Career Services for Language Schools

The Middlebury College Center for Careers and Internships and Middlebury Institute of International Studies Center for Advising and Career Services welcome you!

We offer a variety of programs, events, and resources to help with your career development.

Table of Contents

- Contact Us
- Career Advising Appointments
- Virtual Career Information Sessions
- Networking and Career Opportunity Resources
- Online Resources

Contact Us

The Center for Careers and Internships is located in Kitchel House at 152 College Street in Middlebury, VT.

Phone: 802.443.5100
Email: cci@middlebury.edu

Career Advising Appointments

Our career advisors are available to help you evaluate career possibilities and look for opportunities. We offer Language Schools students 30-minute career advising sessions on weekdays. The Language Pledge is suspended for all career advising appointments.

For those participating in Immersion Programs: To request a video-chat or phone appointment, complete our online form. Based on your responses, a member of our staff will be in touch via email to help you schedule an appointment. The information you provide will help us match you with an advisor who can best meet your needs.

For Middlebury College students/alumni: Please use Handshake to request an appointment. To request an appointment login and click on Career Center > Appointments > Schedule A New Appointment > Middlebury Center for Careers and Internships.

For Middlebury Graduate degree-seeking students/alumni: Please use Handshake to request an appointment. If you do not already have an account, click on “Sign Up Here” in the upper-right hand corner of the homepage and use your Middlebury.edu email to get set-up. Once your account is activated (this is not instant!) you will receive an email notification. To request an appointment login and click on Career Center > Appointments > Schedule A New
PLEASE NOTE: Handshake accounts may only be issued to Middlebury degree-seeking students and alumni.

## Summer Language Schools Events with CCI

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>July 6th</td>
<td><strong>Introduction to Blueprint's localization team</strong></td>
</tr>
<tr>
<td></td>
<td>4:30-5:30 pm</td>
<td>As business becomes more globalized, customers expect products and content that speak to their language and culture. Blueprint’s Localization function pulls from a large in-house team of highly skilled Localization and Translation professionals providing clients the highest-quality human translation and localization in over 30 languages, with more being added constantly. At Blueprint, we’re dedicated to going well beyond our clients’ expectations. We are constantly looking for new ways to provide cutting-edge localization solutions, in addition to delivering top-quality translations for both technical and creative content. <a href="#">Click here to Join</a></td>
</tr>
<tr>
<td>Thursday</td>
<td>July 7th</td>
<td><strong>How Language Can Launch Your Career with the Middlebury Institute</strong></td>
</tr>
<tr>
<td></td>
<td>4:30-5:30 pm</td>
<td>The Middlebury Institute of International Studies offers several degree programs (online, onsite and hybrid) that leverage a student's language ability for international careers in diplomacy, development, security, translation, interpretation, environmental policy, and education. Come learn how the Institute programs work, and about scholarships available for Middlebury Language Schools alumni.&quot; <a href="#">Click here to Join</a></td>
</tr>
<tr>
<td>Tuesday</td>
<td>July 12th</td>
<td><strong>Potential Jobs and Careers in the Intelligence Community using Foreign Language Skills</strong></td>
</tr>
<tr>
<td></td>
<td>4:30-5:30 pm</td>
<td>The Intelligence Community's Senior Language Authority (M.A. from the Middlebury College Spanish School), will provide an overview of the Community and the important role foreign language skills play in their missions. He will also discuss the variety of positions that require foreign language skills as well as the expertise needed to effectively work in these positions. IN PERSON: Davis Library 105A/B</td>
</tr>
<tr>
<td>Wednesday</td>
<td>July 13th</td>
<td><strong>Office Hours with Don Gentile</strong></td>
</tr>
<tr>
<td></td>
<td>9:00 am - 4:00 pm</td>
<td>Get your questions answered. <a href="#">Sign up for Office Hours</a></td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Wednesday  | July 13th     | **Cultural Vistas: Careers and Professional Programs International Education**  
|            | 4:30-5:30 pm  | Join Middlebury Institute alumni in discussing career openings in international education, experiential learning programs, and professional fellowship opportunities at Cultural Vistas, a nonprofit exchange organization that aims to promote global understanding and collaboration among individuals and institutions.  
|            |               | [Click here to Join](#)                                               |
| Thursday   | July 14th     | **Find a Job Teaching a Foreign Language with CS&A!**  
|            | 4:30-5:30 pm  | Want to use your degree to make a difference for the next generation? Join Carney, Sandoe & Associates for a virtual info session focused on working in K-12 private, independent schools across the country.  
|            |               | CS&A is an educational recruitment firm that can help you get started as a teacher in the rewarding world of independent schools—no education degree or teaching certification required. Our CS&A foreign language team will explain the process and benefits of our free educational placement service, discuss what it’s like working at independent schools, and share resume and job search advice.  
|            |               | Whether you become a master teacher or pursue a different career down the road, independent schools are a great place to work, and even live. If you’re looking for a teaching job, an opportunity to work with kids, or a way to translate your love of foreign language into a rewarding job, partner with CS&A for your job search today!  
|            |               | [Click here to Join](#)                                               |
| Wednesday  | July 20th     | **AlphaSights Webinar: Applying Your Language Skills in an International Environment**  
|            | 4:30-5:30 pm  | AlphaSights is looking for language speakers interested in launching a client-facing career on a dynamic, global team. Interested in hearing from bilingual team members and getting your questions about our roles answered? Attend our webinar and apply for our open roles today!  
|            |               | [Click here to Join](#)                                               |
| Thursday   | July 21st     | **K-12 Education: Alternate Routes for Obtaining a Teaching Credential**  
|            | 4:30-5:30 pm  | In this session, Chinese School Associate Director and former public school teacher Mairead Harris will give an overview of the options available for aspiring language teachers who wish to work in public schools. Obtaining a credential or license is often a barrier for aspiring teachers; Mairead will walk participants through some common ways to pursue an appropriate teaching credential outside of a licensure degree program.  
<p>|            |               | <a href="#">Click here to Join</a>                                               |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday July 26th</td>
<td><strong>Language Careers in the NSA</strong></td>
<td>The National Security Agency (NSA) is the intelligence community’s leading agency in signals intelligence and information assurance. Join Jenny W., NSA's Senior Language Authority Outreach Lead, to learn about Foreign Language Analysis and how you can use your language skills to help the United States. Language analysts evaluate foreign communications and work directly with their understanding of nuance, context and cultural overtones to produce translations and reports. This session will provide you with details on NSA's full-time positions and summer internships as a US Language Analyst for the NSA! Jenny will also be happy to answer questions about the application process and available opportunities in other skill fields.</td>
</tr>
<tr>
<td>Wednesday July 27th</td>
<td><strong>Central Intelligence Agency Information Session</strong></td>
<td>The Central Intelligence Agency safeguards you and the nation from threats posed by our foreign adversaries. We work diligently to know the plans and intentions of those who intend to do us harm and we need students and alumni from every possible major and background, and especially those with language skills, to help us. Many employers recruit on campus, but few can provide the opportunity for you to use your knowledge, skills, and abilities towards a more important mission. CIA Representatives will provide information regarding the variety of career and paid internship opportunities available. The presentation will include details about application processes and suggestions for making yourself competitive for employment, including tips for writing cover letters and resumes, and preparing for an interview with CIA. Students of all language backgrounds are encouraged to attend. The CIA has numerous full-time positions as well as undergraduate and graduate internships and scholarships. There are opportunities for foreign travel, additional language training, and overseas postings. CIA provides competitive salaries, relocation expenses, and student loan repayment programs. All positions require US citizenship, relocation to the Washington, DC metropolitan area, and a top secret security clearance. CIA's drug-use policy requires no marijuana or products containing THC use within 90 days of applying, and within one year for other illegal drugs.</td>
</tr>
<tr>
<td>Thursday July 28th</td>
<td><strong>Careers Representing America: Foreign Language in Foreign Policy</strong></td>
<td>As the lead U.S. foreign affairs agency, the U.S. Department of State advances the interests of the American people, their safety, and economic prosperity. The Department operates across more than 270 locations abroad, and throughout the United States, to amplify our nation’s voice and bring diplomacy to areas with critical needs. Foreign and Civil Service employees promote diplomacy while advancing America’s interests, solving global challenges, and finding new ways to work together as a country to maximize the impact of our nation’s resources. Use your critical foreign language skills to support the U.S. Department of State’s vision to promote and demonstrate democratic values and advance a free, peaceful, and prosperous world on behalf of the American people. Learn more at careers.state.gov. U.S. Citizenship required. An equal opportunity employer. Click here to Join</td>
</tr>
<tr>
<td>Wednesday August 3rd</td>
<td><strong>Insights into the language industry with Adastra, Inc.</strong></td>
<td>Ad Astra, Inc. is the leading language service provider for corporate, government, and non-profit organizations as well as individuals seeking spoken and non-spoken interpretation,</td>
</tr>
</tbody>
</table>
Recruiters at Ad Astra, Inc. will be discussing the industry, sharing useful tips for future opportunities, and presenting current career opportunities at the company. If you are interested in learning more, join us for an engaging session where you can get your questions answered!

Click here to Join

<table>
<thead>
<tr>
<th>Thursday</th>
<th>Peace Corps: Culture, Language and Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 4th</td>
<td>4:30-5:30 pm</td>
</tr>
</tbody>
</table>

Serving in the Peace Corps is a great way to immerse yourself in a new culture, utilize your language skills, and have the experience of a lifetime. This information session is specifically targeted toward language students and will touch on the amazing work Peace Corps Volunteers accomplish abroad. It will also focus on opportunities Volunteers can take advantage of once they return from service.

Click here to Join

Networkig and Career Opportunity Resources

GoinGlobal is the leading provider of both country-specific career and employment information. The site will aid in your development of global competencies and knowledge about the world; supporting your search for international jobs, internships, and volunteer experiences.

- Country Career Guides and U.S. City Career Guides
- Key Employer Directory with corporate profiles for 100,000+ companies
- More than 600,000 internship and job listings (updated daily)

To access GoinGlobal login with your Middlebury email address and click forgot password to gain access. Make sure to create an account to save favorites, and more easily access the information you want most. This also allows you to access GoinGlobal without logging into the Middlebury site. Just go to GoinGlobal.com from any computer after creating your account.

Language Schools LinkedIn Group - A group of around 2,000 Language Schools’ alumni networking and sharing professional opportunities.

Language Schools Facebook Page - A place for almost 10,000 Language Schools’ alumni to connect with one another.

A Site For Language Professionals - Developed by Winnie Heh, Career Advisor for Translation, Interpretation and Localization Management Programs at Middlebury Institute of International Studies at Monterey (MIIS).
Note: The Middlebury Handshake platform is available for students enrolled in a Middlebury degree program.

Online Resources

GENERAL RESOURCES

- Transitions Abroad - The guide to travel, work, study and living abroad with a purpose
- U.S. Chamber of Commerce - The U.S. Chamber of Commerce is the world’s largest business organization representing the interests of more than 3 million businesses of all sizes, sectors, and regions.

ARTS, MEDIA AND COMMUNICATIONS

Publishing

- PublishersGlobal.com: An information marketplace for the global publishing industry - publishers, authors, literary agents and all kinds of publishing service providers. PublishersGlobal includes a global director of publishing companies, publishing industry events and publishing news.

Advertising

- Asian American Advertising Federation - The 3AF’s mission is to advance the Asian American marketing and advertising industry for Asian American consumers through education, advocacy, promotion, and increased collaboration of all industry stakeholders including but not limited to marketers, agencies, research partners and media. Additionally, 3AF seeks to promote and encourage high standards of conduct and ethics among our members and our industry.

Marketing

- Multicultural Marketing Resources - Publisher of newsletters, a consulting firm to corporations seeking information and a marketing firm for multicultural ad agencies seeking visibility and connections.

French

- Lagardere Media Hachette Livre - French publisher

German

- Hubert Burda Media - Media/publishing group with headquarters in Munich, offices in NY
- Bertelsmann - Headquarters Gutersloh, Germany; corporate center in NYC
Japanese

- **Nippon TV** - Broadcast television network with headquarters in Tokyo, US offices in DC, NY, LA
- **Fuji Television Network** - Headquarters in Tokyo, US offices in DC, NY, LA
- **Nintendo Company Ltd.** - Headquarters in Kyoto, offices in Redmond, WA

Korean

- **KBS America** - Subsidiary of Korean Broadcasting System with headquarters in LA, offices in San Francisco, Los Angeles, TX, KS, Atlanta, Chicago, Tampa, DC, New Jersey, NYC, Toronto

Russian

- **Radio Free Europe/Radio Liberty** - Headquarters in Prague, Czech Republic; Office in DC

Spanish

- **Telemundo** - Broadcast television network with headquarters in Doral, FL
- **Univision** - Broadcast television network with headquarters in New York, NY

BUSINESS, TECHNOLOGY, AND LOCALIZATION

- **Multilingual Careers** - MultiLingual covers topics regarding the critical intersection of language and business. The blog multilingual.com/insights covers language topics such as translation, the process of converting all of the text or words from the source language to the target language. An understanding of the context or meaning of the source language must be established in order to convey the same message in the target language. "translation, localization and global markets, individual skills and emerging technologies, enablers and barriers, knowledge and speculation.

EDUCATION

- **Search Associates** - An educational placement firm specializing in the placement of teachers, administrators and interns with international schools throughout the world.
- **SchoolSpring** - A source for educators offering job seekers a one-stop solution for managing the job search, including complete archiving of all necessary documents and certifications, and access to the all education jobs in their selected regions. Listings include both public school and private school opportunities and limited international.
- **Nemnet Minority Recruitment** - a national resource organization committed to assisting schools and organizations in the recruitment and retention of diverse teachers, administrators and coaches.
- **U.S. Department of Defense Schools Worldwide** - There are 164 schools in 11
different countries. You are employed by the U.S. government to teach children of military personnel.

- **United States Department of State, Office of Overseas Schools** - Lists 180 American sponsored schools located in 133 countries. These schools are assisted by the U.S. State Department but are independent and non-governmental.

**GOVERNMENT, LAW, AND POLICY**

- **Go Government** - A project of the Partnership for Public Service, a nonprofit, nonpartisan organization that works to revitalize our federal government by inspiring a new generation to serve and by transforming the way government works. This site is designed to be your guide as you consider, apply, and secure federal employment. Provides help with researching federal agencies and government careers as well as practical tips for completing your application.
- **GotoThinkTank** - An interactive, global, comprehensive, multi-sectoral database and directory of think tanks.
- **Discover Law** - With access to experts, inspiring stories about law school graduates, answers to frequently asked questions, and more, DiscoverLaw.org provides students with resources, tips, and tools on how to become a competitive law school applicant.
- **U.S. Department of State** - Foreign Service opportunities

**SOCIAL AND HUMAN IMPACT**

- **Idealist** - Idealist is all about connecting idealists – people who want to do good – with opportunities for action and collaboration. With more than 120,000 organizations and 1.4 million monthly visitors to our English, and Spanish (idealistas.org) sites, Idealist helps people move from intention to action all over the world.

**TRANSLATION AND INTERPRETATION**

Audio and multimedia development for tours

- **Tour-Mate Systems Ltd** (Toronto) - *Works extensively with attractions that provide multiple language tours.* Clients include: The Biltmore Estate, National Park Service, The Alamo

Medical translation

- **Certified Languages International** - For people with language skills who are interested in the healthcare field, medical translation could be a way to use those skills. On site, this can be in the waiting room, helping people understand medical and insurance forms, or it could be in the hospital room, helping the patient and the provider to communicate more effectively. Some of this work can also be done remotely.

Museum documents translation
- **Eriksen Translations** - *Eriksen works with many prominent museums, both domestically and abroad, helping them make exhibition materials accessible to international visitors as well as local non-English speaking communities. Clients include: American Museum of Natural History, The Frick Collection, Getty, Guggenheim, The Met, Museum of Fine Arts Boston, MoMA, National Gallery of Art, National Park Service, Philadelphia Museum of Art, Whitney*

- **Alboum Translation Services** - *The only translation services agency specifically for nonprofits and mission-driven organizations. You must be a professionally certified translator. Clients include: Smithsonian Institute National Portrait Gallery, Smithsonian Institute National Air and Space Museum, Shakespeare Theater Company*

- **Multilingual Connections** - *Translation, transcription, and multimedia localization*

- **Acclaro** - *Clients include: The Metropolitan Museum of Art, The Andy Warhol Museum, The Guggenheim*