONTINUED</b>	
Jobs in Education	82
Teaching in Latin America	82
Voluntary Organizations	83
Higher Education	83
Associations and Organizations Concerned with Higher Education	84
<b>PART IV. CAREER OPPORTUNITIES IN THE U.S. GOVERNMENT</b>	87
Complete Guide to the Chapter	88
How to Begin	89
Agency for International Development (USAID)	92
Agriculture, Department of	92
Central Intelligence Agency	93
Commerce, Department of	93
Congress	95
Defense, Department of	95
Education, Department of	96
Environmental Protection Agency	96
General Services Administration	96
Inter-American Foundation	97
International Trade Commission	97
Justice, Department of	98
Labor, Department of	98
Overseas Private Investment Corporation	99
Peace Corps	99
State, Department of (The Foreign Service)	99
Trade and Development Agency	101
Transportation, Department of	102
Treasury, Department of	102
Government Offices with Translation Services	104
<b>PART V. PLANNING AND RESEARCH ORGANIZATIONS</b>	107
Technical Assistance and Marketing Consultants	108
Public Policy Research	110
<b>PART VI. INTERNATIONAL ORGANIZATIONS</b>	115
The United Nations	116
Specialized and Related Agencies of the United Nations	122
Regional United Nations Organizations	127
Multi-Lateral Lending Agencies	128
Private, Non-Profit Organizations	130
Volunteering	134
<b>PART VII. SOURCES AND RESOURCES</b>	137

**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](mailto:clas@uclink4.berkeley.edu)  
 W e b : <http://socrates.berkeley.edu:7001/index.html>

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

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

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

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

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

.....CONSORTIA.....

UNIVERSITY OF ARIZONA \* with  
 Latin American Area Center  
 P.O. Box 210028  
 103 Douglass Building  
 Tucson, AZ 85721  
 Telephone: 520-626-7242; Fax: 520-626-7248  
 E-mail: [lacc@u.arizona.edu](mailto: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](mailto:latin@asuvm.inre.asu.edu)  
 Web: [www.asu.edu/clas/latin/](http://www.asu.edu/clas/latin/)

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

THE UNIVERSITY OF NORTH CAROLINA  
 Institute of Latin American Studies \* with  
 223 E. Franklin Street, CB 3205  
 Chapel Hill, NC 27599-3205  
 Telephone: 919-966-1484; Fax: 919-962-0398  
 E-mail: [ilas@email.unc.edu](mailto:ilas@email.unc.edu)  
 Web: [www.unc.edu/depts/ilas](http://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](mailto:las@acpub.duke.edu)  
 Web: [www.duke.edu/web/las/index.html](http://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](mailto:clas@ucis.pitt.edu)  
 Web: [www.ucis.pitt.edu/clas/](http://www.ucis.pitt.edu/clas/)

CORNELL UNIVERSITY  
 Latin American Studies Program  
 190 Uris Hall  
 Ithaca, NY 14853  
 Telephone: 607-255-3345; Fax: 607-255-8919  
 E-mail: [las@is.cornell.edu](mailto:las@is.cornell.edu)  
 Web: [www.einaudi.cornell.edu/LatinAmerica/](http://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](mailto: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](mailto: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](mailto:abadertscher@facstaff.wisc.edu)  
 Web: <http://polyglot.lss.wisc.edu/laisp>

UNIVERSITY OF WISCONSIN -  
 MILWAUKEE  
 Center for Latin America  
 Garland Hall 202, P.O. Box 413  
 Milwaukee, WI 53201  
 Telephone: 414-229-4401; Fax: 414-229-2879  
 E-mail: [clacs@uwm.edu](mailto:clacs@uwm.edu)  
 Web: [www.uwm.edu/Dept/CLACS/](http://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](mailto:pb@umail.umd.edu)  
Web: [www.inform.umd.edu/EdRes/Colleges/ARHU/Depts/LAS/](http://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](mailto: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](mailto:clacs@msu.edu)  
Web: [www.isp.msu.edu/CLACS/](http://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](mailto:latinamctr@international.ucla.edu)  
Web: [www.isop.ucla.edu/lac](http://www.isop.ucla.edu/lac)

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

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

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

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

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

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

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

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

**LATIN AMERICAN PROGRAMS IN THE UNITED STATES**

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

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

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

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

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

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

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

BAYLOR UNIVERSITY  
Latin American Studies  
Box 97184  
Waco, TX 76798  
Telephone: 254-710-4846  
E-mail: [Joan\\_Suplee@baylor.edu](mailto:Joan_Suplee@baylor.edu)  
Web: [http://www.baylor.edu/latin\\_american/](http://www.baylor.edu/latin_american/)

[www.american.edu/academic.depts/cas/lfs/index.html](http://www.american.edu/academic.depts/cas/lfs/index.html)

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

BINGHAMTON UNIVERSITY, SUNY  
Latin American and Caribbean Area Studies  
Library Tower 1304  
Binghamton, NY 13902  
Telephone: 607-777-2765; Fax: 607-777-2280  
E-mail: [ferrada@binghamton.edu](mailto:ferrada@binghamton.edu)  
Web: <http://lacas.binghamton.edu/index.htm>

BOSTON UNIVERSITY  
Latin American Studies Program  
Center for International Relations  
718 Commonwealth Avenue  
Boston, MA 02215  
Telephone: 617-353-6226; Fax: 617-353-9290  
E-mail: [ir@bu.edu](mailto:ir@bu.edu)  
Web: <http://www.bu.edu/ir/las.html>

BRANDEIS UNIVERSITY  
Latin American Studies Program  
415 South Street Mailstop 036  
Waltham, MA 02454-9110  
Telephone: 781-736-2290; Fax: 781-736-2273  
E-mail: [arrom@brandeis.edu](mailto:arrom@brandeis.edu)  
Web: [www.brandeis.edu/departments/latinam](http://www.brandeis.edu/departments/latinam)

BRIGHAM YOUNG UNIVERSITY  
Latin American Studies  
David Kennedy Center for International Studies  
Provo, UT 84602  
Telephone: 801-378-2636; Fax: 801-378-7075  
E-mail: [kennedy@byu.edu](mailto:kennedy@byu.edu)  
Web: <http://kennedy.byu.edu/academic/LAS/index.html>

BROOKLYN COLLEGE -  
CITY UNIVERSITY OF NEW YORK  
Dept. of Puerto Rican and Latino Studies  
2900 Bedford Avenue  
Brooklyn, NY 11210  
E-mail: [vsankorr@brooklyn.cuny.edu](mailto:vsankorr@brooklyn.cuny.edu) or  
[anadal@brooklyn.cuny.edu](mailto:anadal@brooklyn.cuny.edu)

BROWN UNIVERSITY  
Center for Latin American Studies  
302 Thayer Street - Box 1970  
Providence, RI 02912-1970  
Telephone: 401-863-2106  
Fax: 401-863-2121  
E-mail: [CLAS@brown.edu](mailto:CLAS@brown.edu)  
Web: <http://www.watsoninstitute.org/clas/>

BUCKNELL UNIVERSITY  
Program in Latin American Studies  
Lewisburg, PA 17838  
Telephone: 717-524-1300; Fax: 717-524-3760  
E-mail: [Peeler@bucknell.edu](mailto:Peeler@bucknell.edu)  
Web: [www.departments.bucknell.edu/latin\\_amer\\_studies](http://www.departments.bucknell.edu/latin_amer_studies)

CALIFORNIA STATE UNIVERSITY  
AT CHICO  
Latin American Studies  
Office of International Programs  
Tehama Hall 211  
Chico, CA 95929-0680  
Telephone: 530-898-6880; Fax: 530-898-6889  
E-mail: [cekland@csuchico.edu](mailto:cekland@csuchico.edu)  
Web: <http://www.csuchico.edu/gisp/ip/LAST/index.htm>

CALIFORNIA STATE UNIVERSITY  
AT FULLERTON  
Latin American Studies Program  
103 McCarthy Hall  
800 North State College Boulevard  
Fullerton, CA 92834  
Telephone: 714-278-2594; Fax: 714-278-5898  
E-mail: [rvoeks@fullerton.edu](mailto:rvoeks@fullerton.edu)  
Web: <http://hss.fullerton.edu/latinamerican>

CALIFORNIA STATE UNIVERSITY  
AT LOS ANGELES  
Department of Latin American Studies  
5151 State University Drive  
Los Angeles, CA 90032  
Telephone: 323-343-2180; Fax: 323-343-5485  
E-mail: [las@calstatela.edu](mailto:las@calstatela.edu)  
Web: <http://www.calstatela.edu/academic/las/>

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@berkeley.edu](mailto:clas@berkeley.edu)  
Web: <http://socrates.berkeley.edu:7001/index.html>

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](mailto:latinamctr@international.ucla.edu)  
Web: <http://www.international.ucla.edu/lac/>

UNIVERSITY OF CALIFORNIA  
AT RIVERSIDE  
Latin American Studies  
1314 Watkins Hall  
Riverside, CA 92521  
Telephone: 909-787-3346; Fax: 909-787-2294  
E-mail: [ami.flori@ucr.edu](mailto:ami.flori@ucr.edu)  
Web: <http://latinamericanstudies.ucr.edu/Lasucr.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](mailto:latamst@ucsd.edu)  
Web: <http://cilas.ucsd.edu/>

UNIVERSITY OF CALIFORNIA  
AT SANTA BARBARA  
Latin American & Iberian Studies  
4211 Phelps Hall  
Santa Barbara, CA 93106  
Telephone: 805-893-3161; Fax: 805-893-8341  
E-mail: [LAISDirector@lais.ucsb.edu](mailto:LAISDirector@lais.ucsb.edu)  
Web: <http://www.lais.ucsb.edu/>

UNIVERSITY OF CALIFORNIA  
AT SANTA CRUZ  
Latin American and Latino Studies Program  
101 Casa Latina, Lower Level  
Merrill College  
Santa Cruz, CA 95064  
Telephone: 831-459-4284; Fax: 831-459-3125  
E-mail: [lals@ucsc.edu](mailto:lals@ucsc.edu)  
Web: <http://www.lals.ucsc.edu/>

CARLETON COLLEGE  
Department of Latin American Studies  
1 North College Street  
Northfield, MN 55057  
Fax: 507-646-4044  
E-mail: [bnagel@carleton.edu](mailto:bnagel@carleton.edu)  
Web: <http://www.acad.carleton.edu/curricular/ltam/>

CATHOLIC UNIVERSITY OF AMERICA  
Latin American Center for  
Graduate Studies in Music  
Benjamin T. Rome School of Music  
Washington, DC 20064  
Telephone: 202-319-5835; Fax: 202-319-6280  
E-mail: [wagstaff@cua.edu](mailto:wagstaff@cua.edu)  
Web: <http://lamc.cua.edu/>

UNIVERSITY OF CENTRAL FLORIDA  
Latin American and Iberian Area Studies  
Prof. José B. Fernandez, FA 505  
Orlando, FL 32816  
Telephone: 407-823-5389; Fax: 407-823-5156  
Web: <http://www.cas.ucf.edu/>

UNIVERSITY OF CHICAGO  
Center for Latin American Studies  
5848 S. University Avenue, Kelly Hall 310  
Chicago, IL 60637  
Telephone: 773-702-8420; Fax: 773-702-1755  
E-mail: [clas@uchicago.edu](mailto:clas@uchicago.edu)  
Web: <http://clas.uchicago.edu>

CITY COLLEGE - CITY UNIVERSITY  
OF NEW YORK  
Latin American Area Studies Program  
Convent Ave at 138th St., Room NAC 6/108  
New York, NY 10031  
Telephone: 212-650-6763; Fax: 212-650-6970  
Web: [www.ccnycunyc.edu](http://www.ccnycunyc.edu)

COLUMBIA UNIVERSITY  
Institute of Latin American and Iberian Studies  
International Affairs Building, 8th floor  
420 West 118th Street  
New York, NY 10027  
Telephone: 212-854-4643; Fax: 212-854-4607  
E-mail: [ilais@columbia.edu](mailto:ilais@columbia.edu)  
Web: <http://www.columbia.edu/cu/ilas>



UNIVERSITY OF CONNECTICUT  
 Center for Latin American and Caribbean Studies  
 843 Bolton Road  
 Storrs, CT 06269-1161  
 Telephone: 860-486-4964; Fax: 860-486-2963  
 E-mail: [LatinAmerica@uconn.edu](mailto:LatinAmerica@uconn.edu)  
 W e b :  
<http://www.ia.uconn.edu/CLACS/academic.html>

CORNELL UNIVERSITY  
 Latin American Studies Program  
 190 Uris Hall  
 Ithaca, NY 14853  
 Telephone: 607-255-3345; Fax: 607-255-8919  
 E-mail: [mjd9@cornell.edu](mailto:mjd9@cornell.edu)  
 Web: [www.einaudi.cornell.edu/LatinAmerica/](http://www.einaudi.cornell.edu/LatinAmerica/)

DARTMOUTH COLLEGE  
 Latin American, Latino &  
 Caribbean Studies Program  
 Sherman House  
 37 North Main Street  
 Hanover, NH 03755-18042  
 Telephone: 603-646-1640; Fax: 603-646-3050  
 E-mail: [sheila.laplante@dartmouth.edu](mailto:sheila.laplante@dartmouth.edu)  
 Web: [www.dartmouth.edu/artsci/lalacs](http://www.dartmouth.edu/artsci/lalacs)

UNIVERSITY OF DELAWARE  
 Latin American Program  
 228 Monroe Hall  
 Newark, DE 19716  
 Telephone: 302-831-0794; Fax: 302-831-1538  
 E-mail: [csc@udel.edu](mailto:csc@udel.edu)  
 Web: [www.udel.edu/AreaStudies/latam.html](http://www.udel.edu/AreaStudies/latam.html)

DENISON UNIVERSITY  
 Latin American Area Studies  
 Granville, OH 43023  
 Telephone: 614-587-6731; Fax: 614-587-6417  
 E-mail: [ayala@denison.edu](mailto:ayala@denison.edu)  
 Web: <http://www.denison.edu/catalogs/lacs.html>

UNIVERSITY OF DENVER  
 Latin American Studies Program  
 Languages & Literatures Department  
 2040 S. Race Street  
 Denver, CO 80208  
 Telephone: 303-871-2662; Fax: 303-871-4555  
 E-mail: [osomoza@du.edu](mailto:osomoza@du.edu) or [mbornste@du.edu](mailto:mbornste@du.edu)  
 Web: <http://www.du.edu/langlit/spanish/>

DEPAUL UNIVERSITY  
 Latin American/Latino Studies Program  
 802 West Belden Avenue  
 Chicago, IL 60614  
 Telephone: 773-325-1879; Fax: 773-325-7503  
 E-mail: [crl@depaul.edu](mailto:crl@depaul.edu)  
 Web:  
[http://www.depaul.edu/about\\_DP/centers.asp#Latino%20Research](http://www.depaul.edu/about_DP/centers.asp#Latino%20Research)

DRAKE UNIVERSITY  
 Latin American and Caribbean Area Studies  
 109 Meredith Hall  
 2507 University Avenue  
 Des Moines, IA 50311  
 Telephone: 515-271-2149; Fax: 515-271-3977  
 Web: <http://www.drake.edu/>

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](mailto:las@acpub.duke.edu)  
 Web: [www.duke.edu/web/las/index.html](http://www.duke.edu/web/las/index.html)

EMORY UNIVERSITY  
 Latin American and Caribbean Studies  
 428B Candler Library  
 550 Asbury Circle  
 Atlanta, GA 30322  
 Telephone: 404-727-6562; Fax: 404-727-0274  
 E-mail: [lacs@emory.edu](mailto:lacs@emory.edu)  
 Web: [www.emory.edu/LACSP/index.html](http://www.emory.edu/LACSP/index.html)

FLAGLER COLLEGE  
 Latin American Studies  
 P.O. Box 1027  
 St. Augustine, FL 32085  
 Telephone: 904-829-6481  
 Web: [www.flagler.edu](http://www.flagler.edu)

FLORIDA INTERNATIONAL UNIVERSITY  
Latin American and Caribbean Center  
University Park Campus, DM-353  
Miami, FL 33199  
Telephone: 305-348-2894; Fax: 305-348-3593  
E-mail: [lacc@fiu.edu](mailto:lacc@fiu.edu)  
Web: <http://lacc.fiu.edu>

UNIVERSITY OF FLORIDA  
Center for Latin American Studies  
319 Grinter Hall  
P.O. Box 115530  
Gainesville, FL 32611-5530  
Telephone: 352-392-0375; Fax: 352-392-7682  
E-mail: [www@latam.ufl.edu](http://www@latam.ufl.edu)  
Web: [www.latam.ufl.edu](http://www.latam.ufl.edu)

FORDHAM UNIVERSITY  
The Latin American and Latino Studies Institute  
Rose Hill Campus  
Faculty Memorial Hall 405G  
Bronx, NY 10458  
Telephone: 718-817-2676; Fax: 718-817-3987  
E-mail: [lalsi@murray.fordham.edu](mailto:lalsi@murray.fordham.edu) or  
[mendezclark@fordham.edu](mailto:mendezclark@fordham.edu)

FORDHAM UNIVERSITY  
The Latin American and Latino Studies Institute  
Lincoln Center Campus  
Leon Lowenstein 414  
New York, NY 10011  
Telephone: 212-636-6361  
E-mail: [barbaramundy@sprintmail.com](mailto:barbaramundy@sprintmail.com)

GEORGETOWN UNIVERSITY  
Latin American Studies  
The Car Barn, 2nd floor  
3520 Prospect Street  
Washington, DC 20057-0885  
Telephone: 202-298-0292; Fax: 202-338-0608  
E-mail: [clas@georgetown.edu](mailto:clas@georgetown.edu)  
Web: <http://www.georgetown.edu/sfs/programs/clas/>

GEORGE WASHINGTON UNIVERSITY  
Latin American Studies  
Elliott School of International Affairs  
2013 G Street, NW  
Washington, DC 20052  
Telephone: 202-994-6187; Fax: 202-994-0335  
E-mail: [lasp@gwu.edu](mailto:lasp@gwu.edu)  
Web: [www.gwu.edu/~lasp](http://www.gwu.edu/~lasp)

GRINNELL COLLEGE  
Latin American Studies  
P.O. Box 805  
Grinnell, IA 50112  
Telephone: 515-269-3058; Fax: 515-269-4285  
Web:  
[www.grinnell.edu/catalog/acadprogs/latinstud.html](http://www.grinnell.edu/catalog/acadprogs/latinstud.html)

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

HOOD COLLEGE  
Latin American Studies  
Dept. of Foreign Languages & Literatures  
401 Rosemont Avenue  
Frederick, MD 21701  
Telephone: 301-663-3131  
E-mail: [gzuffi@hood.edu](mailto:gzuffi@hood.edu)  
Web:  
<http://www.hood.edu/academic/forlang/>

UNIVERSITY OF IDAHO  
Latin American Studies  
Department of History  
305-A Administration Building  
Moscow, ID 83843  
Telephone: 208-885-8956; Fax: 208-885-8964  
E-mail: [graden@uidaho.edu](mailto:graden@uidaho.edu)  
Web: [www.uidaho.edu/LS/LASt](http://www.uidaho.edu/LS/LASt)

UNIVERSITY OF ILLINOIS AT  
CHAMPAIGN-URBANA  
Center for Latin American  
and Caribbean Studies  
201 International Studies Building  
910 S. Fifth Street  
Champaign, IL 61820  
Telephone: 217-333-3182; Fax: 217-244-7333  
E-mail: [latam@uiuc.edu](mailto:latam@uiuc.edu)  
Web: [www.uiuc.edu/unit/lat/](http://www.uiuc.edu/unit/lat/)

UNIVERSITY OF ILLINOIS AT CHICAGO  
Latin American Studies Program  
1527 University Hall  
601 S. Morgan Street  
Chicago, IL 60607-7115  
Telephone: 312-996-2445; Fax: 312-996-1796  
Web: [www.uic.edu/las/latamst](http://www.uic.edu/las/latamst)

INDIANA UNIVERSITY  
Center for Latin American  
and Caribbean Studies  
1125 E. Atwater Avenue  
Bloomington, IN 47401  
Telephone: 812-855-9097; Fax: 812-855-5345  
E-mail: [clacs@indiana.edu](mailto:clacs@indiana.edu)  
Web: [www.indiana.edu/~clacs](http://www.indiana.edu/~clacs)

UNIVERSITY OF IOWA  
Latin American Studies Program  
International Center 242  
Iowa City, IA 52242  
Telephone: 319-335-2246; Fax: 319-335-2990  
E-mail: [daniel-balderston@uiowa.edu](mailto:daniel-balderston@uiowa.edu)  
Web:  
[www.uiowa.edu/~intl/links/lasp/lasp\\_home.htm](http://www.uiowa.edu/~intl/links/lasp/lasp_home.htm)

JOHNS HOPKINS UNIVERSITY  
SAIS: Latin American Studies  
1740 Massachusetts Avenue, NW  
Washington, DC 20036  
Telephone: 202-663-5734; Fax: 202-663-5737  
E-mail: [Dmonash@jhu.edu](mailto:Dmonash@jhu.edu)  
Web:

<http://www.sais-jhu.edu/programs/whp/lastudies.html>

KANSAS STATE UNIVERSITY  
Latin American Studies Program  
215 Eisenhower Hall  
Manhattan, KS 66506-1003  
Telephone: 785-532-1998; Fax: 785-532-7004  
E-mail: [ias@ksu.edu](mailto:ias@ksu.edu)  
Web: [www.ksu.edu/ias/lassecc.htm](http://www.ksu.edu/ias/lassecc.htm)

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

UNIVERSITY OF KENTUCKY  
Latin American Studies Program  
Dept. of Anthropology  
206 Lafferty Hall  
Lexington, KY 40506  
Telephone: 859-257-2793  
E-mail: [vfhuds2@uky.edu](mailto:vfhuds2@uky.edu)  
Web: [www.uky.edu/ArtsSciences/LAS/](http://www.uky.edu/ArtsSciences/LAS/)

UNIVERSITY OF MARYLAND  
Latin American Studies Center  
2215 Jiménez Hall  
College Park, MD 20742  
Telephone: 301-405-6459; Fax: 301-314-9752  
E-mail: [lasc@umd.edu](mailto:lasc@umd.edu)  
Web:  
[www.inform.umd.edu/ARHU/Depts/LAS/](http://www.inform.umd.edu/ARHU/Depts/LAS/)

UNIVERSITY OF MASSACHUSETTS  
Center for Latin American, Caribbean  
and Latino Studies  
924 Thompson Hall, Box 37530  
Amherst, MA 01003  
Telephone: 413-545-4648; Fax: 413-545-1244  
E-mail: [las@econs.umass.edu](mailto:las@econs.umass.edu)  
Web:  
<http://www.umass.edu/clacsl/about-clacsl.html>

UNIVERSITY OF MIAMI  
 Latin American Studies Program  
 School of International Studies  
 P.O. Box 248123  
 1531 Brescia Avenue  
 Coral Gables, FL 33124-3010  
 Telephone: 305-284-2017; Fax: 305-284-2863  
 E-mail: [umclas@miami.edu](mailto:umclas@miami.edu)  
 Web: <http://www.as.miami.edu/clas/default.htm>

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](mailto:clacs@msu.edu)  
 Web: [www.isp.msu.edu/CLACS](http://www.isp.msu.edu/CLACS)

UNIVERSITY OF MICHIGAN  
 Latin American and Caribbean Studies  
 2607 International Institute  
 Ann Arbor, MI 48103-1106  
 Telephone: 734-747-9197; Fax: 734-763-9154  
 E-mail: [lacs.office@umich.edu](mailto:lacs.office@umich.edu)  
 Web: [www.umich.edu/~iinet/lacs](http://www.umich.edu/~iinet/lacs)

UNIVERSITY OF MINNESOTA  
 Latin American Area Studies Program  
 Institute of International Studies  
 214 Social Sciences Building  
 267 Nineteenth Avenue South  
 Minneapolis, MN 55455  
 Telephone: 612-624-8543 or 612-625-8151  
 Fax: 612-625-2242

MOUNT HOLYOKE COLLEGE  
 Latin American Studies Center  
 South Hadley, MA 01075  
 Telephone: 413-538-2378 or -2007 or -2657  
 Fax: 413-538-2512  
 E-mail: [lgudmund@mtholyoke.edu](mailto:lgudmund@mtholyoke.edu)

UNIVERSITY OF NEBRASKA  
 Latin American Studies Program  
 Institute for International Studies  
 1034 Oldfather Hall  
 Lincoln, NE 68588

NEW MEXICO STATE UNIVERSITY  
 Center for Latin American Studies  
 Box 3001, Dept. 3LAS  
 Las Cruces, NM 88003  
 Telephone: 505-646-2842; Fax: 505-277-5989  
 E-mail: [frontera@nmsu.edu](mailto:frontera@nmsu.edu)  
 Web: <http://www.nmsu.edu/~clas/>

UNIVERSITY OF NEW MEXICO  
 Latin American & Iberian Institute  
 801 Yale NE  
 Albuquerque, NM 87131-1016  
 Telephone: 505-277-2961; Fax: 505-277-5989  
 E-mail: [info@laih.unm.edu](mailto:info@laih.unm.edu)  
 Web: <http://laih.unm.edu/>

NEW SCHOOL FOR SOCIAL RESEARCH  
 The Janey Program in Latin American Studies  
 64 University Place, #400  
 New York, NY 10003  
 Telephone: 212-229-5375  
 E-mail: [SegurR01@newschool.edu](mailto:SegurR01@newschool.edu)  
 Web: <http://www.newschool.edu/gf/centers/JaneyConf2001.htm>

NEW YORK UNIVERSITY  
 Center for Latin American  
 & Caribbean Studies  
 53 Washington Square South, 4 West  
 New York, NY 10012  
 Telephone: 212-998-8686; Fax: 212-995-4163  
 E-mail: [clacs.info@nyu.edu](mailto:clacs.info@nyu.edu)  
 Web: [www.nyu.edu/gsas/program/latin/](http://www.nyu.edu/gsas/program/latin/)

UNIVERSITY OF NORTH CAROLINA  
 Institute of Latin American Studies  
 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](mailto:ilas@email.unc.edu)  
 Web: [www.unc.edu/depts/ilas](http://www.unc.edu/depts/ilas)

NORTHERN ARIZONA UNIVERSITY  
 Latin American Studies Minor  
 P.O. Box 6023  
 Flagstaff, AZ 86011-6023  
 Telephone: 520-523-0064; Fax: 520-523-1277  
 E-mail: [susan.deeds@nau.edu](mailto:susan.deeds@nau.edu)

NORTHERN ILLINOIS UNIVERSITY  
Center for Latino and Latin American Studies  
515 Garden Road  
DeKalb, IL 60115-2853  
Telephone: 815-753-1531; Fax: 815-753-1651  
E-mail: [gonzales@niu.edu](mailto:gonzales@niu.edu)  
Web: [www.clas.niu.edu/latino/](http://www.clas.niu.edu/latino/)

COLLEGE OF NOTRE DAME  
Latin American Studies Program  
Modern Languages & Cultures  
St. Mary's Hall  
1500 Ralston Avenue  
Belmont, CA 94002-1997  
Telephone: 650-593-3558; Fax: 650-508-3736  
E-mail: [cbennett@cnd.edu](mailto:cbennett@cnd.edu)

UNIVERSITY OF NOTRE DAME  
Latin American Area Studies Program  
Kellogg Institute for International Education  
216 Hesburgh Center  
Notre Dame, IN 46556-5677  
Telephone: 219-631-6580; Fax: 219-631-6717  
Web: [www.nd.edu/~kellogg/index.html](http://www.nd.edu/~kellogg/index.html)

NOVA UNIVERSITY  
Latin American & Caribbean Studies  
3301 College Avenue  
Fort Lauderdale, FL 33314  
Telephone: 800-541-6682  
E-mail: [brodman@nova.edu](mailto:brodman@nova.edu)  
Web: [www.polaris.nova.edu](http://www.polaris.nova.edu)

OHIO STATE UNIVERSITY  
Latin American Studies Program  
307 Oxley Hall  
1712 Neil Avenue  
Columbus, OH 43210-1219  
Telephone: 614-688-4285; Fax: 614-292-4273  
E-mail: [unzueta.1@osu.edu](mailto:unzueta.1@osu.edu)  
Web: <http://oia.osu.edu/clas/>

OHIO UNIVERSITY  
Latin American Studies Program  
Center for International Studies  
56 East Union Street  
Athens, OH 45701-1840  
Telephone: 740-593-1840; Fax: 740-593-1837  
E-mail: [walker@ohiou.edu](mailto:walker@ohiou.edu)  
Web: [www.ohiou.edu/~latstudy/index.html](http://www.ohiou.edu/~latstudy/index.html)

UNIVERSITY OF PENNSYLVANIA  
Latin American Cultures Program  
535 Williams Hall  
Philadelphia, PA 19104-6305  
Telephone: 215-898-9919; Fax: 215-898-0933  
E-mail: [lals@sas.upenn.edu](mailto:lals@sas.upenn.edu)  
Web: [www.sas.upenn.edu/lacp](http://www.sas.upenn.edu/lacp)

UNIVERSITY OF PITTSBURGH  
Center for Latin American Studies  
4E Wesley W. Posvar Hall  
University of Pittsburgh  
Pittsburgh, PA 15260  
Telephone: 412-648-7392; Fax: 412-648-2199  
E-mail: [clas@pitt.edu](mailto:clas@pitt.edu)  
Web: [www.ucis.pitt.edu/clas](http://www.ucis.pitt.edu/clas)

PLATTSBURGH STATE UNIVERSITY OF  
NEW YORK  
Latin American Studies Department  
Hawkins Hall 119B  
Plattsburgh, NY 12901  
Telephone: 518-564-5827; Fax: 518-564-2300  
E-mail: [culverww@plattsburgh.edu](mailto:culverww@plattsburgh.edu)  
Web: <http://www.plattsburgh.edu/academics/las/>

PRINCETON UNIVERSITY  
Program in Latin American Studies  
58 Prospect Avenue  
Princeton, NJ 08544  
Telephone: 609-258-4148; Fax: 609-258-0113  
E-mail: [plas@princeton.edu](mailto:plas@princeton.edu)  
Web: [www.princeton.edu/plasweb](http://www.princeton.edu/plasweb)

PROVIDENCE COLLEGE  
Latin American Studies Program  
Providence, RI 02918  
Telephone: 401-865-2434; Fax: 401-865-1222  
Web: [www.providence.edu](http://www.providence.edu)

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](mailto:gpriestley@igc.org)  
Web: [www.soc.qc.edu/laas](http://www.soc.qc.edu/laas)

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](mailto:arturo_arias@redlands.edu)  
Web:  
[http://www.redlands.edu/academics/cas\\_academics/undergrad/last](http://www.redlands.edu/academics/cas_academics/undergrad/last)

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

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](mailto:jbak@richmond.edu)  
Web:  
<http://oncampus.richmond.edu/academics/international/>

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](mailto:contact@rollins.edu)  
Web: [www.rollins.edu](http://www.rollins.edu)

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

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

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](mailto:delaney@stolaf.edu)  
Web: [www.stolaf.edu/depts/hispanic-studies/](http://www.stolaf.edu/depts/hispanic-studies/)

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](mailto:lasga@rohan.sdsu.edu)  
Web:  
<http://arweb.sdsu.edu/es/psc/ab/latinamericansudies.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](mailto:kgauger@email.smith.edu)  
Web: [www.smith.edu/las/](http://www.smith.edu/las/)

UNIVERSITY OF SOUTH CAROLINA  
Latin American Studies  
College of Liberal Arts  
Columbia, SC 29208  
Telephone: 803-777-7000  
E-mail: [mcardaville@sc.edu](mailto:mcardaville@sc.edu)  
Web: [www.cla.sc.edu/LASP/](http://www.cla.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: [Imanzett@post.smu.edu](mailto:Imanzett@post.smu.edu)  
Web: [www.smu.edu/~lam/](http://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](mailto: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](mailto:lacs@iac.usf.edu) or  
[barrios@iac.usf.edu](mailto:barrios@iac.usf.edu) or [conniff@iac.usf.edu](mailto: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/](http://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](mailto:laurie.greene@stockton.edu)  
Web:  
<http://www2.stockton.edu/bulletin/undergrad/chap8/lacs.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](mailto: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](mailto: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](mailto:ilas@uts.cc.utexas.edu)  
Web: <http://lanic.utexas.edu/ilas>

UNIVERSITY OF TEXAS AT EL PASO  
Latin American Studies  
Burgess Hall 209  
El Paso, TX 79968-0605  
Telephone: 915-747-5196  
E-mail: [cibs@utep.edu](mailto:cibs@utep.edu)  
Web:  
[www.utep.edu/catalogs/undergrad/libart/latin](http://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](mailto:alma.carrillo@trinity.edu) or  
[dclark@trinity.edu](mailto:dclark@trinity.edu)  
Web:  
[http://www.trinity.edu/departments/int\\_studies/](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](mailto:rtsclas@tulane.edu)  
Web: [www.tulane.edu/~clas/](http://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](http://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](http://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](mailto:lasuw@u.washington.edu)  
 Web: <http://jsis.artsci.washington.edu/programs/latinam/>

WESLEYAN UNIVERSITY  
 Latin American Studies Program  
 Center for the Americas  
 255 High Street  
 Middletown, CT 06459  
 Telephone: 860-685-3112; Fax: 860-685-2985  
 E-mail: [awightman@wesleyan.edu](mailto:awightman@wesleyan.edu)  
 Web: [www.wesleyan.edu/americas/last/](http://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/](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](mailto:david.keeling@wku.edu)  
 Web:  
[www.wku.edu/Dept/Support/AcadAffairs/International](http://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](mailto: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](mailto: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](mailto:clacs@uwm.edu)  
 Web: [www.uwm.edu/Dept/CLA/](http://www.uwm.edu/Dept/CLA/)



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

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

**National Foreign Language Resource Centers 1999-2001**

Duke University  
 Box 90259  
 Durham, NC 27708-0259  
 E-mail: [eda@duke.edu](mailto:eda@duke.edu)

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

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

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

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

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

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

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

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

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

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

**PART II**

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

## SELECTED LATIN AMERICAN EMBASSIES IN THE UNITED STATES

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

Embassy of Argentina  
1600 New Hampshire Avenue, NW  
Washington, DC 20009  
Telephone: 202-939-6400  
Fax: 202-332-3171  
E-mail: [argentina@veriomail.com](mailto: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](mailto: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](mailto:emwas@colombiaemb.org)  
Web: [www.colombiaemb.org](http://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](mailto:embassy@costarica.com)  
Web: <http://costarica-embassy.org/>

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

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

Embassy of El Salvador  
2308 California Street, NW  
Washington, DC 20008  
Telephone: 202-265-9671  
E-mail: [cbartoli@elsalvador.org](mailto:cbartoli@elsalvador.org)  
Web: [www.elsalvador.org](http://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](mailto: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](mailto:embassy@haiti.org)  
Web: [www.haiti.org](http://www.haiti.org)

Embassy of Honduras  
3007 Tilden Street, NW  
Washington, DC 20008  
Telephone: 202-966-7702  
Fax: 202-966-9751  
E-mail: [embhondur@aol.com](mailto:embhondur@aol.com)  
Web: [www.hondurasemb.org](http://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](mailto: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](mailto:info@embassyofmexico.org)  
Web: [www.embassyofmexico.org](http://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](mailto:peru@peruemb.org)  
Web: [www.peruemb.org](http://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](mailto: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](mailto:embavene@dgsys.com)  
Web: [www.embavenez-us.org](http://www.embavenez-us.org)

## LATIN AMERICAN CHAMBERS OF COMMERCE IN THE UNITED STATES

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

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

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

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

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

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

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

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

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

Brazilian-American Chamber of  
Commerce of Florida  
1101 Brickell Avenue, Suite 1102  
Miami, FL 33131  
Telephone: 305-579-9030  
Fax: 305-579-9756  
E-mail: [baccf@brazilchamber.org](mailto:baccf@brazilchamber.org)  
Web: [www.brazilchamber.org/](http://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](mailto:info@brazilcham.com)  
Web: [www.brazilcham.com/](http://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](http://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](mailto:ecuacham@bellsouth.net)  
Web: [www.ecuachamber.com](http://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](mailto:news-hq@usmcoc.org) or visit the  
website <http://www.usmcoc.org>

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

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

Peruvian-U.S. Chamber of Commerce  
444 Brickell Avenue, #311  
Miami, FL 33131  
Telephone: 305-375-0885  
Fax: 305-375-0884  
E-mail: [delfino@earthlink.net](mailto:delfino@earthlink.net)  
Web: [www.peruvianchamber.org](http://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](mailto: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](mailto:gateway@uruguaychamber.com)  
Web: [www.uruguaychamber.com](http://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](mailto:skyccs@telcel.net.ve)  
Web: [www.venamcham.org](http://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](mailto:USHCC@USHCC.com)  
Web: [www.usbcc.com](http://www.usbcc.com)

## U.S. CHAMBERS OF COMMERCE IN LATIN AMERICA

The most important source for updated information on U.S. Chambers of Commerce in Latin America is the Association of American Chambers of Commerce in Latin America (615 H Street NW, Washington, DC 20062-2000; telephone: 202-463-5485; fax: 202-463-3126; e-mail: [info@aaccla.org](mailto:info@aaccla.org); Web: [www.aaccla.org](http://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](mailto:amcham@amchamar.com.ar)  
Web: [www.amchamar.com.ar](http://www.amchamar.com.ar)

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

American Chamber of Commerce  
for Brazil (Rio de Janeiro)  
Praça Pio X 15 Andar 5  
Caixa Postal 916  
20.040 Rio de Janeiro, RJ, Brazil  
Telephone: (55-21) 203-2477  
Fax: (55-21) 518-1564  
E-mail: [achambr@amchamrio.com.br](mailto:achambr@amchamrio.com.br)  
Web: [www.amchamrio.com.br](http://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](mailto:amhost@amcham.com.br)  
Web: [www.amcham.com.br](http://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](mailto:amcham@amchamchile.cl)  
Web: [www.amchamchile.cl](http://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](mailto:info@amchamcolombia.com.co)  
Web: [www.amchamcolombia.com.co](http://www.amchamcolombia.com.co)

Costa Rican-American Chamber  
of Commerce  
Costa Rica: PO Box 4946-1000  
San José, Costa Rica  
Miami: Amcham SJO 1576  
PO Box 025216  
Miami, FL 33102-5216  
Telephone: 506-220-2200  
Fax: 506-220-2300  
E-mail: [chamber@amcham.co.cr](mailto:chamber@amcham.co.cr)  
Web: [www.amcham.co.cr](http://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](mailto:amcham@codetel.net.do)  
Web: [www.amcham.org.do](http://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](mailto:caecam1@caecam.org.ec)  
Web: [www.caecam.org](http://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](mailto:contact@amchamsal.com)  
Web: [www.amchamsal.com](http://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](mailto: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](mailto:hamcham@netsys.hn)  
Web: [www.honduras.com](http://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](mailto:amchammx@amcham.com.mx)  
Web: [www.amcham.com.mx](http://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](mailto:USHCC@USHCC.com)  
Web: [www.usbcc.com](http://www.usbcc.com)

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

American Chamber of Commerce &  
Industry of Panama  
Apartado 168  
Balboa, Ancón  
Panamá  
Telephone: (507) 269-3881  
Fax: (507) 223-3508  
E-mail: [amcham@sinfo.net](mailto:amcham@sinfo.net)  
Web: [www.panamcham.com](http://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](mailto: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](mailto:amcham@amcham.org.pe)  
Web: [www.amcham.org.pe/](http://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](mailto: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](mailto:Amchamuru@zfm.com)  
Web: [www.zfm.com/amchamuru](http://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](mailto:venam@venamcham.org)  
Web: [www.venamcham.org](http://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](mailto: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](mailto: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](mailto: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](mailto:cc-dallas@bancomext.gob.mx)  
Web: [www.bancomextdallas.com](http://www.bancomextdallas.com)

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

Bancomext  
220 Alhambra Circle, 2nd floor  
Coral Gables, FL 33134  
Telephone: 305-372-9929  
Fax: 305-374-1238  
E-mail: [cc-miami@bancomext.gob.mx](mailto: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](mailto:cc-los.angeles@bancomext.gob.mx)  
E-mail2: [mextrade@earthlink.net](mailto:mextrade@earthlink.net)  
Web: [www.bancomextdallas.com](http://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](mailto: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](mailto: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](mailto: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](mailto:nafinusa@att.net)

**PART III**

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



## PITTSBURGH AREA BUSINESSES WITH INTERESTS IN LATIN AMERICA

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

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

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

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

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

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

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

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

Cutler-Hammer Pittsburgh Headquarters  
(Eaton Corp.)  
1000 Cherrington Parkway  
Moon Township, PA 15108  
Telephone: 412-893-3300  
Web: [www.eatonjobs.com](http://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](mailto:westphal@beainc.com)  
Web: [www.beainc.com](http://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](mailto:info@ddiworld.com)  
Web: [www.ddiworld.com](http://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](mailto:marketing@dickcorp.com)  
Web: [www.dickcorp.com](http://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](http://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](mailto:mjbl@flexoninc.com)  
Web: [www.flexoninc.com](http://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](http://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](mailto:impsa@sgi.net)  
Web: [www.impsa.com.ar](http://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](mailto:info@indsci.com)  
Web: [www.indsci.com](http://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](http://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](mailto:info@ketchum.com)  
Web: [www.ketchum.com](http://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](mailto:info@kl.com)  
Web: [www.kl.com](http://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](http://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](http://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](http://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](mailto: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](http://www.mbakercorp.com)

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

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

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](mailto:msa.jobs.1@msanet.com)  
Web: [www.msanet.com](http://www.msanet.com)

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

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

Mylan Laboratories Inc.  
1030 Century Building  
130 Seventh Street  
Pittsburgh, PA 15222  
Telephone: 412-232-0100  
E-mail: [mylan@mylan.com](mailto:mylan@mylan.com)  
Web: [www.mylan.com](http://www.mylan.com)

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

PPG Industries, Inc.  
One PPG Place  
Pittsburgh, PA 15272  
Telephone: 412-434-3131  
Fax: 412-434-2190  
Web: [www.ppg.com](http://www.ppg.com)

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

Paul Rizzo and Associates  
Expo Mart Suite 270E  
105 Mall Boulevard  
Monroeville, PA 15146  
E-mail: [jeff.bair@rizzoassoc.com](mailto:jeff.bair@rizzoassoc.com)  
Web: [www.rizzoassoc.com](http://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](mailto:info@hecc.org)  
Web: [www.hecc.org](http://www.hecc.org)

Sauereisen Inc.  
160 Gamma Drive  
Pittsburgh, PA 15238  
Telephone: 412-963-0303  
Fax: 412-963-7620  
E-mail: [questions@sauereisen.com](mailto:questions@sauereisen.com)  
Web: [www.sauereisen.com](http://www.sauereisen.com)

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

UNISYS Corporation  
Park West One  
Cliff Mine Road, Suite 390  
Pittsburgh, PA 15275  
Telephone: 412-788-6960  
Web: [www.unisys.com](http://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](mailto: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](http://www.ussteel.com)

WABCO Locomotive Products  
Wilmerding, PA 15148  
Telephone: 412-825-1000  
Fax: 412-825-1019  
Web: [www.motivepower.com](http://www.motivepower.com)

Westinghouse Electric (CBS)  
101 Brinton Road  
Pittsburgh, PA 15221  
Telephone: 412-244-2000  
Fax: 412-642-4650  
Web: [www.westinghouse.com](http://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:	<a href="http://www.starthere.com">http://www.starthere.com</a>
Career Mosaic:	<a href="http://www.careermosaic.com">http://www.careermosaic.com</a>
Career Path:	<a href="http://www.careerpath.com">http://www.careerpath.com</a>
Catapult:	<a href="http://www.jobweb.org/catapult/internl.htm">http://www.jobweb.org/catapult/internl.htm</a>
Drake, Beam Morin:	<a href="http://www.dbm.com">http://www.dbm.com</a>
Nationjob Network:	<a href="http://www.nationjob.com">http://www.nationjob.com</a>
Overseas Jobs:	<a href="http://www.overseasjobs.com">http://www.overseasjobs.com</a>

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

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

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

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

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

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

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

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

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

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

Citicorp  
 399 Park Avenue  
 New York, NY 10043  
 Telephone: 212-559-1000  
 Fax: 212-557-2066  
 Web: [www.citibank.com](http://www.citibank.com)

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

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

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

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

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

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

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

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

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

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

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

**ADVERTISING AGENCIES .....**

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

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

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

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

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

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

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

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

Ketchum Public Relations  
Six PPG Place  
Pittsburgh, PA 15222  
Telephone: 412-456-3885  
Fax: 412-456-3588  
Web: [www.ketchum.com](http://www.ketchum.com)

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

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

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

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

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

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

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



**CONSUMER PRODUCTS .....**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Chiquita Brands International Inc.  
250 East Fifth Street  
Cincinnati, OH 45202  
Telephone: 513-784-8000  
Fax: 513-784-8030  
Web: [www.chiquita.com](http://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](http://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](http://www.kodak.com)  
(Photography)

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

Gillette Company  
Prudential Tower Building  
Boston, MA 02199  
Telephone: 617-421-7000  
Fax: 617-421-7123  
Web: [www.gillette.com](http://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](http://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](http://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](http://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](http://www.kimberly-clark.com)  
(Personal and health care  
products and apparel)

Kraft Foods International, Inc.  
(Div. Phillip Morris Co.)  
800 Westchester Ave.  
Rye Brook, NY 10573  
Telephone: 914-335-2500  
Fax: 914-335-7144  
Web: [www.kraftinternational.com](http://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](http://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/](http://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/](http://www.mcdonalds.com/)  
(Food)

McKesson Corporation  
One Post Street  
San Francisco, CA 94104  
Telephone: 415-983-8300  
Fax: 415-983-8453  
(Pharmaceuticals)

RJR Nabisco  
1301 Avenue of the Americas  
New York, NY 10019  
Telephone: 212-258-5600  
Fax: 212-969-9173  
Web: [www.rjnabisco.com](http://www.rjnabisco.com)  
(Food)

Office Depot, Inc.  
2200 Old Germantown Road  
Delray Beach, FL 33445  
Telephone: 561-278-4800  
Fax: 561-265-4406  
Web: [www.officedepot.com](http://www.officedepot.com)  
(Office supplies, equipment,  
furniture)

J.C. Penney Co., Inc.  
6501 Legacy Drive  
Plano, TX 75024  
Telephone: 972-431-1000  
Fax: 972-431-1977  
Web: [www.jcpenney.com](http://www.jcpenney.com)  
(Home, apparel, sundries, appliances)

Pepsico International  
700 Anderson Hill Road  
Purchase, NY 10577  
Telephone: 914-253-2000  
Fax: 914-253-2070  
Web: [www.pepsico.com](http://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](http://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](http://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)

Polaroid Corporation  
549 Technology Square  
Cambridge, MA 02139  
Telephone: 781-386-2000  
Fax: 781-386-3276  
Web: [www.polaroid.com](http://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](http://www.pg.com)  
(Personal & health care,  
household)

The Quaker Oats Company  
Quaker Tower  
321 North Clark Street  
Chicago, IL 60610  
Telephone: 312-222-7111  
Fax: 312-222-8323  
Web: [www.quakeroats.com](http://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](http://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](http://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](http://www.riverwood.com)  
(Packaging)

Rubbermaid, Inc.  
1147 Akron Road  
Wooster, OH 44691  
Telephone: 330-264-6464  
Fax: 330-287-2846  
Web: [www.rubbermaid.com](http://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](http://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](http://www.mmm.com)  
(Home, health, office, safety,  
transportation)

Wal-Mart Stores, Inc.  
702 SW 8th Street  
Bentonville, AR 72716  
Telephone: 501-273-4000  
Fax: 501-273-8980  
Web: [www.wal-mart.com](http://www.wal-mart.com)  
(Home, apparel, sundries, appliances)

Warner-Lambert Co.  
201 Tabor Road  
Morris Plains, NJ 07950  
Telephone: 973-540-2000  
Fax: 973-540-3761  
Web:  
<http://www.pfizer.com/are/careers/index.html>  
(Pharmaceuticals)

Wendy's International Inc.  
4288 West Dublin-Granville Road  
Dublin, OH 43017  
Telephone: 614-764-3100  
Fax: 614-766-3866  
Web:  
[www.wendys.com/join\\_team/team\\_frame.html](http://www.wendys.com/join_team/team_frame.html)  
(Food)

**INSURANCE** .....

Aetna Life & Casualty Co.  
151 Farmington Avenue  
Hartford, CT 06156  
Telephone: 860-273 0123  
Web: [www.aetna.com/index.html](http://www.aetna.com/index.html)

American Re-Insurance Co.  
555 College Road East  
Princeton, NJ 08543  
Telephone: 609-243-4200  
Fax: 609-243-4257

American International Group  
70 Pine Street  
New York, NY 10270  
Telephone: 212-770-7000  
Fax: 212-509-9705  
Web: [www.aig.com](http://www.aig.com)

AON Corporation  
123 North Wacker Drive  
Chicago, IL 60606  
Telephone: 312-701-3000  
Fax: 312-701-3100  
Web: [www.aon.com](http://www.aon.com)

The Chubb Corporation  
15 Mountain Road  
Warren, NJ 07061  
Telephone: 908-580-2000  
Fax: 908-580-3606  
Web: [www.chubb.com](http://www.chubb.com)

Cigna Corporation  
1 Liberty Place  
Philadelphia, PA 19192  
Telephone: 215-761-1000  
Fax: 215-761-5008  
Web:  
[www.cigna.com/general/working/index.html](http://www.cigna.com/general/working/index.html)

General Reinsurance Corporation  
695 East Main Street  
Stamford, CT 06904  
Telephone: 203-328-5000  
Fax: 203-328-6423  
Web: [www.genre.com](http://www.genre.com)

John Hancock Mutual Life Insurance Co.  
200 Clarendon Street  
PO Box 111  
Boston, MA 02117  
Telephone: 617-572-6000  
Fax: 617-572-8628  
Web: [www.jhancock.com](http://www.jhancock.com)

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

Hartford Life International Ltd.  
200 Hopmeadow St.  
Simsbury, CT 06070  
Telephone: 860-843-8982  
Fax: 860-843-8981  
Web: [www.thehartford.com/corporate/careers](http://www.thehartford.com/corporate/careers)

Hartford Steam Boiler Inspection  
& Insurance Co.  
One State Street  
Hartford, CT 06102  
Telephone: 860-722-5494  
Fax: 860-722-5530  
Web: [www.hsb.com](http://www.hsb.com)

Frank B. Hall & Co., Inc.  
549 Pleasantville Road  
Briarcliff Manor, NY 10510  
Telephone: 914-769-9200

Liberty Mutual Group  
175 Berkeley Street  
Boston, MA 02117  
Telephone: 617-357-9500  
Fax: 617-350-7648  
Web: [www.libertymutual.com](http://www.libertymutual.com)

Marsh & McLennan Companies, Inc.  
1166 Avenue of the Americas  
New York, NY 10036  
Telephone: 212-345-5000  
Fax: 212-345-4808  
Web: [www.marshmac.com](http://www.marshmac.com)

Metropolitan Life Insurance Co.  
One Madison Avenue  
New York, NY 10010  
Telephone: 212-578-3818  
Fax: 212-252-7294  
Web: [www.metlife.com](http://www.metlife.com)  
(Snoopy guides you)

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.palico.com](http://www.palico.com)

Prudential Insurance Company of America  
751 Broad Street  
Newark, NJ 07102  
Tel: 973-802-6000  
Fax: 973-802-2812  
Web: [www.prudential.com](http://www.prudential.com)

The St. Paul Companies, Inc.  
385 Washington Street  
St. Paul, MN 55102  
Telephone: 612-310-7911  
Fax: 612-310-8294  
Web: [www.stpaul.com](http://www.stpaul.com)

Transamerica Corporation  
600 Montgomery Street  
San Francisco, CA 94111  
Telephone: 415-983-4000  
Fax: 415-983-4400  
Web: [www.transamerica.com](http://www.transamerica.com)

**INTERNATIONAL LAW** .....  
See <<http://www.law.com>> for legal job opportunities around the world.

Cleary, Gottlieb, Steen & Hamilton  
One Liberty Plaza  
New York, NY 10006  
Telephone: 212-225-2000  
Fax: 212-225-3999  
Web: [www.cgsh.com](http://www.cgsh.com)

Brown & Wood LLP  
One World Trade Center, 59th floor  
New York, NY 10048  
Telephone: 212-839-5300  
Fax: 212-839-5599  
Web: <http://www.sidley.com/>

Baker and McKenzie  
One Prudential Plaza  
130 East Randolph Drive, Suite 2500  
Chicago, IL 60601  
Telephone: 312-861-8000  
Fax: 312-861-2899  
Web: [www.bakerinfo.com](http://www.bakerinfo.com)

Coudert Brothers Law Firm  
1114 Avenue of the Americas  
New York, NY 10036  
Telephone: 212-626-4400  
Fax: 212-626-4210  
Web: [www.coudert.com](http://www.coudert.com)

LeBoeuf, Lamb, Greene & MacRae, L.L.P.  
 125 West 55th Street, 12th floor  
 New York, NY 10019  
 Telephone: 212-424-8000  
 Fax: 212-424-8500  
 Web: [www.llgm.com](http://www.llgm.com)

White & Case LLP  
 1155 Avenue of the Americas  
 New York, NY 10036-2787  
 Telephone: 212-819-8200  
 Fax: 212-354-8113  
 Web: [www.whitecase.com](http://www.whitecase.com)

## JOURNALISM/PUBLISHING/MEDIA .....

ABC, Inc.  
 77 West 66th Street  
 New York, NY 10023  
 Telephone: 212-456-7777  
 Fax: 212-456-6384  
 Web: [www.abc.com](http://www.abc.com)

Walt Disney Co.  
 500 South Buena Vista St.  
 Burbank, CA 91521  
 Telephone: 818-560-1000  
 Fax: 818-560-1930  
 Web:  
<http://corporate.disney.go.com/careers/index.html>

The Associated Press  
 50 Rockefeller Plaza  
 New York, NY 10020  
 Telephone: 212-621-1500  
 Fax: 212-621-5447  
 Web: [www.ap.com](http://www.ap.com)

Dow Jones & Company, Inc.  
 200 Liberty Street  
 New York, NY 10281  
 Telephone: 212-416-2000  
 Fax: 212-416-2655  
 Web: [www.dowjones.com/](http://www.dowjones.com/)

AT&T Broadband  
 See: [www.attla.com](http://www.attla.com)  
[www.att.com/hr/](http://www.att.com/hr/)

Encyclopedia Britannica Inc.  
 301 S. Michigan Avenue  
 Chicago, IL 60604  
 Telephone: 312-427-9700  
 Fax: 312-294-2176  
 Web: [www.eb.com](http://www.eb.com)

The Christian Science Publishing Society  
 One Norway Street  
 Boston, MA 02115  
 Telephone: 617-450-2000  
 Fax: 617-450-7575  
 Web: [www.csmonitor.com](http://www.csmonitor.com)

GTE Directories Corporation  
 2200 West Airfield Drive  
 Dallas Fort Worth Airport  
 Dallas, TX 75261-9810  
 Telephone: 972-453-7000  
 Fax: 972-453-7573

Columbia Pictures Industries, Inc.  
 1202 West Washington Blvd.  
 Culver City, CA 90232  
 Telephone: 310-244-4000  
 Fax: 310-244 2626  
 Web: [www.sony.com](http://www.sony.com)

MacMillan Publishers Ltd.  
 345 Park Avenue South  
 New York, NY 10010-1707  
 Contact information for U.S. headquarters  
 available at:  
[www.macmillan.com/Contacts/countries](http://www.macmillan.com/Contacts/countries)  
 (Includes St. Martin's Press, Palgrave,  
 Picador USA, and others)



McGraw-Hill Inc.  
1221 Avenue of the Americas  
New York, NY 10020  
Telephone: 212-512-2000  
Fax: 212-512-2703  
Web: [www.mcgraw-hill.com/careers](http://www.mcgraw-hill.com/careers)

Motion Picture Association of America  
1600 Eye Street  
Washington, DC 20006  
Telephone: 202-293-1966  
Fax: 202-293-7674  
Web: [www.mpa.org](http://www.mpa.org)

Reader's Digest Association, Inc.  
Reader's Digest Road  
Pleasantville, NY 10570-7000  
Telephone: 914-238-1000  
Fax: 914-238-4559  
Web: [www.readersdigest.com](http://www.readersdigest.com)

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

Time Warner Inc.  
75 Rockefeller Plaza  
New York, NY 10019  
Telephone: 212-484-8000  
Fax: 212-275-3046  
Web: [www.timewarner.com](http://www.timewarner.com)

Trimark Pictures  
2664 30th Street  
Santa Monica, CA 90405  
Telephone: 310-314-2000  
Fax: 310-399-3828  
Web: [www.trimarkpictures.com](http://www.trimarkpictures.com)

United Press International  
1510 H Street, NW  
Washington, DC 20005  
Telephone: 202-898-8000  
Fax: 202-898-8057  
Web: [www.upi.com](http://www.upi.com)

Verizon  
University Relations  
750 Canyon Drive  
SV1E2051  
Coppell, TX 75019  
Fax resumes tool free to:  
1-877-859-2828  
Web: [www.gte.com/AboutGTE/Careers/hr.html](http://www.gte.com/AboutGTE/Careers/hr.html)

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](http://www.wbitv.com)

**MANUFACTURING .....**

Abbott Laboratories  
One Abbott Park Road  
Abbott Park, IL 60064  
Telephone: 847-937-6100  
Fax: 847-937-1511  
Web: [www.abbott.com](http://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](http://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](http://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](http://www.ab.com)  
(Automation--motors, drives)

Allied Signal, Inc.  
World Headquarters  
101 Columbia Road  
Morristown, NJ 07862  
Telephone: 973-455-2000  
Fax: 973-455-4807  
Web: [www.alliedsignal.com](http://www.alliedsignal.com)  
(Automotive products)

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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.apple.com/employment)  
(Computers)

Arco Chemical Company  
(Petroleum products)  
See: [www.bp.com](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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)

BechtelGroup 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](http://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](http://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](http://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](http://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](http://www.coastalcorp.com)  
(Emerging holding)

Colgate-Palmolive Company  
300 Park Avenue  
New York, NY 10022  
Telephone: 212-310-2000  
Fax: 212-310-2919  
Web: [www.colgate.com](http://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](http://www.compaq.com)  
(Computers)

Cooper Industries  
6600 Travis Street  
Houston, TX 77002  
Telephone: 713-209-8400  
Fax: 713-209-8995  
Web: [www.cooperindustries.com](http://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](http://www.corning.com)  
(Fine and utilitarian glass products, fiber optics)

Crown Cork & Seal Company, Inc.  
One Crown Way  
Philadelphia, PA 19154  
Telephone: 215-698-5100  
Fax: 215-698-5201  
Web: [www.crowncork.com](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.ford.com)  
(Vehicles)

H.B. Fuller Company  
World Headquarters  
PO Box 64683  
St. Paul, MN 55164-0683  
Web: [www.hbfuller.com](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.herc.com)  
(Specialty chemicals)

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

Huntsman Corporation  
500 Huntsman Way  
Salt Lake City, UT 84108  
Telephone: 801-584-5700; 1-800-421-2411  
Fax: 801-584-5781  
Web: [www.huntsman.com](http://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](http://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](http://www.ispcorp.com)  
(Personal care, pharmaceuticals, beverages,  
foods, cleaners, solvents)



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](http://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](http://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](http://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](http://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](http://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](http://www.oxy.com)

Olin Corporation  
501 Merrit Seven  
Norwalk, CT 06856  
Telephone: 203-750-3000  
Fax: 203-356-3065  
Web: [www.olin.com](http://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](http://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](http://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](http://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](http://www.instruments.perkinelmer.com)  
(High tech products & services)

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

Phelps Dodge Corporation  
2600 N. Central Avenue  
Phoenix, AZ 85004-3089  
Telephone: 602-234-8100  
Fax: 602-234-8337  
Web: [www.irin.com/pd](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.sonoco.com)  
(Packaging materials)

SPS Technologies, Inc.  
4510 Daly Drive, Suite 500  
Cantilly, VA 20151  
Telephone: 703-222-6220  
Web: [www.spsti.com](http://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](http://www.stonecontainer.com)

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

Texaco Inc.  
2000 Westchester Avenue  
White Plains, NY 10650  
Telephone: 914-253-4000  
Fax: 914-253-7753  
Web: [www.texaco.com](http://www.texaco.com)  
(Petroleum products)

Texas Instruments  
8505 Forest Lane  
Dallas, TX 75243  
Telephone: 214-995-2011  
Fax: 214-995-4360  
Web: [www.ti.com](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.american-appraisal.com)

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

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

Ecology and Environment, Inc.  
368 Pleasantview Drive  
Lancaster, NY 14086  
Telephone: 716-684-8060  
Fax: 716-684-0844  
Web: [www.ecolen.com](http://www.ecolen.com)

Louis Berger International, Inc.  
100 Halsted Street  
East Orange, NJ 07019  
Telephone: 201-678-1960  
Fax: 201-672-4284  
Web: [www.louisberger.com](http://www.louisberger.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](http://www.fritz.com)

Booz Allen and Hamilton  
8283 Greensboro Drive  
McLean, VA 22102  
Telephone: 703-902-5000  
Fax: 703-902-3333  
Web: [www.bah.com](http://www.bah.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](http://www.gti.org)

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

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

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

Korn/Ferry International  
1800 Century Park East  
Los Angeles, CA 90067  
Telephone: 310-552-1834  
Fax: 310-553-6452  
Web: [www.kornferry.com](http://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](mailto:mirabito.kristen@adlittle.com)  
Web: [www.adl.com](http://www.adl.com)

**POLITICAL RISK ANALYSIS .....**

International Business-  
Government Counsellors, 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](mailto:dglasser@mnsadvisors.com)  
Web: [www.mnsnyc.com](http://www.mnsnyc.com)

**TELECOMMUNICATIONS, DATA PROCESSING AND COMPUTING-RELATED .....**

Allen Telecom  
25101 Chagrin Boulevard  
Beachwood, OH 44122  
Telephone: 216-765-5818  
Fax: 216-765-0410  
Web: [www.allentele.com](http://www.allentele.com)

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

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

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

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

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

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

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

Computer Associates International Inc.  
One Computer Associates Plaza  
Islandia, NY 11788  
Telephone: 516-342-5224  
Fax: 516-342-5329  
Web: [www.cai.com](http://www.cai.com)

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

Dell Computer Corporation  
One Dell Way  
Round Rock, TX 78682  
Telephone: 512-728-3653  
Web: [www.dell.com](http://www.dell.com)

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

GTE Corporation  
One Stamford Forum  
Stamford, CT 06904  
Telephone: 203-965-2000  
Web: [www.gte.com](http://www.gte.com)

Harris Corporation  
1025 West NASA Boulevard  
Melbourne, FL 32919  
Telephone: 407-727-9100  
Fax: 407-727-9344  
Web: [www.harris.com](http://www.harris.com)

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

IBM Corporation  
New Orchard Road  
Armonk, NY 10504  
Telephone: 914-765-1900  
Fax: 914-765-7382  
Web: [www.ibm.com](http://www.ibm.com)

Infonet Services Corporation  
2100 East Grand Avenue  
El Segundo, CA 90245  
Telephone: 310-335-2600  
Fax: 310-335-4507  
Web: [www.infonet.com](http://www.infonet.com)

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

Informix Corporation  
4100 Bohannon Drive  
Menlo Park, CA 95025  
Telephone: 650-926-6300  
Fax: 650-926-6593  
Web: [www.informix.com](http://www.informix.com)

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

Intergraph Corporation  
One Madison Industrial Park  
Huntsville, AL 35894  
Telephone: 205-730-2000  
Fax: 205-730-7898  
Web: [www.intergraph.com](http://www.intergraph.com)

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

MCI International Inc.  
2 International Drive  
Rye Brook, NY 10573  
Telephone: 914-934-3444  
Fax: 914-934-6996  
Web: [www.mci.com](http://www.mci.com)

Microsoft Corporation  
One Microsoft Way  
Redmond, WA 98052  
Telephone: 425-882-8080  
Fax: 425-936-7329  
Web: [www.microsoft.com](http://www.microsoft.com)

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

NCR Corporation  
1700 S. Patterson Boulevard  
Dayton, OH 45479  
Telephone: 937-445-5000  
Fax: 937-445-7042  
Web: [www.ncr.com](http://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](http://www.packardbell.com)

SGI  
1600 Amphitheater Parkway  
Mountain View, CA 94043  
Telephone: 650-960-1980  
Web: [www.sgi.com](http://www.sgi.com)

SPS Technologies, Inc.  
4510 Daly Drive, Suite 500  
Cantilly, VA 20151  
Telephone: 703-222-6220  
Web: [www.spsti.com](http://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](http://www.sun.com)

Sybase, Inc.  
6475 Christie Avenue  
Emeryville, CA 94608  
Telephone: 510-922-3500  
Fax: 510-922-3210  
Web: [www.sybase.com](http://www.sybase.com)

Symantec Corporation  
Corporate Offices  
20330 Stevens Creek Blvd.  
Cupertino, CA 95014  
Telephone: 408-253-9600  
Fax: 408-446-8129  
Web: [www.symantec.com](http://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](http://www.tek.com)

Texas Instruments, Inc.  
8505 Forest Lane  
Dallas, TX 75243  
Telephone: 214-995-2011  
Fax: 214-995-4360  
Web: [www.ti.com](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.bestwestern.com)

Brinks, Inc.  
1 Thorndal Circle  
Darien, CT 06820  
Telephone: 203-662-7800  
Fax: 203-662-7854  
Web: [www.brinksinc.com](http://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](http://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](http://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](http://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](http://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](http://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](http://www.fdxcorp.com)

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

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

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

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

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

Hyatt International Corporation  
200 W. Madison Avenue  
Chicago, IL 60606  
Telephone: 312-750-1234  
Fax: 312-750-8578  
Web: [www.hyatt.com](http://www.hyatt.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](http://www.interconti.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](http://www.careers.marriott.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](http://www.nationalcar.com/servlet/DocHandler)

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

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](http://www.ritzcarlton.com)

Schenker International Forwarders, Inc.  
150 Albany Avenue  
Freeport, NY 11520  
Telephone: 516-377-3000  
Fax: 516-377-3005  
Web: [www.schenkerusa.com](http://www.schenkerusa.com)

Sea-Land Services, Inc.  
6000 Carnegie Boulevard  
Charlotte, NC 28209  
Telephone: 704-571-2000  
Fax: 704-571-4693  
Web: [www.sealand.com](http://www.sealand.com)

ITT Sheraton Corporation  
60 State Street  
Boston, MA 02108  
Telephone: 617-367-3600  
Fax: 617-367-5676  
Web: [www.sheraton.com](http://www.sheraton.com)

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

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

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

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

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

## LATIN AMERICAN FIRMS OPERATING IN THE UNITED STATES

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

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

### ARGENTINA

For general information on Argentine firms in the United States, a useful guide is the website of the Argentine Embassy in Washington, DC, especially, the link "Haciendo Negocios" <[http://www.embassyofargentina-usa.org/espanol/haciendo\\_negocios.htm](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](http://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](http://www.allendebrea.com)  
(International law firm)

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

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

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

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

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

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

Banco Rio de la Plata, S.A.  
 650 Fifth Avenue, 29th floor  
 New York, NY 10019  
 Telephone: 212-974-6800; Fax: 212- 974-6828  
 Web: [www.bancorio.com.ar](http://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  
 Bennett Tower, 9th floor  
 701 Brickell Avenue  
 Miami, FL 33131  
 Telephone: 305-372-2200; Fax: 305-374-1137  
 E-mail: [bsudmia@aol.com](mailto:bsudmia@aol.com)  
 Web: [www.sudameris.com.ar](http://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](http://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](http://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](http://www.siderca.com)  
 (Iron and steel products)

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

**BOLIVIA** .....

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

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

**BRAZIL** .....

Andrade Gutierrez of America  
1200 19th Street NW, Suite 606  
Washington, DC 20036  
Telephone: 202-293-0330; Fax: 202-293-8108  
Web: [www.agnet.com/br/empresas.htm](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)  
(Check web site for information on branches in Miami, Los Angeles, Chicago, and Washington)

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

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

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

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

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

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

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

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

**DOMINICAN REPUBLIC** .....

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

**ECUADOR** .....

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



**GUATEMALA** .....

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

**MEXICO** .....

Aeromexico  
13405 NW Freeway, #111  
Houston, TX 77040  
Telephone: 713-744-8400; Fax: 713-460-3334  
Web: [www.aeromexico.com](http://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](http://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](http://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](http://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](mailto:nafinsa@ix.netcom.com)  
Web: [www.fiderca.gov.mx](http://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.bbvmet.com.mx](http://www.bbvmet.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](http://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](http://www.blx.com)

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

Diario Las Americas  
2900 NW 39th Street  
Miami, FL 33142  
Telephone: 305-633-3341  
Web: [www.diariolasamericas.com](http://www.diariolasamericas.com)

**PERU** .....

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

**PUERTO RICO** .....

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

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

**URUGUAY** .....

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

**VENEZUELA** .....

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

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

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

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

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

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

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

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

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

## **JOB CONSULTANTS FOR NON-U.S. CITIZENS**

Conex/InterSearch

150 East 52nd Street, 2nd floor

New York, NY 10022

Telephone: 212-371-3737

Fax: 212-371-3897

E-mail: [conexny@aol.com](mailto:conexny@aol.com)

Web: [www.intersearch.org](http://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](mailto:spanusa@aol.com)

Web: [www.spanusa.net](http://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](http://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](mailto:ata@atanet.org)  
Web: [www.atanet.org/bin/view.pl/181.html](http://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](mailto:admin@taals.net)  
Web: [www.taals.net](http://www.taals.net)

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

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

National Association of Judiciary Interpreters  
and Translators  
551 Fifth Avenue, Suite 3025  
New York, NY 10176  
Telephone: 212-692-9581; Fax: 212-687-4016  
E-mail: [headquarters@najit.org](mailto:headquarters@najit.org)  
Web: [www.najit.org](http://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](mailto:stc@stc-va.org)  
Web: [www.stc-va.org](http://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](mailto:ttig@mindspring.com)  
Web: <http://ttig.org>

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

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

The Berlitz GlobalNET  
132 W. 31st Street, 12th floor  
New York, NY 10001  
Telephone: 800-608-6088 or 917-339-4700  
Fax: 917-339-4777  
E-mail: [recruitment@berlitz.ie](mailto:recruitment@berlitz.ie)  
Web: [www.berlitzglobalnet.com](http://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](mailto: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](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](mailto:inlingua@ix.netcom.com)  
Web: [www.inlinguautah.com](http://www.inlinguautah.com)  
U.S. headquarters  
On-line job applications:  
[www.inlingua.com](http://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](http://www.state.gov/www/about_state/schools). Note: The State Department does not employ teachers for these schools, however, it does provide a list of recruiters. Hiring is done by the individual school.

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

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

A directory of U.S. schools in South America is published by the Association of American Schools in South America (AASSA), 14750 NW 77th Court, Suite 210, Miami Lakes, FL 33016; telephone: 305-821-0345; fax: 305-821-4244; e-mail: [info@aassa.com](mailto:info@aassa.com); web: [www.aassa.com](http://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](mailto:info@TransitionsAbroad.com); web: [www.TransitionsAbroad.com](http://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](http://www.peacecorps.com)>

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

### **Higher Education**

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

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

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

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

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

### **Associations and Organizations Concerned with Higher Education**

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

### **Latin American Organizations**

#### **Latin American Studies Association (LASA)**

946 William Pitt Union  
University of Pittsburgh  
Pittsburgh, PA 15260  
Telephone: 412-648-7929; Fax: 412-624-7145  
E-mail: [lasa+pitt.edu](mailto: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](mailto: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](http://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](http://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](mailto:inbox@nafsa.org)  
Web: [www.nafsa.org](http://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](mailto:info@aassa.com)  
Web: [www.aassa.com](http://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](mailto:laspau@camail.harvard.edu)  
Web: [www.laspau.harvard.edu](http://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](http://www.iie.org)

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

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

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

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

For a complete list of national associations of higher education, see the following web sites:  
<http://www.ntlf.com/html/lib/assoc>  
<http://www.ed.gov/EdRes/EdAssoc.html>  
See "Higher Education Job Resources" at the web site <http://www.higher-ed.org>

**PART IV**

**CAREER OPPORTUNITIES  
IN THE  
UNITED STATES GOVERNMENT**

## How to Begin and Where to Find Job Listings

### AGENCY FOR INTERNATIONAL DEVELOPMENT

#### AGRICULTURE, DEPARTMENT OF

- Foreign Agricultural Service
- Natural Resources and Environment

### CENTRAL INTELLIGENCE AGENCY

#### COMMERCE, DEPARTMENT OF

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

### CONGRESS

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

### DEFENSE, DEPARTMENT OF

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

### EDUCATION, DEPARTMENT OF

### ENVIRONMENTAL PROTECTION AGENCY

### GENERAL SERVICES ADMINISTRATION

### INTER-AMERICAN FOUNDATION

### INTERNATIONAL BROADCASTING BUREAU

- Radio and TV Martí
- The Voice of America

### INTERNATIONAL TRADE COMMISSION

#### JUSTICE, DEPARTMENT OF

- Immigration and Naturalization Service

#### LABOR, DEPARTMENT OF

- International Labor Affairs

### OVERSEAS PRIVATE INVESTMENT CORPORATION

### PEACE CORPS

#### STATE, DEPARTMENT OF

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

### TRADE AND DEVELOPMENT AGENCY

#### TRANSPORTATION, DEPARTMENT OF

- Aviation and International Affairs
- International Transportation and Trade

#### TREASURY, DEPARTMENT OF

- Customs Service
- Office of International Affairs

### GOVERNMENT OFFICES WITH TRANSLATION SERVICES

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

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

### HOW TO BEGIN AND WHERE TO FIND JOB LISTINGS

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

"The Federal Job Search & Application Form"

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

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

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

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

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

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

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

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

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

## STEP 2: OBTAINING THE VACANCY ANNOUNCEMENT

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

## STEP 3: FOLLOW THE APPLICATION INSTRUCTIONS

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

**Job Information** - Announcement number, title and grade

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

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

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

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

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



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

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

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

#### **Civil Service Employment Career Site**

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

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

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

**U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)**

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

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

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

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

**DEPARTMENT OF AGRICULTURE (USDA)**

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

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

**USDA: Foreign Agricultural Service (FAS)**

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

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

**USDA: Natural Resources and Environment**

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

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

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

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

**CENTRAL INTELLIGENCE AGENCY (CIA)**

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

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

**DEPARTMENT OF COMMERCE (DOC)**

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

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

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

**DOC: Bureau of Economic Analysis**

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

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

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

**DOC: U.S. Commercial Service**

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

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

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

<http://www.usatrade.gov>

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

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

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

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

## CONGRESS

### **Congressional Budget Office**

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

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

## DEPARTMENT OF DEFENSE (DOD)

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

### **Defense Contract Audit Agency**

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

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

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

### **Defense Intelligence Agency (DIA)**

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

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

### **Defense National Imagery and Mapping Agency (NIMA)**

Web: <http://164.214.2.59>

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

### **DEPARTMENT OF EDUCATION (DE)**

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

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

### **ENVIRONMENTAL PROTECTION AGENCY (EPA)**

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

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

### **GENERAL SERVICES ADMINISTRATION**

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

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

**INTER-AMERICAN FOUNDATION**

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

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

**INTERNATIONAL BROADCASTING BUREAU**

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

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

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

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

**Radio and TV Martí**

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

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

**The Voice of America**

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

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

**INTERNATIONAL TRADE COMMISSION**

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

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

**DEPARTMENT OF JUSTICE**

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

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

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

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

**Immigration and Naturalization Service (INS)**

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

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

**DEPARTMENT OF LABOR**

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

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

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



**OVERSEAS PRIVATE INVESTMENT CORPORATION (OPIC)**

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

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

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

**PEACE CORPS**

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

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

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

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

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

**DEPARTMENT OF STATE**

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

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

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

### **Bureau of Educational and Cultural Affairs (ECA)**

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

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

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

### **Foreign Service**

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

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

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

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

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

### **International Information Programs (IIP)**

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

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

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

### **TRADE AND DEVELOPMENT AGENCY (TDA)**

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

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

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

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

**DEPARTMENT OF TRANSPORTATION (DOT)**

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

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

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

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

**DEPARTMENT OF THE TREASURY**

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

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

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

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

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

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

US House of Representatives <http://www.house.gov>, especially the Committee on International Relations [http://www.house.gov/international\\_relations](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](mailto:HIRC@mail.house.gov)

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

Central Intelligence Agency (CIA)  
Recruitment Center  
PO Box 4090  
Reston, VA 20195  
Web: [www.cia.gov/](http://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](http://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](mailto:gtn.library@hq.doe.gov)  
Web: [www.lssi.com/energy/Services.htm#translation](http://www.lssi.com/energy/Services.htm#translation)  
or [www.energy.gov/careers/sub/employeezone.html](http://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](http://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](http://www.iaf.gov)

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

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



**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](mailto:employ@aed.org)  
Web: [www.aed.org/intl/index.html](http://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](http://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](mailto:Info@interplan.org)  
Web: <http://interplan.org>

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

Checchi and Company  
1899 L Street NW, Suite 800  
Washington, DC 20036  
Telephone: 202-452-9700  
Fax: 202-466-9070  
E-mail: [checchi@chechiconsulting.com](mailto:checchi@chechiconsulting.com)  
Web: [www.chechiconsulting.com](http://www.chechiconsulting.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](mailto:info@theipa.org)  
Web: [www.theipa.org](http://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](http://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](mailto:Msci@mscionline.com)  
Web: [www.mscionline.com](http://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](mailto:admin@nathanassoc.com)  
Web: [www.nathanassoc.com](http://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](mailto: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](mailto:webmaster@rff.org)  
Web: [www.rff.org](http://www.rff.org)

Technoservice  
148 East Avenue  
Norwalk, CT 06851

## Public Policy Research

110

American Enterprise Institute for  
Public Policy Research  
1150 17th Street NW  
Washington, DC 20036  
Telephone: 202-862-5800  
Fax: 202-862-7177  
E-mail: [info@aei.org](mailto:info@aei.org)  
Web: [www.aei.org](http://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](mailto:globed120@aol.com)  
Web: [www.globaled.org](http://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](mailto:afscinfo@afsc.org)  
Web: [www.afsc.org](http://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](mailto:info@amigoslink.org)  
Web: [www.amigoslink.org](http://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](mailto:admin-us@aiusa.org)  
Web: [www.amnesty.org](http://www.amnesty.org)  
or [www.amnestyusa.org](http://www.amnestyusa.org)

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

Augsburg College  
Center for Global Education  
2211 Riverside Avenue  
Minneapolis, MN 55454  
Telephone: 612-330-1159 or 800-299-8889  
Fax: 612-330-1695  
E-mail: [globaled@augsborg.edu](mailto:globaled@augsborg.edu)  
Web: [www.augsburg.edu/global/index.html](http://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](mailto:brookinfo@brook.edu)  
Web: [www.brookings.org](http://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](mailto:info@ceip.org)  
Web: [www.ceip.org/index.html](http://www.ceip.org/index.html)

The Carter Center  
One Copenhill  
Atlanta, GA 30307  
Telephone: 404-331-3900  
E-mail: [carterweb@emory.edu](mailto:carterweb@emory.edu)  
Web: [www.cartercenter.org](http://www.cartercenter.org)

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

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

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

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

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

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

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

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

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

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

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

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

Cultural Survival  
215 Prospect Street  
Cambridge, MA 02139  
Telephone: 617-441-5400  
Fax: 617-441-5417  
Web: [www.cs.org](http://www.cs.org)

DATACENTER  
1904 Franklin Street, Suite 900  
Oakland, CA 94612-2912  
Telephone: 800-735-3741 or 510-835-4692  
Fax: 510-835-3017  
Email: [datacenter@datacenter.org](mailto:datacenter@datacenter.org)  
Web: [www.igc.org/datacenter](http://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](mailto:dgap@igc.org)  
Web: [www.developmentgap.org](http://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](mailto:epi@epinet.org)  
Web: [www.epinet.org](http://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](mailto:ethics@eppc.org)  
Web: [www.eppc.org](http://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](mailto:for@forusa.org)  
Web: [www.forusa.org](http://www.forusa.org)

Foreign Policy Association  
470 Park Avenue South  
New York, NY 10016  
Telephone: 212-481-8100  
E-mail: [info@fpa.org](mailto:info@fpa.org)  
Web: [www.fpa.org](http://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](mailto:fpri@aol.com)

Freedom House  
20 Wall Street  
New York, NY 10005  
Telephone: 212-514-8040  
Fax: 212-514-8055  
E-mail: [fh@freedomhouse.org](mailto:fh@freedomhouse.org)  
Web: [www.freedomhouse.org](http://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](mailto:ghrc-usa@ghrc-usa.org)  
Web: [www.ghrc-usa.org](http://www.ghrc-usa.org)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

North American Congress on Latin America  
475 Riverside Drive, Suite 454  
New York, NY 10115  
Telephone: 212-870-3146; Fax: 212-870-3305  
E-mail: [nacla@nacla.org](mailto:nacla@nacla.org)  
Web: [www.nacla.org](http://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](mailto:edlund@odc.org)  
Web: [www.odc.org](http://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](mailto:info@partners.poa.com)  
Web: [www.partners.net](http://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](mailto:pubinfo@popcouncil.org)  
Web: [www.popcouncil.org](http://www.popcouncil.org)

Population Institute  
107 Second Street NE  
Washington, DC 20002  
Telephone: 800-787-0038  
Fax: 202-544-0068  
Email: [web@populationinstitute.org](mailto:web@populationinstitute.org)  
Web: [www.populationinstitute.org](http://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](mailto:correspondence@rand.org)  
Web: [www.rand.org](http://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](http://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](mailto:info@stanleyfdn.org)  
or [stanley@stanleyfdn.org](mailto:stanley@stanleyfdn.org)  
Web: [www.stanleyfdn.org](http://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](mailto: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](mailto:wola@wola.org)  
Web: [www.wola.org](http://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](mailto: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](http://www.un.org)

Securing a job with the United Nations (UN) is, perhaps, even more difficult than securing a job with the U.S. government. In addition to the competition based on candidates' qualifications, there is a competition of sorts based on nationality. The UN Secretariat tries to maintain a balance of nationalities so that none of its member countries is severely under- or over-represented. It is not impossible for a U.S. citizen to get a job with the United Nations; however, it is not easy, either.

See *International Directory for Youth Internships with the United Nations, Its Specialized Agencies, and Nongovernmental Organizations*, available from: Learning Resources in International Studies, Suite 9A, 777 United Nations Plaza, New York, NY 10017. Also, visit the "Headquarters Internship Programme" website at <http://www.un.org/Depts/OHRM/intern.htm>

The UN Office of Human Resources Management (OHRM) at <http://www.un.org/Depts/OHRM> manages the information for employment requirements, availability, salaries, etc. Through the information presented in this website, you will gain a sense of the broad areas of work performed at the UN, with specific information about the requirements that applicants for jobs must fulfill. Another useful website with information regarding employment opportunities and conditions is that of the International Civil Service Commission (ICSC), available through a link under "Employment" at <http://www.un.org/MoreInfo/pubsvs.html>. ICSC's mission is "...to regulate and coordinate the conditions of service of staff in the United Nations common system...while promoting and maintaining high standards in the international civil service."

The following contact information was provided in the UN's website <http://www.un.org/MoreInfo/pubsvs.html>.

Re professional employment:

Professional Staffing Service  
Room S-2500  
United Nations  
New York, NY 10017  
Fax: 212-963-3134; E-mail: [staffing@un.org](mailto:staffing@un.org)

Re employment in the general service category:

General Service Staffing Section  
Room DC1-0200  
United Nations  
New York, NY 10017  
Fax: 212-963-3726

General service staff for offices other than the Headquarters in New York are recruited from the area in which the office is located.

Each division and office within the United Nations publishes information on job availability on its own website, so search the specific office in which you are interested in working. The above address also can be used to apply for general positions and for positions with the Economic Commission for Latin America and the Caribbean (in Santiago, Chile). ECLAC was established by the United Nations specifically for the Latin American and Caribbean area and, therefore, is an organization of special interest to Latin Americanists.

La Comisión Económica para América Latina (CEPAL/ECLAC)

Mailing address:	Location:
Casilla 179-D	Av. Dag Hammarskjold s/n
Santiago, Chile	Vitacura
	Santiago de Chile

Telephone: (56-2) 210-2000 or 208-5051; Fax: (56-2) 208-0252

Oportunidades de trabajo:

Web: [www.eclac.cl/acerca/default.asp?file="Opor-tra.htm"](http://www.eclac.cl/acerca/default.asp?file=)

Economic Commission for Latin America and the Caribbean (ECLAC/CEPAL)

1825 K Street NW, Suite 1120

Washington, DC 20006

Telephone: 202-955-5613; Fax: 202-296-0826; E-mail: [info@eclac.org](mailto:info@eclac.org)

Web: [www.eclac.cl/index1.html](http://www.eclac.cl/index1.html)

Applicants are often given more consideration for a UN position when they have the backing of their own government. The U.S. State Department will recommend its citizens for UN positions. This recommendation will not guarantee you a job but it will at least get your name and application to the right people. Detailed information about the U.S. government referral system to the United Nations is available at the website <http://www.state.gov/www/issues/united.html> of the Department of State's Bureau of International Organization Affairs. Go to "Employment Opportunities" at that website and then to "Fact Sheet: Employment Opportunities with the United Nations and Other International Organizations." In the "Employment Opportunities" webpage, there is useful information about employment opportunities for U.S. citizens in international organizations.

UN Employment Information and Assistance Unit  
Bureau of International Organization Affairs  
Department of State  
Washington, DC 20520

As noted above, most of the issues concerning social and economic development for the Latin American and Caribbean region are specifically addressed by the United Nations through ECLAC. However, there is a broad range of specific agencies and commissions dealing with subjects that certainly affect the Latin American and Caribbean region. Among them:

#### **UN Conference on Trade and Development (UNCTAD)**

External Relations Service  
UNCTAD  
Palais des Nations  
1211 Geneva, Switzerland  
Telephone: (41-22) 907-1234; Fax: (41-22) 907-0043; E-mail: [ers@unctad.org](mailto: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](mailto: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](mailto:unifem@undp.org)  
Web: [www.unifem.undp.org](http://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](http://www.undp.org)  
Regional Bureau for Latin America and the Caribbean Web: [www.undp.org/rblac/index.htm](http://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](mailto:hq@unfpa.org)  
Web: [www.unfpa.org](http://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](http://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](mailto:webadmin.hchr@unog.ch)  
Web: [www.unhchr.ch](http://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: [oiip-info@un.guate.net](mailto:oiip-info@un.guate.net)  
Web: [www.minugua.guate.net](http://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](http://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](mailto: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](mailto:usawa@unhcr.ch)

UNHCR Regional Office for Costa Rica  
(covering Central America)  
Apartado Postal 12  
Ferrocarril Pacífico  
1009 San José, Costa Rica  
E-mail: [coassa@unhcr.ch](mailto:coassa@unhcr.ch)

UNHCR Regional Office for Mexico,  
Belize, and Cuba  
c/o PNUD  
Apartado Postal 105-39  
11581 Mexico, DF, México  
E-mail: [mexme@unhcr.ch](mailto:mexme@unhcr.ch)

UNHCR Office for South America  
Cerrito 836, piso 10  
Buenos Aires 1010, Argentina  
E-mail: [argbu@unhcr.ch](mailto:argbu@unhcr.ch)

UNHCR Regional Office for Northern  
South America  
Apartado 69045  
Caracas 1062-A, Venezuela  
E-mail: [venca@unhcr.ch](mailto: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](mailto:unitar.ny@un.org)Web: [www.unitar.org](http://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](http://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](mailto: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](mailto:Webmaster@fao.org)

Web: [www.fao.org](http://www.fao.org)

A regional office for Latin America and the Caribbean is located in Santiago, Chile and a sub-regional office in Bridgetown, Barbados.

Mailing address:

FAO Regional Office  
PO Box 10095  
Santiago, Chile

Location:

Av. Dag Hammarskjold 3241  
Vitacura

Santiago de Chile

Telephone: (56 2) 337-2314 or 2312; Fax: (56 2) 337-2327 or 2101

Web: [www.fao.org/Regional/LAmerica/default.htm](http://www.fao.org/Regional/LAmerica/default.htm)

**International Bank for Reconstruction and Development--The World Bank**

Web: [www.worldbank.org/html/extdr/backgrd/ibrd](http://www.worldbank.org/html/extdr/backgrd/ibrd)

The International Bank for Reconstruction and Development (IBRD) promotes development and reconstruction in UN countries through the use of loans. It is one of the five associated institutions that compose the World Bank.

For employment opportunities and information, contact:

The World Bank  
1818 H Street NW  
Washington, DC 20433  
Telephone 202-477-1234

Web: [http://wbln0018.worldbank.org/HRS/hrs\\_www.nsf](http://wbln0018.worldbank.org/HRS/hrs_www.nsf)



**International Labour Organization (ILO)**

Web: [www.ilo.org](http://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](mailto:doscom@ilo.org)

Web: [www.ilo.mirror.cornell.edu/public/english/sitemap.htm](http://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](mailto: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](mailto:netmaster@unicef.org)

Web: [www.unicef.org](http://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](mailto:tacro@unicef.org)

Web: [www.unicef.org/lac](http://www.unicef.org/lac)

**United Nations Educational, Scientific, and Cultural Organization (UNESCO)**

Web: [www.unesco.org](http://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](mailto:newyork@unesco.org)  
Web: [www.unesconews.org](http://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](mailto:brasilia@unesco.org)  
Web: [www.unesco.org.br](http://www.unesco.org.br)

Telephone: (58-2) 283-1411  
Fax: (58-2) 283-1454  
E-mail: [jquinteiro@unesco.org.ve](mailto:jquinteiro@unesco.org.ve)  
Web: [www.iesalc.unesco.org.ve](http://www.iesalc.unesco.org.ve)

Caribbean Network of Educational Innovation  
for Development (CARNEID)  
P.O. Box 423  
Bridgetown, BH5  
Barbados, West Indies  
Telephone: (246) 427-4771  
Fax: (246) 436-0094  
Email: [unesco@caribsurf.com](mailto:unesco@caribsurf.com)  
Web:  
[www.unesco.org/ext/field/carneid/carneid.htm](http://www.unesco.org/ext/field/carneid/carneid.htm)

Regional Office for Education in  
Latin America and the Caribbean--UNESCO  
Calle Enrique Delpiano, 2058  
Providencia  
Santiago, Chile  
Telephone: (56-2) 655-1050  
Fax: (56 2) 655-1046  
E-mail: [santiago@unesco.org](mailto:santiago@unesco.org)  
Web: [www.unesco.cl/home.htm](http://www.unesco.cl/home.htm)

International Institute for Higher Education  
in Latin America and the Caribbean  
IESALC--UNESCO  
Av. Los Chorros con Calle Acueducto  
Edif. Asovincar  
Altos de Sebuacán  
Caracas, Venezuela

Regional Office for Science and Technology  
for Latin America and the Caribbean--  
UNESCO  
Av. Brasil 2697  
11300 Montevideo  
Uruguay  
Telephone: (598-2) 707-2023  
Fax: (598-2) 707-2140  
E-mail: [orcyt@unesco.org.uy](mailto:orcyt@unesco.org.uy)  
Web: [www.unesco.org.uy/index.html](http://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](mailto:uhlha@unesco.org)  
Web: <http://www.unesco.org/>

### **World Health Organization (WHO)**

Web: [www.who.org](http://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](mailto:postmaster@paho.org)  
Web: [www.paho.org](http://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](mailto: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](mailto:postmaster@paho.org)  
Web: [www.paho.org](http://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](mailto:aidis@unisys.com.br)  
Web: [www.aidis.org.br](http://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](mailto:omt@world-tourism.org)

Web: [www.world-tourism.org](http://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](mailto:enquiries@wto.org)

Web: [www.wto.org](http://www.wto.org)

## REGIONAL UNITED NATIONS ORGANIZATIONS

**Inter-American Development Bank (IDB)**

Web: [www.iadb.org](http://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](http://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](http://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](http://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](http://www.imf.org)

General inquiries: Telephone: 202-623-7300; Fax: 202-623-6278;  
E-mail: [publicaffairs@imf.org](mailto:publicaffairs@imf.org)

Employment and internship inquiries:  
Telephone: 202-623-7422; Fax: 202-623-7333; E-mail: [recruit@imf.org](mailto:recruit@imf.org)

Scholarship & external training program inquiries:  
Telephone: 202-623-6660; Fax: 202-623-6490; E-mail: [insinfo@imf.org](mailto:insinfo@imf.org)

"Founded in 1944, the World Bank Group consists of five closely associated institutions: the International Bank for Reconstruction and Development (IBRD); International Development Association (IDA); International Finance Corporation (IFC); Multilateral Investment Guarantee Agency (MIGA); and the International Centre for Settlement of Investment Disputes (ICSID)...the World Bank Group is the world's largest source of development assistance...the Bank works with government agencies, nongovernmental organizations, and the private sector to formulate assistance strategies." There are 180 member countries. The World Bank has offices in 67 countries.

World Bank  
1818 H Street NW  
Washington, DC 20433  
Telephone: 202-477-1234; Fax: 202-522-3698  
Web: [www.worldbank.org](http://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](mailto:info@afs.org)  
Web: [www.afs.org](http://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](mailto:afscinfo@afsc.org)  
Web: [www.afsc.org](http://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](http://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](http://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](mailto:admin-usa@aiusa.org)  
Web: [www.aiusa.org](http://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](mailto:BBFound@aol.com)  
Web: [www.brothersbrother.com](http://www.brothersbrother.com)

CARE  
151 Ellis Street NE  
Atlanta, GA 30303-24440  
Fax: 404-577-9418  
W e b :  
[www.care.org/jobs/international\\_latinam.html](http://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](http://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](http://www.christianchildrensfund.org)



Council of the Americas  
Americas Society, Inc.  
680 Park Avenue  
New York, NY 10021  
Fax: 212-249-5868  
Web: [www.counciloftheamericas.org](http://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](mailto:studyinfo@ciee.org)  
Web: [www.ciee.org](http://www.ciee.org)

The Ford Foundation  
320 East 43rd Street  
New York, NY 10017  
Telephone: 212-573-5000  
Web: [www.fordfound.org](http://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](mailto: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](mailto: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](mailto:ford-santiago@fordfound.org)

Foreign Policy Association  
470 Park Avenue South  
New York, NY 10016  
Telephone: 212-481-8100  
Web: [www.fpa.org](http://www.fpa.org)

Childreach  
(formerly Foster Parents Plan)  
155 Plan Way  
Warwick, RI 02886  
Telephone: 800-556-7918  
Web: [www.childreach.org](http://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](http://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](mailto:commnets@fundforpeace.org)

Global Links  
4809 Penn Avenue  
Pittsburgh, PA 15224  
Telephone: 412-361-3424; Fax: 412-361-4950  
E-mail: [global@telerama.com](mailto:global@telerama.com)  
Web: [www.globallinks.org](http://www.globallinks.org)

Heifer Project International  
P.O. Box 8058  
Little Rock, AR 72203  
Telephone: 800-422-0474  
E-mail: [info@heifer.org](mailto:info@heifer.org)  
Web: [www.heiferproject.org](http://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](mailto:info@iie.org)  
Web: [www.iie.org](http://www.iie.org)

Institute for International Education/  
Latin America  
Educational Counseling Center  
Londrés 16, 2nd floor  
06600 México, D.F., México  
Telephone: (52-5) 703-0167  
Fax: (52-5) 535-5597  
E-mail: [ie@profmexis.sar.net](mailto:ie@profmexis.sar.net)

International Center for Research on Women  
1717 Massachusetts Avenue, NW, Suite 302  
Washington, DC 20036  
Telephone: 202-797-0007; Fax: 202-797-0020  
E-mail: [info@icrw.org](mailto:info@icrw.org)  
Web: [www.icrw.org](http://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](mailto:icye@icye.org)  
Web: [www.icye.org](http://www.icye.org)

International Food Policy Research Institute  
2003 K Street NW  
Washington, DC 20036  
Telephone: 202-862-5600; Fax: 202-467-4439  
E-mail: [ifri@cgiar.org](mailto:ifri@cgiar.org)  
Web: [www.ifri.org](http://www.ifri.org)

International Executive Service Corps  
8 Stamford Forum  
Stamford, CT 06902  
Telephone: 203-967-6000  
Web: [www.iesc.org](http://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](http://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](http://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](mailto:lwr@law.org)  
Web: [www.lwr.org](http://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](mailto:info@meridian.org)  
Web: [www.meridian.org](http://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](http://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](mailto:info@partners.poa.com)  
Web: [www.partners.net](http://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](mailto:pubinfo@popcouncil.com)  
Web: [www.popcouncil.com](http://www.popcouncil.com)

Population Reference Bureau, Inc.  
1875 Connecticut Avenue NW, Suite 520  
Washington, DC 20009  
Telephone: 202-483-1100  
Web: [www.prb.org](http://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](http://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](http://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](mailto:info@sister-cities.org)  
Web: [www.sister-cities.org](http://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](mailto: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](mailto: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

---

<sup>2</sup> Much of the information in this section was found in *Transitions Abroad: The Magazine of International Travel and Life* Sep/Oct 2000, pp. 41-47.

AFS International  
71 West 23rd Street, 17th floor  
New York, NY 10010  
Telephone: 212-807-8686; Fax: 212-807-1001  
E-mail: [info@afs.org](mailto:info@afs.org)  
Web: [www.afs.org](http://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](mailto:afscinfo@afsc.org)  
Web: [www.afsc.org](http://www.afsc.org)

Amerispan Unlimited  
PO Box 40007  
Philadelphia, PA 19106  
Telephone: 800-879-6640; Fax: 215-751-1100  
E-mail: [info@amerispan.com](mailto:info@amerispan.com)  
Web: [www.amerispan.com](http://www.amerispan.com)

Amigos de las Américas  
International Office  
5618 Star Lane  
Houston, TX 77057  
Telephone: 800-231-7796  
Web: [www.amigoslink.org](http://www.amigoslink.org)  
(See web site to e-mail an international office staff member)

Catholic Medical Mission Board  
10 W. 17th Street  
New York, NY 10011  
Telephone: 800-678-5659; Fax: 212-242-0930  
E-mail: [rdeconstanzo@cmmmb.org](mailto:rdeconstanzo@cmmmb.org)

Catholic Relief Services  
World Headquarters  
209 West Fayette Street  
Baltimore, MD 21201  
Telephone: 410-625-2220; Fax: 410-685-1635  
Web: [www.catholicrelief.org/jobs/index.cfm](http://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](http://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](http://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](mailto:crispaz@igc.apc.org)  
Web: [www.crispaz.org](http://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](mailto: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](mailto:info@earthwatch.org)  
Web: [www.earthwatch.org/offices/jobs.html](http://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](mailto:ecotrackers_ecuador@hotmail.com)

Habitat for Humanity  
121 Habitat Street  
Americus, GA 31709  
Telephone: 229-924-6935  
E-mail: [publicinfo@hfhi.org](mailto:publicinfo@hfhi.org)  
Web: [www.habitat.org](http://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](http://www.electriciti.com/losninos)

Na Bolom Volunteer Program  
Av. Vicente Guerrero No. 33  
San Cristobal de Las Casas  
29220 Chiapas, México  
Telephone: (52-9) 678-1418  
E-mail: [nabolom@sclc.ecosur.mx](mailto:nabolom@sclc.ecosur.mx)

Project HOPE  
International Headquarters  
255 Carter Hall Lane  
Millwood, VA 22646  
Telephone: 800-544-4673 or 540-837-2100  
Fax: 540-837-9052  
Web: [www.projhope.org](http://www.projhope.org)

RSVP International  
(Retired and Senior Volunteer Program)  
500 Fifth Avenue, 35th floor  
New York, NY 10110  
Web: [www.rsvpi.org](http://www.rsvpi.org)

Sea Turtle Restoration Project  
PO Box 400  
Forest Knolls, CA 94933  
Telephone: 415-488-0370  
Web: [www.seaturtles.org](http://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](mailto:vfp@vfp.org)  
Web: [www.ngws.org/service/groups/vfp.htm](http://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](mailto:vita@vita.org)  
Web: [www.vita.org](http://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](http://www.placement.pitt.edu)) provides a wide range of services and resources for the Pitt student/alumnus and much valuable information for the non-Pitt student via its web site.

PCS offers: **Career planning throughout undergraduate studies** -- extensive on-line resources and hard copy; web sites for career planning, tools for the job search, resume development, cover letters, employer information, job postings, salary calculator; **Pre-Graduate School Advising** -- selection of a graduate program; preparation through undergraduate coursework, volunteering, internships; application procedures; GRE/GMAT/LSAT preparation; **Workshops** -- scheduled throughout the academic year on topics such as: identifying skills and interests, preparation of resumes and cover letters, interviewing skills, networking, finding a job on the web; **Resume referral service; Media lab** -- Employer info, reference info; **Mock interviews; On-campus recruiting** -- Recruiters' visits to campus are posted on-line and on bulletin boards in the office; **Job fairs**.

The list of sources and resources provided in this section is a beginning. Many of these books and pamphlets are available in public libraries or through inter-library loan. Use these sources not only for the information they contain but also to identify other publications that more specifically relate to your interests.

A special reference should be made about the Internet. As illustrated throughout this workbook, the World Wide Web has become a crucial source of information. In many cases, the World Wide Web not only provides information on the type of jobs available in an organization but also specifics on employment-- instructions, application forms in different formats, and e-mail and other contact information. Many sites even offer the possibility of applying on-line for a job. Having said this, you should be aware that sites may have outdated information; in fact, many companies and organizations appear and disappear quickly but sometimes their websites remain. Also, while you can certainly trust the information presented in the websites of large companies and institutions, such as General Motors or the UN, you should be very cautious with information from vague or unknown companies and organizations. Before sending any personal information, be sure to read carefully all the information in the website about that organization and, if you still are doubtful, double-check it through sources other than the Web. In this way, you won't waste your time and energy in a process that may have unforeseen consequences.

Before actually applying for a job, you should have done your homework! The more you know about the organization (or subunit within the larger organization), the more effective you will be. The time spent researching a prospective employer creates an added bonus when you are interviewed--you will sound like a well-informed and well-prepared applicant (way ahead, we hope, of all the others).

Many of the books, articles, brochures, and mimeographs listed below were helpful in the preparation of this guide. Others are standard references that may be useful to you. For University of Pittsburgh library users, the library and call number are provided in [brackets].



The sources/resources of this chapter are divided into the following groups:

Directories

Education -- Graduate Studies  
Education and Research Abroad

Employment -- Abroad  
Employment -- Advertisements  
Employment -- Federal  
Employment -- Getting Started  
Employment -- Languages

Non-Profit Sector

Travel

Volunteering

Web Sites

DIRECTORIES..... > Indicates a new listing

*Consultants and Consulting Organizations Directory.* Detroit, MI: Gale Research Company. Triennial. (Mervis: HD69.C6.C652)

*The Development Directory.* Madison, CT: Editorial PKG, 1991. (Hill/GSPIA: HC60.D476).

>*Directory of American Firms Operating in Foreign Countries.* 3 volumes, 15th ed. New York: Uniworld Business Publications, Inc., 1999.

*Directory of Connecticut Companies in the Latin American Market.* 3rd. Edition. University of Connecticut, Center for Latin American and Caribbean Studies, 1996.

*Directory of Development Research and Training Institutes in Latin America.* 1984. Available from: Organisation for Economic Cooperation and Development, 2 rue André-Pascal, 75775 Paris Cedex 16, France.

*Directory of Executive Recruiters.* Fitzwilliam, NH: Kennedy Publications. Annual.

*Directory of Foreign Firms Operating in the United States.* 9th ed. New York: Uniworld Business Publications, 1998. Also available are individual country lists extracted from the directory.

*Directory of Foreign Manufacturers in the United States* by Jeffrey Arpan and David A. Ricks. Fourth edition/compiled by Virginia M. Mason. Atlanta, GA: Georgia State University Business Press, College Business Administration, 1990.

*Directory of International Organizations* by Hans-Albrecht Schraepler. 1996. 456 pages. \$24.95 from Georgetown University Press, PO Box 4886, Hampden Station, Baltimore, MD 21211; telephone 800-249-9606.

*Directory of Online Databases.* New York: Cuadra/Elsevier. Quarterly.

*Directory of Research and Training Institutes in Latin America.* Washington DC: Organization for Economic Cooperation, 1993.

*Directory of U.S. Firms Operating in Latin America.* Washington, DC: Pan American Union, n.d.

*D&B 1999-2000 Regional Business Directory-Pittsburgh Area* (3 volumes), Bethlehem: Dun & Bradstreet 1999.

*Dun's Consultant's Directory.* Parsippany, NJ: Dun's Marketing Services, 1994. Annual. [Hillman Ref: HD69.C6.D86]

>*Encyclopedia of Associations: International Organizations.* Detroit, MI: Gale Research, Inc., 1997.

>*Global Health Directory 2000: U.S. Based Agencies Working in International Health.* 2000. 108 pages. \$70. Available from Global Health Council.

*A Guide to NGO Directories: How to Find Over 11,000 Nongovernmental Organizations in Latin America.* September 1990. Available from: Inter-American Foundation, 901 N. Stuart Street, 10th floor, Arlington, VA 22203.

*The ILSA Guide to Education and Career Development in International Law.* \$24.95 postpaid. ILSA, 2223 Massachusetts Avenue, NW,, Washington, DC 20008-2864; telephone 202-265-0386.

*International Job, Career, and Travel Resources for the 1990s.* Catalog of publications on international jobs and careers by many publishers. Free from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 22111; telephone 703-361-7300; fax 703-335-9486.

>*International Jobs Directory: 1001 Employers and Great Tips for Success!* by Ronald Krannich and Caryl Krannich. 1999. 320 pages. \$19.95 from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: [www.impactpublications.com](http://www.impactpublications.com).

>*International Directory of Employment Agencies and Recruiters.* International Employment Gazette, editors. 26 pages. \$29.95 available from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: [www.impactpublications.com](http://www.impactpublications.com).

>*International Directory of Voluntary Work* by Victoria Pybus. 2000. 272 pp. \$12.76 from Peterson's [www.petersons.com](http://www.petersons.com)

*International Research Centers Directory.* Thomas J. Cichonski, editor. Seventh edition, 1994-95. Detroit, MI: Gale Research, Inc.

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

*National Trade and Professional Associations of the United States.* Washington, DC: Columbia Books. Annual.

*Overseas Development Network Development Opportunities Catalog.* San Francisco, CA: Overseas Development Network, 333 Valencie Street, San Francisco, CA 94103.

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

*Principal International Businesses: The World Marketing Directory.* Parsippany, NY: Dun & Bradstreet International, 1994. [Mervis HF54.USP47]

*Rand McNally International Banker's Directory.* Chicago, IL: Rand McNally. Semiannual. (HG2441.R18).

*Standard Corporation Descriptions.* New York: Standard & Poor's Corp. Monthly.

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

*Third World Resource Directory, 1994-95* by Thomas Fenton and Mary Heffron. Maryknoll, NY: Orbis Books, c1994. Available from Third World Resources, 464 19th Street, Oakland, CA 94612.

*Trade Lists.* U.S. Department of Commerce, Bureau of International Commerce. Washington, DC: U.S. Government Printing Office, annual.

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

*Ward's Business Directory of Major International Companies.* Belmont, CA: Information ACCESS Co. (annual). [GSPIA Ref: HG4009.W37]

*Ward's Business Directory of U.S. Private and Public Companies.* Detroit: Gale Research, Inc. Annual.

*Washington Information Directory.* Washington, DC: Congressional Quarterly, Inc., 1994. Annual.

## EDUCATION -- GRADUATE STUDIES. ....

*A Directory of Latin American Studies in the United States* by David B. Bray and Richard E. Greenleaf. New Orleans: Roger Thayer Stone Center for Latin American Studies, Tulane University, 1986.

*Latin American Studies in North America 1999-2000.* A Select Listing of Institutions with Courses and Programs. Available from: Latin American Studies Association, 946 William Pitt Union, University of Pittsburgh, Pittsburgh, PA 15260; telephone 412-648-7929; Fax 412-624-7145; e-mail: lasa@pitt.edu; web: <http://lasa.international.pitt.edu>

All of the following publications are available from Peterson's. See their web site for a complete listing of all publications. They may be ordered on line at their on-line store: [www.petersons.com](http://www.petersons.com)

*Peterson's*

- Game Plan for Getting into Graduate School.* 2000. 184 pp. \$11.96
- Game Plan for Getting into Law School.* 2000. 212 pp. \$11.96
- Graduate and Professional Programs 2001: An Overview.* 2000. 1453 pp. \$35.96
- Graduate Schools in Education 2001.* 2000. 1660 pp. \$15.96
- Graduate Schools in the Health Professions 2001.* 2000. 658 pp. \$15.96
- Graduate Programs in the Humanities, Arts, and Social Sciences 2001.* 2000. 1567 pp. \$39.96.
- Graduate Schools in the Humanities 2001.* 2000. 640 pp. \$15.96
- Graduate Schools in the Social Sciences 2001.* 2000. 720 pp. \$15.96
- Graduate Schools in the U.S. 2001.* 2000. 720 pp. \$19.95
- Insider's Guide to Medical Schools.* 1999. 480 pp. \$17.56
- Law Schools 2001.* 2000. 592 pp. \$19.96
- MBA Programs 2001.* 2000. 1104 pp. \$23.96
- Ultimate Grad School Survival Guide.* 1999. 256 pp. \$11.96.
- U.S. and Canadian Medical Schools.* 1999. 1272 pp. \$19.96

EDUCATION AND RESEARCH ABROAD .....

>*Academic Year Abroad.* New York, NY: Institute of International Education. Annual. The 2000 edition was edited by Sara J. Steen and cost \$44.95 plus shipping and handling. The IIE reference books are updated and accurate. Most study abroad offices use the IIE books as standard references. For publications: IIE, PO Box 371, Annapolis Junction, MD 20701-0371; telephone 800-445-0443.

>*Archaeological Fieldwork Opportunities Handbook* by Margo Muhl Davis. 2000. 154 pages. \$15 plus \$4 shipping/handling. Available from: Kendall/Hunt Publishing Co., Order Dept., 4050 Westmark Dr., Dubuque, IA 52002.

>*Financial Aid for Research and Creative Activities Abroad 1999-2001.* Gail Ann Schlacter and R. David Weber, editors. 480 pages. San Carlos, CA: Reference Service Press, 1999.

>*Financial Aid for Study and Training Abroad 1999-2001.* Edited by Gail Ann Schlacter and R. David Weber. 350 pages. Reference Service Press, 1100 Industrial Road, Suite 9, San Carlos, CA 94070; telephone 415-594-0743. \$39.50 plus \$5 shipping/handling.

>*Financial Resources for International Study. A Guide for U.S. Nationals.* Marie O'Sullivan and Sara Steen, editors. 300 pages. \$39.95 plus \$6 shipping. Available from IIE, New York. For publications: IIE, PO Box 371, Annapolis Junction, MD 20701-0371; telephone 800-445-0443.

*Free Money for Foreign Study: A Guide to More than 1,000 Grants and Scholarships for Study Abroad* by Laurie Blum. New York, NY: Facts on File, 1991.

*A Guide to Grants and Fellowships in International Forestry and Natural Resources* by M. Elmo Drilling, Patrick B. Durst, and Michael Swisher. Washington, DC: USDA Forestry Service, International Forestry, 1991.

*How to Find Jobs Teaching Overseas* by James Muckle. 2nd ed. Sebastopol, CA: KSJ Pub. Co., c1992.

*How to Find Out About Financial Aid, Guide to Over 700 Directories* by Gail Ann Schlachter. Lists over 700 printed directories and 20 computerized databases and search services. Available from: Reference Service Press, 1100 Industrial Road, Suite 9, San Carlos, CA 94070; telephone 415-594-0743. \$37.50 plus \$4 shipping/handling.

*International Handbook of Education Systems* by Robert Cowen and Martin McLean. Vol. III: Asia, Australia, and Latin America. Chichester, England: John Wiley and Sons, Ltd., 1983. Web: [www.wiley.com](http://www.wiley.com).

*Opportunities Abroad for Educators: Fulbright Teacher Exchange Program*. Annual. U.S. Information Agency, Teacher Exchange Branch. Washington, DC: U.S. Government Printing Office. [Hillman Government Documents IA 1.29]

"Options", a four-page newsletter of worldwide teaching opportunities. Annual subscription (10 issues) is \$18 from: Options, 20533 Biscayne Blvd., Ste. 4/467, Miami, FL 33180.

*Teaching English Overseas: An Introduction* by Sandra Lee McKay. Oxford: Oxford University Press, 1992.

>*Transitions Abroad*. Magazine on work, travel, and study abroad with reports written by those who have done it. \$28/6 issues. Transitions Abroad, PO Box 1300, Amherst, MA 01004-1300; telephone: 800-293-0373 or see the web [www.TransitionsAbroad.com](http://www.TransitionsAbroad.com)

*The Traveler's Guide to Latin American Customs & Manners* by Elizabeth Devine and Nancy L. Braganti. New York: St. Martin's Press, 1988. An excellent book on how to conduct yourself properly in Latin America.

>*Vacation Study Abroad*. New York, NY: Institute of International Education. Annual. 2000 edition edited by Sara J. Steen. The IIE reference books are updated and accurate. Most study abroad offices use the IIE books as standard references. The 2000/2001 edition cost \$42.95 plus \$6 shipping. For publications: IIE, PO Box 371, Annapolis Junction, MD 20701-0371; telephone 800-445-0443.

*The Whole World Handbook: A Student Guide to Work, Study, and Travel Abroad*, 11th ed., compiled by the Council on International Educational Exchange. St. Martin's Press, 1992.

## EMPLOYMENT -- ABROAD

>*Accounting Jobs Worldwide* by Ian Collier. 1997. \$19.95 available from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: [www.impactpublications.com](http://www.impactpublications.com).

>*Adventures of Working Abroad* by Joyce Sautters Osland. 1995. \$25 available from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone--book orders only 800-361-1055; web: [www.impactpublications.com](http://www.impactpublications.com).

*American Jobs Abroad*. Victoria Harlow & Edward W. Knappman, editors. Detroit: Gale Research Inc., c1994.

*American Firms: Subsidiaries and Affiliates in Brazil*. New York, NY: Brazilian Government Trade Bureau, n.d.

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

*Bureau of International Commerce Trade Lists*. U.S. Dept. of Commerce. Updated annually.

*Business Mexico: Business & Investment Opportunities in North America's Hottest Economy* by Jan Fedorowicz, Marvin Bedward, JoAnna Townsend and Ruth Rayman. Chicago, IL: Probus Publishing Company, 1994. [Mervis Ref.: HF1481.B875]

*Directory of American Firms Operating in Foreign Countries* by Juvenal Angel. 13th edition. New York, NY: World Trade Academy Press Inc., 1994. (HF4538.A1D59)

*Directory of Foreign Firms Operating in the United States*. 7th edition. New York, NY: World Trade Academy Press Inc., 1992.

>*Directory of Jobs and Careers Abroad* by Elisabeth Roberts. 2000. 240 pages. \$13.56 plus postage. Available from Peterson's Guides, 202 Carnegie Center, PO Box 2123, Princeton, NJ 08543; telephone 800-338-3282; web: [www.petersons.com](http://www.petersons.com)

>*The Directory of Overseas Summer Jobs*. David Woodworth and Ian Collier, eds. 2000 (revised annually). \$16.95. Available from Peterson's Guides (202 Carnegie Center, PO Box 2123, Princeton, NJ 08543; telephone 800-338-3282; web: [www.petersons.com](http://www.petersons.com)

*Directory of U.S. Firms Operating in Latin America*. Washington, DC: Pan American Union, n.d.

>*Directory of Work and Study in Developing Countries* by Toby Milner. 1997. 257 pages for employment, voluntary work, and academic opportunities. Available from Seven Hills Book Distributors, 1531 Tremont St., Cincinnati, OH 45214; telephone: 513-471-4300 or see the web [www.sevenhillsbooks.com](http://www.sevenhillsbooks.com).

*Dunn's Latin America's Top 25,000*. Parsippany, NJ: Dun's Marketing Services, Inc., 1991.

>*Great Jobs Abroad* by Arthur H. Bell. 1997. 320 pages. Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: [www.impactpublications.com](http://www.impactpublications.com).

*How to Get the Jobs You Want Overseas* by Arthur Liebers. Babylon, NY: Pilot Books, 1990.

>*Insider's Guide to Relocation* by Beverly Roman. \$14.95 available from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: [www.impactpublications.com](http://www.impactpublications.com).

*International Educator*. Provides news about U.S. schools abroad and information about vacancies in American and international schools abroad. A quarterly publication. International Educator's Institute, PO Box 513, Cummaquid, MA 02637.

>*International Jobs: Where They Are and How To Get Them* by Eric Kocher with Nina Segal. 1999. 400 pages. Available from Harper Collins, Direct Mail Dept., PO Box 588, Scranton, PA 18512; telephone 800-331-3761 or on the web [www.harpercollins.com](http://www.harpercollins.com).

>*The ISS Directory of Overseas Schools*. Gina Parziale, ed. 1999 (revised annually). 560 pages. \$34.95. Available from Peterson's Guides, 202 Carnegie Center, PO Box 2123, Princeton, NJ 08543; telephone 800-338-3282; web: [www.petersons.com](http://www.petersons.com)

*Looking for Employment in Foreign Countries* by Juvenal Angel. Ninth edition. New York, NY: World Trade Academy Press, Inc., 1992.

"NAFTA and International Jobs: Making the Most of Increased Opportunities" by Dr. Bob Sanborn. *Transitions Abroad*, May/June 1994, pp. 61-62. Dr. Sanborn provides a list of World Trade Centers. *Transitions Abroad*, PO Box 1300, Amherst, MA 01004-1300; telephone: 800-293-0373 or see the web: [www.TransitionsAbroad.com](http://www.TransitionsAbroad.com)

>*Native Speaker: Teach English and See the World* by Elizabeth Reid. 1996. 96 pages. Book Clearing House, 46 Purdy Street, Harrison, NY 10528; telephone 800-431-1579. Written by a woman from the U.S. who taught in Latin America.

*Occupational Outlook Handbook*. Washington, DC: U.S. Department of Labor, Bureau of Labor Statistics. Biennial.

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

*Opportunities Abroad for Educators*. United States Information Agency, Teacher Exchange Branch. Washington, DC: The Branch. Annual.

*Overseas Academic Opportunities*. Monthly bulletin. Overseas Academic Opportunities, 72 Franklin Avenue, Ocean Grove, NJ 07756; telephone/fax 732-774-1040.

>*Overseas American-Sponsored Elementary and Secondary Schools Assisted by the U.S. Department of State*. Free pamphlet. Office of Overseas Schools, U.S. Department of State, Room 245, Washington, DC 20522; telephone 703-875-7800.

>*Overseas Employment Opportunities for Educators*. Free pamphlet. Annual. U.S. Department of Defense, Office of Dependent Educational Activity, Office of Personnel, Dependents Schools, 4040 N. Fairfax Avenue, Alexandria, VA 22303; telephone 703-696-1352.

*The Overseas List: Opportunities for Living and Working in Developing Countries* by David M. Beckman, Timothy J. Mitchell, and Linda L. Powers. Minneapolis, MN: Augsburg Publishing House, 1985.

*Returning to Mexico: The Mexico Employment Guide for 1993/94 Graduates of U.S. and Canadian Universities*. First edition. Mexico: The Institute of International Education-Mexico, 1993.

>*Teaching English Abroad* by Susan Griffith. 1999. 416 pp. \$13.56 available from Peterson's [www.petersons.com](http://www.petersons.com)

*Time Out: Taking a Break from School to Travel, Work, and Study in the U.S. and Abroad* by Robert Gilpin. New York: Simon & Schuster, 1992. [Hillman Ref: LC45.4 G55]

*Transitions Abroad. The Guide to Learning, Living, and Working Overseas*. An up-to-date magazine addressing relevant subjects related to working, living, studying, and traveling abroad. Transitions Abroad, PO Box 1300, Amherst, MA 01004-1300; telephone: 800-293-0373 or see the web [www.transitionsabroad.com](http://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](http://www.TransitionsAbroad.com)

*Work Abroad*. Annual publication, free. Available from: Council on International Educational Exchange, Campus Services, 205 East 42nd Street, New York, NY 10017; telephone: 212-888-COUNCIL.

>*Work Abroad: The Complete Guide to Finding a Job Overseas*. Clay Hubbs, ed., with Susan Griffith and William Nolting. 1999. 251 pages. \$15.95 plus \$4 shipping/handling. Available from *Transitions Abroad*, PO Box 1300, Amherst, MA 01004-1300; telephone: 800-293-0373; web [www.transitionsabroad.com](http://www.transitionsabroad.com)

>*Working Worldwide: International Career Strategies for the Adventurous Job Seeker* by Nancy Mueller. 2000. 231 pages. \$14.95. John Muir Publications.

#### FOR MEXICAN CITIZENS

Two valuable sources of information for employment in Mexico:

*México: oportunidades de empleo, edición 1994*, available from the American Chamber of Commerce of Mexico, A.C., Lucerna 78, Col. Juárez, 06600 México, DF; telephone: 724-3800; Fax: 703-3908.

Alan Adelman, former Associate Director of CLAS, is the Director of the Institute of International Education in Mexico. His book, *Returning to Mexico: The Mexico Employment Guide for 1993/94 Graduates of U.S. and Canadian Universities*, is a comprehensive guide for the student who has studied in the United States or Canada and is facing the challenge of returning to the Mexican job market. To obtain a copy, contact IIE at the U.S. Embassy in Mexico City.



## EMPLOYMENT -- JOB LISTINGS

*Community Jobs.* ACCESS, Networking in the Public Interest, 50 Beacon Street, Boston, MA 02108. Phone: 617-720-5627.

*The Employment Review.* Recourse Communications, P.O. Box 1040, Warwick, RI 02887-1040. Phone: 401-732-9850.

*International Affairs Career Bulletin.* Jeffries & Associates, 17200 Hughes Road, Poolesville, MD 20837. Phone: 301-972-8034. Bi-monthly.

>*International Career Employment Weekly.* Weekly lists of 500+ job openings in the U.S. and abroad. Subscriptions: \$60 for 12 issues. Available from: International Employment Opportunities, Rte. 2, Box 305, Stanardsville, VA 22973; telephone 804-985-6444.

>*International Employment Gazette.* Biweekly list of national and overseas job openings. \$40 for 6 issues; \$69 for 12 issues. Available from: International Employment Gazette, 1525 Wasde Hampton Boulevard, Greenville, SC 29609; telephone 800-882-9188.

>*International Employment Hotline.* Monthly newsletter. \$39 for 6 issues; \$69 for 12 issues. Monthly report on who is hiring. Available from: International Employment Hotline, P.O. Box 3030, Oakton, VA 22124; telephone 703-620-1972.

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

*International Jobs Bulletin.* Academic year biweekly. International Jobs Bulletin, University Career Services, Woody Hall B208, Southern Illinois University, Carbondale, IL 62901-4703; telephone: 618-453-1045.

*Internships and Careers in International Affairs.* United Nations Association of the United States of America, 485 Fifth Avenue, New York, NY 10017. Phone: 212-697-3232.

*Job Opportunities Bulletin.* TransCentury Recruitment Center, 1724 Kalorama Road, NW, Washington, DC 20009. Phone 202-328-4400. Bimonthly.

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

*Monthly Job Vacancy Bulletin.* National Council for International Health, 1701 K Street, NW, Suite 600, Washington, DC 20036. Phone: 202-833-5900.

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

*United Nations Job News.* Thomas F. Burola & Associates, Suite 7R, 6477 Telephone Road, Ventura, CA 93003; phone 805-647-7256. Bimonthly.

## EMPLOYMENT -- FEDERAL

>*Almanac of American Government Jobs and Careers*. Available from: Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: [www.impactpublications.com](http://www.impactpublications.com).

>*Almanac of International Jobs and Careers* by Ron & Caryl Krannich. \$19.95. Available from [www.careerweb.com/Bookstore](http://www.careerweb.com/Bookstore)

*American Foreign Service Officer: The Only Guide You Need to Launch Your Foreign Service Career* by Eve P. Steinberg and Arva C. Floyd. First Edition. New York, NY: Arco Publishing, 1988.

*The Book of U.S. Government Jobs* by Dennis Damp. River Forest, IL: Planning/Communications, 1994.

*A Career in the Foreign Service*. Revised July 1991. Arlington, VA: U.S. Department of State, U.S. Information Agency, and U.S. Department of Commerce, 1991.

*Careers in Government* by Mary Elizabeth Pitz. 1994. VGM Career Horizons, NTC/Contemporary Publishing Group, 4255 West Touhy Avenue, Lincolnwood, IL 60712; fax 847-679-2494.

*Congressional Staff Directory*. Washington, DC: U.S. Government Printing Office, annual.

>*Federal Career Opportunities*. Biweekly publication. Washington, DC: U.S. Government Printing Office.

*Federal Jobs for College Graduates* by Robert Goldenkoff & Dana Morgan. New York: Prentice Hall, c1991.

*Find a Federal Job Fast: Cutting the Red Tape of Getting Hired* by Ronald L. Krannich and Caryl Rae Krannich. Available from: Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: [www.impactpublications.com](http://www.impactpublications.com).

*Foreign Service Careers*. Free pamphlet on careers in the foreign service; also provides information on the examination and selection process, and internships. Available from: Recruitment Division, U.S. Department of State, P.O. Box 9317, Arlington, VA 22219.

"Guide to the Foreign Service Officer Written Examination and Assessment Procedure". 1994. Available from: Education Testing Service, Princeton, NJ 08541-0001; telephone 609-921-9000.

*How to Find a Job Overseas with the U.S. Government* by Will Cantrell and Francine Modderno. 1992. Worldwise Books, P.O. Box 3030, Oakton, VA 22124.

*VGM's Handbook of Government & Public Service Careers*. Annette Selden, editor. Lincolnwood, IL: VGM Career Horizons, 1994.

>*U.S. Department of State Foreign Service Officer Careers*. Free brochure. Request from: Recruitment Division, Department of State, Box 12226, Arlington, VA 22219; telephone 703-875-7490.

*U.S. Government Handbook.* Washington, DC: U.S. Government Printing Office, annual.

*U.S. Government Manual.* Annual. Washington, DC: U.S. Government Printing Office, annual.

*Washington Information Directory.* Washington: Congressional Quarterly, Inc. Annual. (F192.3.W33).

*The Whole World Handbook: A Student Guide to Work, Study, and Travel Abroad*, 12th ed., compiled by the Council on International Educational Exchange. St. Martin's Press, 1994-95. \$13.95 plus \$1.50 book rate postage. Council on International Educational Exchange, Campus Services, 205 East 42nd Street, New York, NY 10017; telephone: 212-888-COUNCIL.

## EMPLOYMENT -- GETTING STARTED

*Best Resumes for Accountants and Financial Professionals* by Kim Marino. New York: John Wiley & Sons, Inc., 1994. Web: [www.wiley.com](http://www.wiley.com) [Mervis Ref: HF5549.5E45A456]

*Better Resumes for Executives and Professionals* by Robert F. Wilson and Adele Lewis. Second edition. New York: Barron's Educational Services, Inc., 1991. [Mervis Ref: HF5383.W485]

*Career Choices Encyclopedia: A Guide to Entry-Level Jobs.* Career Associates. New York: Walker and Co., 1986.

*The Career Guide: Dunn's Employment Opportunities Directory.* Parsippany, NY Dunn's Marketing Services, 1992-94. [HG 53825 U508]

*A Career Guide for Ph.D.s and Ph.D. Candidates in English and Foreign Languages.* English Showalter, editor. New York: Modern Language Association of America, 1985.

*Career Guide for Women Scholars.* Suzanne Rosa, editor. New York: Springer Publishing Company, 1986. (HD6053.6 U5C37).

*Career Guide to America's Top Industries.* Indianapolis, IN: JIST Works, Inc. 1993. Biennial.

*The Career Makers: America's Top 150 Executive Recruiters* by John Sibbald. Revised and Expanded Edition. New York, NY: Harper Collins Books, 1992. [Mervis Ref: HD3825.U6S53]

*Career Opportunities in International Development in Washington, D.C.* Amy Buell and Susan Cahn, eds. 1991. Available from: Johns Hopkins University, School of Advanced International Studies, 1740 Massachusetts Avenue NW, Washington, DC 20036.

*Career Opportunities for Bilinguals and Multinationals: A Directory of Resources in Education, Employment, and Business* by Vladimir F. Wertsman. Metuchen, NJ: Scarecrow Press, 1994.

>*Careers for Foreign Language Aficionados and Other Multilingual Types* by H. Ned Seelye and J. Laurence Day. \$14.95 hardback/\$9.95 paperback. Lincolnwood, IL: VGM Career Horizons, 1992.

*Careers in Business* by Lila B. Stair and Dorothy Domkowski. Lincolnwood, IL: VGM Career Horizons, 1992.

*Careers in Communication* by Shonan F.R. Noronha. Lincolnwood, IL: VGM Career Horizons, c1994.

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

*Careers in Finance* by Trudy Ring. Lincolnwood, IL: VGM Career Horizons, 1993.

>*Careers in International Affairs*. Maria Pinto Carland and Michael Trucano, editors. 1997, 6th edition. \$17.95 plus. Available from: Georgetown University Press, PO Box 4866, Hampden Station, Baltimore, MD 21211.

>*Careers in International Business* by Ed Halloran. 1996. \$17.95 available from: Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: [www.impactpublications.com](http://www.impactpublications.com).

>*Careers in International Education, Exchange and Development* by Sherry Lee Mueller/NAFSA. 1998. \$12.00+ from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: [www.impactpublications.com](http://www.impactpublications.com).

*Careers in Social Work* by Carolyn Simpson and Dwain Simpson. New York: Rosen Pub. Group, 1992.

*The College Board Guide to Jobs and Career Planning* by Joyce Slayton Mitchell. 2nd ed. New York: College Entrance Examination Board, c1994.

>*The Complete Guide to International Jobs and Careers* by Ronald L. Krannich and Caryl R. Krannich. 1993. 349 pages. \$24.95 from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: [www.impactpublications.com](http://www.impactpublications.com).

*Dictionary of Occupational Titles*. U.S. Department of Labor, Employment and Training Administration. 4th ed., revised 1991. Hawthorne, NJ: Career Press, 1992.

*Education Career Directory*. 1st ed. Detroit, MI: Gale Research Inc., 1994. Biennial.

*The Environmental Career Guide: Job Opportunities with the Earth in Mind* by Nicholas Basta. New York: Wiley, c1991.

*Finding a Job in Your Field: A Handbook for Ph.D.'s and M.A.'s* by Rebecca Anthony and Gerald Roe. Princeton, NJ: Peterson's, 1984. Peterson's Guides, 202 Carnegie Center, PO Box 2123, Princeton, NJ 08543; telephone 800-338-3282; web: [www.petersons.com](http://www.petersons.com)

*Flying High in Travel* by Karen Rubin. Guide to travel industry careers. \$16.95. Available from: John Wiley & Sons. Web: [www.wiley.com](http://www.wiley.com)

*From College to Career--Winning Resumes for College Graduates* by Nancy Schuman and Adele Lewis. Hauppauge, NY: Barron's Educational Series, c1993.

>*Great Jobs for Foreign Language Majors* by Julie DeGalan and Stephen Lambert. \$11.95. Lincolnwood, IL: VGM Career Horizons, 1994.

*Guide to Careers in World Affairs*. Foreign Policy Association. Pamela Gerard, special editor. Third Edition. [GSPIA Ref: HF5549.5 E45G79]

>*The Guide to Internet Job Searching* by Margaret Riley Kidel and Frances. E. Roehm. 2000. 344 pages. \$14.95 from VGM Career Horizons.

>*Health Professional Abroad: A Directory of Worldwide Opportunities* by Tim Ryer. 1997. \$17.95 available from: Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: [www.impactpublications.com](http://www.impactpublications.com).

*Help! My Job Interview is Tomorrow!: How to Use the Library to Research an Employer*. Mary Ellen Templeton. New York, NY: Neal-Schuman Publishers, Inc., 1991. [GSPIA Ref: HF5381]

*How to Locate Jobs and Land Interviews* by Albert L. French. 2nd ed. Hawthorne, NJ: Career Press, c1993.

*The International Businesswoman* by Marlene L. Rossman. New York, NY: Praeger, 1986. [HD6054.3RG7]

>*International Employment Hotline*. Subscribe for \$21 for 3 months. International Employment Hotline, Carlyle Corporation, 1088 Middle River Road, Stanardsville, VA 22973; telephone: 800-291-4618 or see the web site [www.Hotline@internationaljobs.org](http://www.Hotline@internationaljobs.org).

>*The International Job Finder* by Daniel Lauber. 2000. \$19.95 plus \$5.50 shipping/handling from Planning/Communications, 7215 Oak Avenue, River Forest, IL 60305; telephone 800-829-5220. Written by a career advisor. Free on-line updates to purchasers of the book.

*International Jobs: Where They Are. How to Get Them* by Eric Kocher. 4th ed., 1993. Reading, MA: Addison-Wesley Publishing Company, Inc. [GSPIA Ref: HF5549.5 E45K63]

>*Internet Resumes* by Peter D. Weddle. 1998. 208 pages. \$14.95 available from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: [www.impactpublications.com](http://www.impactpublications.com).

>*Job Searching Online for Dummies* by Pam Dixon. 1998.

>*Job Seekers Almanac*. 1999. 906 pp. \$7.96 available from Peterson's [www.petersons.com](http://www.petersons.com)

>*Liberal Arts Jobs*. 1998. 184 pp. \$11.96 from Peterson's [www.petersons.com](http://www.petersons.com)

*Make Your Job Interview a Success: A Guide for the Career-Minded Job Seeker* by J. I. Biegeleisen. 3rd ed. New York, NY: Prentice Hall, c1991.

>*The National Jobbank 2001*. Steven Graber, editor. 2000. Find it in your library! (\$316 book!)

*Occupational Outlook Handbook*. U.S. Department of Labor, Bureau of Labor Statistics. Washington, DC: U.S. Government Printing Office, annual.

>*100 Best Careers for the 21st Century* by Shelly Field. 2000. 305 pp. \$12.76 from Peterson's [www.petersons.com](http://www.petersons.com)

*The 110 Biggest Mistakes Job Hunters Make: And How to Avoid Them* by Richard L. Hermann & Linda P. Sutherland; edited by Jeanette J. Sobajian. Washington, DC: Federal Reports Inc., c1992.

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

>*Opportunities in International Business Careers* by Jeffrey S. Arpan. Lincolnwood, IL: VGM Career Horizons, 1996.

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

*Peterson's Job Opportunities in the Environment*. Princeton, NJ: Peterson's. Annual.

>***The Pittsburgh JobBank* (Adams Media Corp., 2000). 3rd edition. Paperback, 336 pages. Highly rated in previous editorial reviews. Available from [www.amazon.com](http://www.amazon.com)**

*Resumes for Business Management Careers*. Lincolnwood, IL: VGM Career Horizons, 1992. [Mervis Ref: HF5383.V46]

*Resumes for Education Careers*. The Editors of VGM Career Horizons. Lincolnwood, IL: VGM Career Horizons, c1992.

*Resumes for Employment in the U.S. and Overseas*. 3rd ed. New York: World Trade Academy Press, Inc., 1988.

*Resumes for Sales & Marketing Careers*. Lincolnwood, IL: VGM Career Horizons, 1991. [Mervis Ref: HF5383.R45]

*A Select Guide to International Careers and Opportunities*. 1993. Available from: Brigham Young University, Kennedy Center for International Studies, Publications Services, 280 HRCB, Provo, UT 84602.

*Teaching a Foreign Language*. ERIC, the Clearinghouse on Applied Linguistics, provides information on teaching English as a foreign language. Its publications include: "Opportunities Abroad for Teaching English as a Foreign Language: A Resource List," "Foreign Languages and Careers," and "Eight Approaches to Language Teaching." Request from: Center for Applied Linguistics, 1118 22nd Street NW, Washington, DC 20037.

*The Ultimate Job Search Survival Guide*. 1998. 317 pp. Available from Peterson's [www.petersons.com](http://www.petersons.com)

>>*What Color is Your Parachute? 2001: A Practical Manual for Job-Hunters and Career-Changers* by Richard N. Bolles. \$13.56. Available from [www.amazon.com](http://www.amazon.com). This is a great book to help one discover where you're going in life.

>>*What Color is Your Parachute Workbook: How to Create a Picture of Your Ideal Job or Next Career* by Richard N. Bolles. 1998. \$8.95 from [www.amazon.com](http://www.amazon.com).

*Where to Start Career Planning*. Madeline T. Rockcastle, editor. Biennial. Ithaca, NY: Cornell University Career Center. Distributed by Peterson's Guides, Princeton, NJ. Peterson's Guides, 202 Carnegie Center, PO Box 2123, Princeton, NJ 08543; telephone 800-338-3282; web: [www.petersons.com](http://www.petersons.com)

*Working with the Environment*. 1997. \$17.95 sold by Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: [www.impactpublications.com](http://www.impactpublications.com).

>*Work Your Way Around the World*. 1999. 512 pp. \$13.56 from Peterson's [www.petersons.com](http://www.petersons.com)

*Your First Job: For College Students--and Anyone Preparing to Enter Today's Tough Job Market* by Ron Fry. Hawthorne, NJ: Career Press, c1993.

>*Zen and the Art of Making a Living: A Practical Guide to Creative Career Design* by Laurence G. Boldt. 1999. \$14.36 from [www.amazon.com](http://www.amazon.com).

## EMPLOYMENT -- LANGUAGES

*Opportunities in Foreign Language Careers* by Edwin Arnold. 1993. \$10.95. Available from: National Textbook Co., VGM Career Books Division, 4255 W. Touhy Avenue, Lincolnwood, IL 60649-1986.

>*Special Career Opportunities for Linguists/Translators/Interpreters*. Free pamphlet from the U.S. Department of State, Office of Language Services, Interpreting Division, Room 2212, Washington, DC 20520; telephone: 202-647-3492.

*Translation and Translators: An International Directory and Guide* by Stefan Congrat-Butler. Ann Arbor, MI: R.R. Bowker, 1979.

## NON-PROFIT SECTOR

*Career Opportunities in International Development in Washington, DC*. Overseas Development Network, 333 Valencia St., Suite 330, San Francisco, CA 94103. Annual.

*Doing Well by Doing Good: The First Complete Guide to Careers in the Non-Profit Sector*. New York, NY: Penguin Books, 1988.

*Finding a Job in the Non-profit Sector.* Fund Raising Institute, Text Group, 12300 Twinbrook Parkway, Suite 520, Rockville, MD 20852-9830; telephone 800-877-8238.

*Good Works: A Guide to Careers in Social Change.* River Forest, IL: Planning/Communications, 1994.

>*Jobs and Careers with Nonprofit Organizations: Profitable Opportunities with Nonprofits* by Ron and Caryl Krannich. 1999 (2nd edition). \$17.95 from Impact Publications, 9104-N Manassas Drive, Manassas Park, VA 20111; telephone-- book orders only 800-361-1055; web: [www.impactpublications.com](http://www.impactpublications.com).

>*National Directory of Non-profit Organizations.* Rockville, MD: The Taft Group. Annual. (HG4057.A37).

*Non-governmental Development Organizations of Developing Countries: and the South Smiles.* Sief Theunis, editor. Boston: Kluwer Academic Publishers Group, 1992. [GSPIA Ref: HC60.N75]

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

*Non-profits' Job Finder* by Daniel Lauber. Third edition. River Forest, IL: Planning/Communications, 1994. [GSPIA Ref: HF5382.75 U6L328]

*Opportunities in Nonprofit Organization Careers* by Adrian A. Paradis. Lincolnwood, IL: VGM Career Horizons, c1994.

## TRAVEL

The books listed below are especially helpful and accurate! If you are going to live or travel abroad, the author also encourages you to read at least a few of the excellent books and articles available on cross-cultural experiences. You will have a much more enjoyable and valuable experience abroad if you prepare yourself by reading about and attempting to understand cultural difference.

*South American Handbook.* Bath, England: Trade and Travel Publications, Ltd., 1993. Revised annually; distributed in the U.S. by Rand McNally.

*The Travelers' Guide to Latin American Customs & Manners* by Elizabeth Devine and Nancy L. Braganti. New York: St. Martin's Press, 1988.



## VOLUNTEERING

>*Alternatives to the Peace Corps* by Filomena Geise. 1999. 96 pages. \$9.95 from Food First Books <[www.food.first.org](http://www.food.first.org)> or from LPC Group, 1436 Randolph Street, Chicago, IL 60604; telephone 800-243-0138.

*Anthropology and the Peace Corps: Case Studies in Career Preparation* edited by Brian E. Schwimmer and D. Michael Warren. 1st ed. Ames, IA: Iowa State University Press, 1993.

>*Directory of Volunteer Opportunities*. Kerry L. Mahoney, ed. 1992. 90 pages. \$10 Canadian dollars. Available from: Volunteer Directory, Career Information Center, University of Waterloo, Waterloo, ON N2L 3G1, Canada.

*Getting to the 21st Century: Voluntary Action and the Global Agenda* by David C. Korten. West Hartford, CT: Kumarian Press, 1990. [GSPIA Ref: HC60.K67]

>*The International Directory of Voluntary Work* by Louise Whetter and Victoria Pybus. 2000. 319 pages. \$15.95 available from Peterson's. Peterson's Guides, 202 Carnegie Center, PO Box 2123, Princeton, NJ 08543; telephone 800-338-3282; web: [www.petersons.com](http://www.petersons.com)

>*The Peace Corps and More: 175 Ways to Work, Study, and Travel at Home and Abroad* by Medea Benjamin and Miya Rodolfo-Sioson. 1997. \$8.95. Available from: Global Exchange, 2017 Mission Street, Room 303, San Francisco, CA 94110; telephone 800-497-1994.

*Pros & Cons of the Peace Corps*. Overseas Development Network, 333 Valencie St., Suite 330, San Francisco, CA 94103.

>*Response: Volunteer Opportunities Directory of Catholic Network of Volunteer Service*. 2000 (revised annually). 100 pages. Free, but donations are accepted, from: CNVS, 4121 Harewood Road NE, Washington, DC 20017; telephone 800-543-5046.

>*So, You Want to Join the Peace Corps...What to Know Before You Go* by Dillon Banerjee. 2000. 178 pages. \$12.95 from Ten Speed Press, PO Box 7123, Berkeley, CA 94707; telephone 800-841-BOOK.

*The Third World Directory 1993: A Guide to Development Organisations, Volunteering Opportunities and Sources of Funding*. Lucy Stubb, editor. Second edition. London: Directory of Social Change. [GSPIA Ref: HC60.T488]

*Volunteerism: A Bibliography* by Lorna Peterson. Monticello: IL: Vance Bibliographies, 1989. [GSPIA Ref: Z7164.A2P83]

*Volunteerism and World Development: Pathway to a New World* by Allen D. Jedlicka. Third edition, 1990. [GSPIA Ref: HN49.V64.J43]

*Volunteerism: Directory of Organizations, Training Programs and Publications*. Third edition. New York: Bowker. 1991. [GSPIA/Hillman Ref: HN 90.v64C655]

*Volunteer! The Comprehensive Guide to Voluntary Service in the U.S. and Abroad* by Adrienne Downey. New York, NY: CIEE, 1991. Available from: Council on International Educational Exchange, Campus Services, 205 East 42nd Street, New York, NY 10017; telephone: 212-888-COUNCIL.

>*Volunteer Vacations: Short-Term Adventures That Will Benefit You and Others* by Bill McMillon. 1999. 390 pages. \$16.95 from Chicago Review Press, 814 N. Franklin Street, Chicago, IL 60610; telephone 312-337-0747.

*Volunteer: With the Poor in Peru* by Jeff Thielman and Raymond A. Schroth. New York: Paulist Press, 1991. [Hillman Ref: HV887.P42T338]

## WEB SITES

In addition to the hundreds (thousands?) of web sites mentioned throughout this book, the following sites may be useful. Many are recommended by the University of Pittsburgh's Office for Placement and Career Services. Pitt students, especially, should see all the on-line resources and services at [www.placement.pitt.edu](http://www.placement.pitt.edu).

## Self-assessment:

[www.missouri.edu/~cppcwww/holland.shtml](http://www.missouri.edu/~cppcwww/holland.shtml)

[www.mois.org/moistest.html](http://www.mois.org/moistest.html)

[www.discoverme.com](http://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](http://www.smartbiz.com/sbs/careers.htm)

[www.career.planit.com](http://www.career.planit.com)

[www.dbm.com/jobguide/careers.html](http://www.dbm.com/jobguide/careers.html)

[www.umanitoba.ca/counselling/careers.html](http://www.umanitoba.ca/counselling/careers.html)

[www.careerresource.net](http://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](http://www.pgh-job-index.com/index.html)

[www.pghtech.org/careers](http://www.pghtech.org/careers)

[www.pittsburgh-region.org](http://www.pittsburgh-region.org)

[www.jobweb.com/catapult/jintern.htm](http://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](http://www.collegegrad.com)

[www.acornresume.com/posting.html](http://www.acornresume.com/posting.html)

[www.careerlab.com/letters](http://www.careerlab.com/letters)

[www.careermosaic.com/cm/crc/crc2.html](http://www.careermosaic.com/cm/crc/crc2.html)

[www.jobsmail.org/tools/salary](http://www.jobsmail.org/tools/salary)

[www.homefair.com/homefair/cm/salcalc.htm](http://www.homefair.com/homefair/cm/salcalc.htm)

job searching, resume preparation, interviewing techniques

Acorn Career Counseling and Resume Writing

cover letters

tools for the job search

salary surveys

international salary calculator

[www.careercity.com](http://www.careercity.com)  
[www.jobweb.org/catapult/jfield.htm](http://www.jobweb.org/catapult/jfield.htm)  
<http://careerpathsonline.com>  
[www.academply.com](http://www.academply.com)

positions

<http://chronicle.merit.edu/ads/.links.html>  
[www.cob.ohio-state.edu/dept/fin/osujobs.htm](http://www.cob.ohio-state.edu/dept/fin/osujobs.htm)  
[www.globalvillager.com/villager/WSC.html](http://www.globalvillager.com/villager/WSC.html)  
[www.tvjobs.com/index\\_a.htm](http://www.tvjobs.com/index_a.htm)  
[http://eb.journ.latech.edu/jobs/jobs\\_home.html](http://eb.journ.latech.edu/jobs/jobs_home.html)  
[www.jobweb.org/catapult/interntl.htm](http://www.jobweb.org/catapult/interntl.htm)

[www.overseasjobs.com](http://www.overseasjobs.com)  
<http://lib.nmsu.edu/subject/bord/laguia>

125,000+ job listings  
 employment services by field  
 classified job listings from major U.S. newspapers  
 U.S. primary and secondary school academic

*Chronicle of Higher Education*  
 careers in business  
 Wall Street careers  
 jobs in broadcasting  
 jobs in journalism  
 International Resources for International students  
 in the U.S. and for U.S. Students Going Abroad  
 Job database; post your resume  
**created by Molly Molloy, this site lists Internet  
 Resources for Latin America**

"Mega" Lists:

[www.jobtrack.com](http://www.jobtrack.com)

largest job listing & resume database  
 for college students & alumni  
 MonsterBoard

[www.monster.com](http://www.monster.com)  
[www.jobweb.org](http://www.jobweb.org)  
[www.jobbankusa.com](http://www.jobbankusa.com)  
[http://www1.joboptions.com/jo\\_main/index.jsp](http://www1.joboptions.com/jo_main/index.jsp)

Graduate School information:

[www.gradschools.com](http://www.gradschools.com)  
<http://iiswinprd01.petersons.com/gradchannel>  
[www.collegegrad.com](http://www.collegegrad.com)

Peterson's Graduate School Channel

Other career sites:

[www.taponline.com](http://www.taponline.com)  
[www.jobdirect.com](http://www.jobdirect.com)  
[www.bridgpath.com](http://www.bridgpath.com)  
[www.minorities-jb.com](http://www.minorities-jb.com)  
[www.greatsummerjobs.com](http://www.greatsummerjobs.com)  
[www.sph.emory.edu/studentsservice/Career](http://www.sph.emory.edu/studentsservice/Career)