

## **Career Opportunity Bulletin of 7-15-08**

Ivy Tech Community College Bloomington

Hi Everyone, Career Services Presents: *Know Yourself* --- to be held on Thursday, July 17, 2008 from 4 to 5:30 pm in the Career Center. This will help students discern interests, values and competencies related to occupations --- and educational programs. Assessment and follow-up career advisement sessions provided.

*Network and Practice Interviews* instruction will be provided on Wednesday, July 30 from 9 to 10 in the Career Center. Please bring your resume.

A paralegal student was selected for a paralegal position to work for attorneys Duncan & Ellis at their law firm in Loogootee. She is responsible for research, legal documents, courthouse document filing and clerical / client assistance. An electronics graduate got a job as instrumentation technical support specialist with Cummins Power Generation in Columbus. One of the benefits that comes with his new job is that Cummins will pay for more schooling --- to advance his career in the field of electronics technology.

According to a recent survey conducted by the National Association of Colleges and Employers, the average search time for recent college graduates is 6 months. The degree you have earned will put you in position to pursue a career based upon your education. Please let me know of any assistance I can offer with your search.

Please use the bulletin and JobZone for a wealth of career opportunities including conference assistant, flood assessor and receptionist.

Wishing all students and graduates steady progress and success this July in all your career endeavors. -Katie  
Katie Anderson; Assistant Director Career Services; [kanderso@ivytech.edu](mailto:kanderso@ivytech.edu); 330-6018; Career Center, A129

### **~~~Accounting, Business/Office Administration, and Computer Information Systems~~~**

#### **Accountant – General Ledger**

7-9 to 7-30

Reports to the Controller, part time 20-25-hrs per week. Degree in accounting or related field or background in bookkeeping and data processing. Provide assistance to controller and other accounting staff as needed. Maintain a helpful and cooperative attitude in the accounting department and also when assisting other staff and members. Detail oriented, problem solving skills. General Ledger Functions: Prepare all journal entries other than those specific to other accounting areas (payroll, bank draft, deposits), Input all journal entries into the general ledger system (other than those specific to other accounting areas), reconcile all bank statements, and prepare all monthly financial statements within 3 business days of month end. Dashboard, Operating statement, Capital & Miscellaneous Items, Balance sheet, Capital Report, Forecasting financial Statements, Program dashboard, maintain records and prepare financial reports for special projects (Cardiac Rehab Golf Tournament, Corporate Challenge), Update and maintain Endowment Account records, Check chart of account data in membership system for each program session and throughout the year. Accounts Payable: Open all mail daily and submit to controller for approval, Print/prepare all checks for presentation to authorized signers (Controller, Executive, Director, and Treasurer). Prepare bills, input accounts receivable into the ledger system, prepare aging of accounts receivable, pledges receivable, camp billings, preschool billings, outreach billings, process membership and locker renewals, fitness program balance dues.

#### **Career Resource Center Career Facilitator**

7-14

Experience in student and adult career assessment. Knowledge of local educational opportunities. Provide assessment and planning to all students and their parents, and adult participants; provide follow-up with eighth graders and their parents until high school graduation; identify promising careers. Connect with current vocational offerings for students; Provide post-secondary education information to students and adults. Support the alumni club; Target and facilitate professional development, in conjunction with Coordinator. Résumé, along with a cover letter: Brown County Schools Human Resources P O Box 38 Nashville IN 47448

## **Clerical Positions**

Medical/clerical experience, able to retain a large volume of information, MS word, excel, coding, and medical office experience. Pay is between \$10-12.

### **Executive Administrative Assistant**

6-30

Degree; Correspond and coordinate meetings with district and national education leaders. The ability to interact with people of diverse cultural backgrounds in logistical planning is necessary. Maintaining paper and electronic filing systems, data entry, arranging conference calls and meetings, booking travel, and general office duties. Must be willing to travel. 5 years experience as an assistant to a high level officer. Computer literacy (Microsoft Office: Word, Outlook, and Excel) and superior verbal and written communication skills.

### **Graphic Designer**

7-9

Responsibilities are design and layout of display advertising for the newspaper. Work with the sales staff to develop design solutions and special ad programs for advertising clients. Commercial or advertising design back-ground preferred. Knowledge of typography and full color process printing preferred. Working knowledge of adobe Illustrator, in design and Photoshop a must. Ability to produce under daily deadline pressures.

Resumes to Ms. Kim Sutton at [ksutton@heraldt.com](mailto:ksutton@heraldt.com)

### **Communications Manager**

7-31-08

This position is a media heavy marketing & design specialist. Incorporates content from multiple sources into dramatic and simple media communications formats. These formats include: glossy brochures, newsletters, electronic newsletters, e-mail, web pages, digital video, CD content, PDF, and other on-line media formats. Create current annual event publications, association mailings, newsletters, and keep on-line content current and visually appealing. Propose new revenue generating, projects involving conference content and new mediums of delivery. Travel to conferences in the United States and on-site management of conference functions. Must have a 2 or 4 year design degree or work equivalent experience. Salary will be \$28,000-\$32,000; full-time.

### **IT Intern**

Fall Term

User support and networking internship available in Martinsville for the fall term.

### **Marketing Intern --- Planning and Product/Service Unification**

extended until qualified candidates come forward for the summer or fall term

1. Market Planning and Product/Service unification: Positioning the South Central SBDC so that it establishes a unique identity within its' market place along with its' product and service literature having a common look and feel based on that identity.
2. Market Segmentation. This project will help the SBDC determine precisely who target customers are, in what sectors and what location.

The technology projects are in support of the marketing plan and involve:

1. The application of a common look and feel to our tech based products/services along with the ability to prepare (at least) one of our products for a national sales effort. What's needed here is a mechanism for how we can create and effectively distribute a product while providing for state by state differences.
2. Assist in the development of a web site and expect to have a 'model' to work from; Advisor approval.

### **Materials Processing Clerk**

July 9 to July 16, 2008 by 5p.m.

Performs various clerical functions to receive/prepare/repair print and non-profit materials for Library use and lending. Serves in various other clerical capacities within the department/system as needed. Performs clerical tasks to prepare print and non-print items for regular circulation with unique physical identifier, including typing labels and placing labels or barcodes on items. Prepare materials for circulation, including stamping with property information, covering with jackets, and taping spines. \$10 / hr.

## **Outreach Sales Connector**

6-30

Sell professional development services to educators. Successful candidates will learn, track, communicate, sales. Research, initiate and maintain contact with various decision makers throughout schools and districts across the nation. Share with these decision makers how HOPE's services and materials can fulfill their professional development needs. Degree and 3 years of proven sales experience. Computer literacy (Microsoft Office: Word, Outlook, and Excel)

## **Receptionist**

7-14 to 7-19

Application available on JobZone.

## **Technical Support Specialist**

7-14

Provide direct customer support via telephone and email for DSL, dial-up, or web-hosting questions or problems. Report to Technical Support Supervisor for collecting call statistics, writing and updating entries for the Customer Knowledgebase, and creating information to be included on the Technical Support section of the website. Knowledge of desktop computers, dialup/DSL, email applications, and IP networking are desired. Must have excellent customer service skills. Related degree or equivalent experience preferred. Shifts may include day, evening, and weekends. Human Resources Smithville Telephone Co., Inc. P.O. Box 728 Ellettsville, In; <https://www.smithvilletelephone.net/test1a.php>.

*~~~ Technology: Design, Electronics, Manufacturing & Industrial ~~~*

## **Quality/Manufacturing Engineer Assistant**

7-1 to 7-31

Assist engineers in complaint analysis, statistical process control activities, product inspection and testing, qualitative and/or quantitative data analysis, equipment calibration and environmental testing. Investigate and document customer complaints. Support new product development activities, data collection and analyses, DHR and MRB investigations, Product validation, DCO initiation, Continuous improvement activities. 18 – 24 months of job related experience. Viable candidates must have knowledge and/or SPC. Mini-tab, Excel, Access and Word. A strong knowledge of GMP, Ethics in the workplace, Understanding/Reading of Blue Prints, Inspection Methods and techniques. Previous experience in: Fixture design, prototyping and debugging. Device testing. Solid Works/ProE &/or AutoCAD. Strong preference for an Associate degree. ASQ Certified Mechanical inspector and Quality Technician CQT. Contact: *Sue Anne Turner-Johnson at 812-829-5314*

## **Drafter**

6-24

Using general drafting principles, develops prints of parts or tooling according to Specifications provided by project leaders. Makes modifications to existing drawings As requested. Must have completed a formal training in drafting; knowledge of general drafting principles; proficiency in CAD/CAM operation; Experience in Pro-Engineering operation helpful.

## **Hydro Drafter & Hydro Drafter Co-Op**

7-14

Preparing contract specific drawings of elevator components and assemblies for use by sales representatives, sales engineers and/or estimating and processing personnel. Competencies: Ability to prepare Auto-Cad drawings of elevator components and assemblies by using established processes; working knowledge of Microsoft Office; ability to take ownership of assigned work; ability to manage time and organize priorities effectively; communicate appropriately with peers, sales representatives, and managers; desire to learn elevator systems required. Auto-CAD training and experience.

## **Manufacturing Associate I-Support (2008-028)**

7-7

Performs the dismantling, cleaning, assembly, preparation, and sterilization of equipment according to written instructions. Operates equipment including equipment washers and autoclaves. Has basic understanding of cGMP requirements for API production or pharmaceutical fill/finish production. Works independently on unit operations in the API or fill/finish facility. 12 hour shifts and overtime, previous clean room experience is preferred. resume to [employment@cookpharmica.com](mailto:employment@cookpharmica.com).

### **Manufacturing Associate I-Up and Downstream (2008-028)**

7-7

Assists in execution of cell culture, harvest and purification manufacturing processes using SOP's and batch records. Precisely operates equipment and techniques related to mammalian cell culture and/or harvest and purification. Coursework in pharmaceutical manufacturing is preferred. Physically capable of standing 6 hours, stooping, kneeling, good hand-eye coordination, and ability to work 12 hour shifts. Previous clean room experience is preferred. Resume to [employment@cookpharmica.com](mailto:employment@cookpharmica.com).

*~~~ Health Care & Services, Biotechnology, Kinesiology, Sciences ~~~*

### **LPN and Medical Assistant**

7-14

Dermatology health care opportunity: Must be flexible with hours; no weekends or holidays; Resume and cover letter to office administrator: 1200 S. Rogers St., Bloomington, IN 47403.

### **Certified X-Ray Technician**

7-9

Part time x-ray technician. Experience working in a fast paced environment and communicate well with patients and coworkers. 4-5 years of experience in medical imaging and radiation preferred.

### **LPN**

6-16 to 7-4

Full time nurse to work at Landmark Family Practice. Taking patients back to rooms, vitals, getting a brief history, giving injections, calling in meds and some referrals. Cleaning and stocking the rooms at the end of the day. Help care for patients, willing to train.

### **Medical Tech**

6-25 to 7-9

Full time representative to assist surgeons and midlevel providers with patients in office; may perform intake, room turnaround, supply ordering and stocking, other miscellaneous duties as assigned.

*~~~ Public Services: Criminal Justice, Paralegal, & Early Childhood Education; Hospitality ~~~*

### **Hazardous Materials Technician**

7-11

Assisting in the collection and processing of hazardous waste materials. Ability to pass required physical examination, obtain HAZWOPER and PIT certifications and pass other safety-related training. Must be computer literate, able to lift fifty (50) pounds, and have a valid driver's license. Must be willing to work Saturdays. \$11.40 per hour with full benefits.

### **Sous Chef**

6-23 to 7-15

Sous chef with solid culinary training and good references. This temporary full-time position is open immediately, and will expire on November 15<sup>th</sup>. Business is seasonal, and open year-round. Salary is negotiable. Onsite accommodations are available. Duties will focus primarily on preparation of evening menu items, all of which must be cooked to order. The restaurant is currently open six days/week, and between Labor Day and Halloween will be open seven days/week. New candidate must be qualified to solo on the line on weeknights. Candidates should submit a resume online to Erin Drake, the Story Inn's General Manager, at [reservations@storyinn.com](mailto:reservations@storyinn.com).

~~~ General Education, Early Childhood Education and Announcements ~~~

The Department of Workforce Development recently implemented a new job matching system (<https://www.indianacareerconnect.com/>) that also includes a resume builder and career research tools. Call the Work One office to register (812-332-3777) for training. 450 Landmark Avenue Bloomington, IN 47403 812-332-3777 Ext. 248 1-800-743 3333/TTY 812-323-6289/FAX [mlhutchison@vinu.edu](mailto:mlhutchison@vinu.edu)

AccessAbilities

Seeking candidates who are interested in working in the field of human services for a company that provides the following services for the DD, SSW, and the autism Waiver: Community Transition Supports, DSRV-Day Services, Independent Assistance Services for DD & Autism, Respite Care, Transportation, Caregiver Support Services to name a few. "We are entering an era where we would like to assist in offering a bright new future that promises opportunity for all who want a connection, independence, and a more fulfilling life journey." Apply online at [www.accessibilitiesinc.com](http://www.accessibilitiesinc.com)

**Adult Services Assistant**

7-2 to 7-16

Provides information and services to the department's patrons. Performs functions to assist the department with programming and special projects. Regularly addresses questions posed by the library's patrons and assists in locating desired information; receives requests for holds and places accordingly; utilizes reference materials to assist patrons and directs patrons with more involved questions to the appropriate resource. Assists in collection management activities as assigned; assists patrons in the use of library computers; performs various clerical tasks to assist the department, including photocopying, data entry and compiling statistics. Degree required, and one year of related experience and general knowledge of library policies and reference sources.

**Growing Hearts Daycare and Preschool**

Now accepting applications for Infant/Toddler Caregivers and Preschool Teachers for the fall. Experience necessary. Please contact Sara Gross at 812/876-2700.

**Library Assistant**

6-25 to 7-9

Assist with the delivery of basic library services including reference and circulation activities. Process new materials and monitor overdue material and fines/fees and provide clerical support. Qualifications include Bachelor's degree or three years of library experience. Must possess excellent interpersonal communication skills and be able to work independently.

**AuthorHouse is accepting applications for Graphic Designer; Customer Service; IT; Book Layout Specialist; Sales; HR Manager**

Access current local jobs of CAE generalist and installation technician on new web site at [www.comcast.com](http://www.comcast.com).

~~~ Temporary to Permanent Staffing Opportunities~~~

**Graphic Designer**

6-30

Experience in FrameMaker or similar publishing software and an understanding of Military Standards.

Contract Graphic Designer for a project that will last from July 1 to Dec 31 2008, 40 hours/wk at our Ellettsville, Indiana Headquarters. This position will work with our current graphic designer to produce and distribute collateral material and work on redesign of our website. Photoshop, Illustrator, InDesign, and Mac OSX.

**Medical Device Product Builder**

6-16 to 7-08

35 job openings this month and anticipate several more through July. The pay is \$8.50 per hour for 1<sup>st</sup> shift and \$9.00 per hour for 2<sup>nd</sup> shift. These positions are eligible for a \$.50 increase in pay within 6 months so long as

performance meets expectation. Candidates willing to commit up to one year. First shift is Monday through Friday (and could include Saturday and Sunday) beginning 6:00-6:45 am to 2:30-3:15. If mandatory over time is needed for first shift talent would start around 4:00 am. Second shift is Monday through Friday (and could include Saturday and Sundays) beginning at 3:30 pm to midnight. If mandatory over time is needed for second shift talent would work until 2:00 am. Location: 780 Brookside Drive; Spencer, IN 47460 and call Jessica: 812-829-5337 or Kimberly: 812-828-1952.