

PENNONI HONORS COLLEGE NEWSLETTER



Tuesday, July 3, 2012

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Honors Program

Honors Options for Summer Term 2012

Honors Option Request Forms for Summer Term 2012 are due no later than Friday, 7/13/12, 5 p.m. This is a firm deadline. All forms should be completed, signed by the instructor and student, and submitted to the Pennoni Honors College Main Office (5016 MacAlister) no later than Friday, 7/13/12. For more information and details on Honors Options, [visit the Honors Program online](#).



The Honors Option PDF form is typeable; although you will need to print it out, obtain the signature of your instructor, and submit it to the Honors Main Office. Students who wish to pursue an Honors Option for Summer Term 2012 must utilize this two-page Request Form. **Please read the guidelines and form thoroughly.**

If you have any questions concerning Honors Options, [e-mail Elaine O'Loughlin, Honors Program Associate Director](#) or call 215-895-6283.

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Office

Upcoming Fellowships Workshop

*** ***"First Steps to Fulbright" Workshop******

On Friday, 7/6/12, 12 to 1:30 p.m. in 109 Disque Hall (32nd and Chestnut Sts.), come hear about opportunities for Fulbright study/research grants from Drexel



University Fulbright Finalists and staff of the Drexel Fellowships Office. Review the basics of the Fulbright student program, and explore a range of projects available with the support of a Fulbright grant. Participants will leave this workshop with one or two initial ideas for what they may propose to do, if they were to apply.

For more information, [visit the Drexel Fellowships Office online](#). You also may [visit Fulbright online](#).

*** ***"Understanding the Fulbright English Teaching Assistantship (ETA)" Workshop******

On Monday, 7/9/12, 5:30 to 6:30 p.m. in 109 Disque (32nd and Chestnut Sts.), learn more about teaching English abroad. *Dinner will be provided.* As a Fulbright ETA, participants typically

work alongside a teacher in an English classroom; planning various activities to improve students' language abilities and knowledge of the United States. The Fulbright ETA is available in approximately 70 countries.

If you're unable to attend this info session, [check out a new Fulbright Basics video online.](#)

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PHC Work/Study Opportunities

Come be a part of the best Work/Study opportunity at Drexel University! **The Pennoni Honors College (PHC) currently seeks interested students for several available Work/Study positions in the Dean's Suite.**

- *Must be mature, self-motivated, dependable, detail-oriented, communicative, and amicable.*
- *Must be approved for Work/Study funds through the Office of Financial Aid.*
- *Sophomore, Pre-Junior, and Junior students preferred.*
- *Students available peak lunchtime hours preferred.*

Interested candidates may visit the Honors Office in person, or [e-mail Brian Kantorek, Administrative Coordinator](#), with a letter/message of interest and most current resume or summary of work experience.

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EPAM Systems Job Opportunity



Excellence in Software
Engineering

EPAM Systems, Inc. currently seeks an excellent candidate to fill the dynamic and exciting role of Executive Assistant to the CEO/CFO of the company. This is a role with high visibility and wonderful potential. Please note that fluency in Russian is required.

The Company

EPAM Systems, Inc. (NYSE:EPAM) is a leading global IT services provider with delivery centers throughout Central and Eastern Europe. Headquartered in Newtown, PA, EPAM employs over 7,300 IT professionals, and provides services to clients worldwide using a global delivery model through its client management and delivery operations in the United States, Belarus, Hungary, Russia, Ukraine, the United Kingdom, Germany, Kazakhstan, Sweden, Switzerland, Poland, and Canada.

The Opportunity

EPAM is looking for an Executive Assistant to support two C-level executives of the Company, as well as certain other senior personnel. This person will be responsible for representing the office and executive team effectively, professionally, and diplomatically when interacting with internal and external clients. The Executive Assistant must be exceedingly well-organized, flexible, and have the ability to interact successfully in a highly-dynamic environment. The person also must be fluent (both written and verbal) in Russian and English.

Responsibilities

- Manage and maintain executives' schedules. Use high degree of initiative and responsibility for ensuring that all meetings are attended as planned.
- Manage high volume of travel and transportation. Arrange for visas; negotiate and resolve exceptions; and maintain effective working relationships with embassies and travel agencies. Always strive for cost efficiency.
- Arrange, prepare, and manage business meetings and a variety of other corporate events.
- Coordinate company's Board of Directors' schedules, activities, agendas, expenses, and

- logistics. Keep record of meetings and attendance.
- Maintain EPAM's corporate calendar.
- Work closely with Investor Relations to schedule investor roadshows, conferences, calls and meetings; send materials to potential investors; and help prepare investor presentations.

Requirements

- 3+ years of administrative experience with at least 1+ years of experience supporting senior staff.
- Proficiency in Microsoft Outlook (especially Calendar and E-mail).
- Working knowledge of other Microsoft Office Suite programs (i.e., Excel, Word, and PowerPoint).
- Ability to handle complicated travel itineraries (unique trips, cars, etc.)
- Ability to establish close working relationships quickly and effectively; both locally and across numerous international locations.
- Ability to safeguard confidential information entrusted by customers; information regarding clients' businesses and activities; and information about other employees.
- Excellent telephone etiquette, including ability to appropriately handle calls from clients, investors, shareholders, and various other senior internal and external clients.
- Flexibility to work overtime, including online access outside of working hours in order to manage communication across multiple time-zones, as well as to assist executives who travel frequently (note that actual amount of overtime is relatively light and sporadic).
- Four-year university degree desired (but not a requirement, if most other skills are met).

For more information—or to apply—[e-mail Anna Steinberg, Senior Project Manager, EPAM Systems](mailto:anna.steinberg@epam.com).

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Special Writing Course for Honors Option

Take note of a highlighted Drexel University Writing course available for Honors Option course credit during Fall Term 2012:

Writing in Museums
WRIT 304 (001)
CRN: N/A
Wednesdays, 2 to 5 p.m.
3.0 Credits



Instructor: Harriet Levin Millan (Associate Teaching Professor / Co-Director, Certificate Program in Writing and Publishing)

Find inspiration in the vast collections of the Academy of Natural Sciences of Drexel University! Participating students will spend six different class periods at the Academy, exploring areas such as mammalogy (mammals), entomology (insects), malacology (mollusks), vertebrate paleontology (fossils), dioramas, and the Live Animal Unit. Creative writing assignments will be based on these visits, and can be written in the genre of each student's choosing: poetry; fiction; or creative non-fiction. With over 17 million specimens, the Academy is sure to inspire! *For more information, [e-mail Harriet Levin Millan](mailto:harriet.millan@drexel.edu).*

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Interested in fellowship opportunities? As you may know, fellowships are nationally and internationally prestigious scholarship programs that help you get the education and experience you need to pursue your professional goals. These awards can support undergraduate or graduate study and research or work experiences here or abroad. **The Drexel Fellowships Office helps students to navigate the application process for these opportunities through early-stage education and advice, as well as essay-writing support and feedback.**



For additional information on upcoming deadlines, events, help with an application, and general advising, [visit the Fellowships Office online](#) or [send an e-mail](#).

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Honors Lost and Found

The Lost and Found at the Pennoni Honors College (PHC) Main Office Front Desk occasionally acquires items left behind in the Honors Office, Lounge, and Seminar Room.

If ever in doubt about something you've misplaced, make sure to first check at the PHC Main Office Front Desk (5016 MacAlister).

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Pennoni Honors College Newsletter Submission Guidelines

The Pennoni Honors College would like to hear about upcoming events in your department or organization. **Please note that all articles to be considered for publication in the standard Tuesday edition of the Pennoni Honors College Newsletter must be submitted to honorscollege@drexel.edu no later than 5 p.m. on Friday of the previous week.** Submissions received after this point will be held for a future edition.

Please include all details relevant to your announcement (e.g., event location, date/time, contact person or office, available website information, etc.), and limit submission summaries to a maximum of five sentences. E-mail attachments such as flyers, graphics, or posters will be included with the *Pennoni Honors College Newsletter*, wherever possible.

It is the responsibility of the submitter to ensure the accuracy of the submission. Please keep in mind that missing information will result in distribution delays. *For additional information, contact honorscollege@drexel.edu.*

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Pennoni Honors College Newsletter and Archives Now Online!

This latest edition of the Pennoni Honors College Newsletter—along with an archives of past editions of the Newsletter—is now available online. Catch up with the *Newsletter* online from any place and at any time!

Please note that each week's edition of the *Pennoni Honors College Newsletter* also will be delivered via e-mail to Honors ListServ subscribers.

If you have graduated and would like to be removed from this list, please send your full name, University ID, and e-mail address(es) to: honorscollege@drexel.edu.

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The Honors
Program



Fellowships
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STAR Scholars



The Smart Set
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